



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

October 31, 1994
DO-94-037

MEMORANDUM

TO: Designated Agency Ethics Officials At Selected Civilian Agencies

FROM: Stephen D. Potts Director

SUBJECT: Field Office Ethics Programs Survey

The Office of Program Assistance and Review (OPAR) is conducting a brief survey of selected civilian agencies to determine those that have decentralized ethics programs with some locations outside of headquarters' offices. OPAR is interested in bona fide field office ethics programs, i.e., field offices that collect, review, and retain financial disclosure reports and/or conduct their own ethics training, in addition to providing oral and written ethics advice.

The purpose of this survey is threefold:

- 1) to assist OPAR in determining which field sites to visit when conducting ethics program reviews;
- 2) to assist desk officers in the Program Assistance Division (PAD) to better understand the scope of agency ethics programs; and
- 3) to assist agencies in coordinating resources by publishing a list of agency field office ethics programs (by city, state, country) with contact names and phone numbers.

Based primarily on your responses to the 1993 Annual Agency Ethics Program Questionnaire, OPAR has determined that your department/agency may have a field office ethics program.

Please take a few moments to complete the attached one-page form and return it to Lisa Deener by COB November 18, 1994. Please complete one form for each location that has a bona fide field office ethics program. You may fax the form to (202) 523-1229. After the responses have been received, OPAR will send out a list of field ethics program sites, along with the names and phone numbers of the contacts for each site.

Attachment

FIELD OFFICE ETHICS PROGRAMS

Please complete this form and return it to the Office of Program Assistance and Review by COB November 18, 1994. Please complete a form only for bona fide field office ethics programs, i.e., field offices that collect, review, and retain financial disclosure reports and/or conduct ethics training, in addition to providing oral and written ethics advice.

Please complete one form for each field office ethics program location.

Agency: _____

Office Address: _____

Contact(s) Name, Title, _____ and
Phone Number: _____

This office participates in the following aspects of the department's/agency's ethics program:

___ SF 278 review Approximate number of SF 278s reviewed:

___ SF 450 review and retention Approximate number of SF 450s reviewed and retained:

___ Ethics training

___ Oral/written ethics advice

PLEASE RETURN THIS FORM TO LISA DEENER BY COB 11/18/94