



United States  
**Office of Government Ethics**  
1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

April 25, 2013

Enoh T. Ebong  
Designated Agency Ethics Official  
U.S. Trade and Development Agency  
1000 Wilson Boulevard, Suite 1600  
Arlington, VA 22209

Dear Ms. Ebong:

The United States Office of Government Ethics (OGE) has conducted a follow-up review of the ethics program at the U. S. Trade and Development Agency (USTDA) to determine how the two recommendations and seven suggestions from our August 2012 report have been addressed.

OGE recommended that USTDA ensure confidential financial disclosures are properly annotated with a date of receipt. During our follow-up review, OGE verified that all 33 confidential financial disclosures submitted in 2013 were properly annotated with the date of receipt. OGE considers this action responsive to the recommendation. Therefore, the recommendation is closed.

OGE recommended that USTDA update the financial disclosure process to ensure financial disclosures are properly retained and destroyed. USTDA provided OGE with updated procedures for both the public and confidential financial disclosure reporting system. The procedures cover the collection, review, retention, and destruction of the reports. OGE considers this action responsive to the recommendation. Therefore, the recommendation is closed.

OGE suggested that USTDA develop a process to identify, document, and maintain a list of companies involved with USTDA to (1) supplement ethics officials' knowledge of potential conflicts and (2) reduce the risk that ethics officials may be unaware of recent agency developments. USTDA now uses two database systems and is developing a third to supplement ethics officials' knowledge of agency activities as they relate to conflict of interest laws and rules. The Trade and Development Management Information System contains data on grants USTDA has given to contractors. USTDA's Contracts Department's Database of Agency Contract Awardees, used by ethics officials in coordination with USTDA contracting personnel, houses similar data on agency contracts valued at \$3,000 or more. A third database for identifying prospective USTDA contractors is currently in development. The databases collectively help USTDA identify and prevent potential conflicts of interest. OGE considers these actions responsive to the suggestion. Therefore, the suggestion is closed.

OGE suggested that USTDA ethics officials attend OGE's public and confidential financial disclosure training classes. USTDA's primary ethics official accomplished web-based confidential financial disclosure training in October 2012 and public financial disclosure training in March 2013. USTDA plans to attend additional OGE financial disclosure training in June 2013. OGE considers this action responsive to the suggestion. Therefore, the suggestion is closed.

OGE suggested that USTDA provide annual ethics training earlier in the calendar year to ensure that all employees complete training by the end of the year. USTDA ethics officials stated that annual ethics training will be conducted in October to better ensure that all covered employees complete the training by the end of the calendar year. OGE considers this action responsive to the suggestion. Therefore, the suggestion is closed.

OGE suggested that USTDA ensure that ethics advice and counsel is tailored appropriately to the circumstances involved and documented in enough detail to address all the ethics issues in a given situation. Per the agency's August 6, 2013 response letter to OGE's original report, USTDA indicated that advice and counsel would be provided in sufficient detail in accordance with OGE's suggestion. The advice and counsel samples that OGE reviewed during the follow-up showed more extensive background information and analysis. OGE considers this action responsive to the suggestion. Therefore, the suggestion is closed.

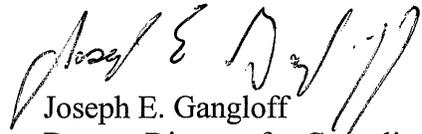
OGE suggested that USTDA enter into a memorandum of understanding with an investigative organization that can investigate violations of ethics laws and regulations to ensure the program elements described at 5 C.F.R. § 2638.203(b)(11) and (12) are carried out. Per the agency's August 6, 2013 response letter, USTDA has an informal arrangement to work with USAID's Office of Inspector General should particular ethics issues arise. USTDA ethics officials informed OGE that they would continue their relationship with USAID while focusing additional effort on preventing potential ethics violations through awareness and training. OGE considers this action responsive to the suggestion. Therefore, the suggestion is closed.

OGE suggested that USTDA document procedures relating to special Government employees (SGEs) to ensure prompt identification, timely designation, proper financial disclosure filing, and accurate tracking of hours worked. USTDA provided OGE with new procedures addressing SGEs which documented individual roles and responsibilities regarding ethics-related SGE matters. OGE considers this action responsive to the suggestion. Therefore, the suggestion is closed.

OGE suggested that USTDA develop procedures to ensure semiannual SF-326 reports are transmitted to OGE by the statutory deadlines. USTDA's new procedures include specific roles, responsibilities, and instructions which will better ensure the timely transmission of SF-326 reports. OGE considers this action responsive to the suggestion. Therefore, the suggestion is closed.

Based on OGE's follow-up, we have determined that USTDA has adequately addressed the two recommendations and seven suggestions from the August 2012 report. Thank you for your assistance during the follow-up process. Please contact me at 202-482-9220 if you require any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph E. Gangloff". The signature is fluid and cursive, with a large initial "J" and "G".

Joseph E. Gangloff  
Deputy Director for Compliance