



December 1, 2022
PA-22-05

PROGRAM ADVISORY

TO: Designated Agency Ethics Officials

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SUBJECT: A Comprehensive Guide to New and Ongoing Professional Development
Opportunities in Ethics

This Program Advisory provides a comprehensive guide to OGE's new and ongoing professional development opportunities for a diverse array of executive branch ethics officials at all career stages.¹ With feedback from members of the ethics community, OGE's Institute for Ethics in Government (IEG) created a flexible approach to ethics officials' professional development designed to:

- assist new and aspiring ethics officials to navigate rewarding career paths;
- help experienced ethics officials maintain and sharpen their skills, and remain engaged with OGE and the ethics community; and
- support ethics program leaders to direct ethics programs that protect their agencies; hire, support, and develop the next generation of ethics officials; and lead innovative ethics programs that protect the trust of the public we serve.

OGE is grateful to all of the ethics officials who helped the IEG develop these professional development opportunities.

Orientation for New Designated Agency Ethics Officials (DAEOs) and Alternates (ADAEOs)

OGE developed the DAEO/ADAEO Orientation program to help new DAEOs and ADAEOs get to know OGE, the duties and responsibilities of their new roles, the essential functions of an effective ethics program, and the responsibilities of others within their agencies to help prevent conflicts of interest. OGE will continue to offer this program on an as-needed basis, typically two to four times per year.

¹ As discussed in 5 C.F.R. § 2638.104(e), agencies are responsible for ensuring that their ethics staff have the skills, expertise, and training to perform their assigned duties.



***NEW: Accelerated Certification in Ethics (ACE)**

OGE developed ACE for new and aspiring ethics officials who would like to be able to support all aspects of an executive branch ethics program. Over four months, the virtual program will provide a comprehensive introduction to all aspects of the ethics program, including program administration and leadership, advice and counsel, financial disclosure, and education and communication. OGE will hold the program, which requires an application and review process, at least once a year for 60 officials per session. Upon successful completion of the ACE program, which includes an attendance standard, satisfactory performance on evaluations, and completion of assignments, attendees will receive a certification of achievement.

***NEW: Skill Builders**

OGE developed Skill Builders for ethics officials and others who support the ethics program in a targeted way and who would like to build their skills in a particular program area or add to their ethics competencies over time. OGE will offer several Skill Builders each year on topics such as confidential financial disclosure, public financial disclosure, nominee financial disclosure, advice and counsel, program management, communication, and education. Each virtual Skill Builder will require participants to complete 6-20 hours of instruction and assignments to develop a solid foundation in the topic area. Successful participants will be awarded a certificate of completion. Admission to a Skill Builder will be first-come-first-served, and open to as many attendees as feasible for the topic area.

***NEW: Annual Professional Ethics Practitioner (PEP) Certificate**

OGE designed the annual PEP certificate for ethics officials who are performing some or all functions of an ethics program at full competency and who wish to maintain their skills and stay current with policy changes and developing practices in the ethics profession. OGE will hold a variety of PEP offerings each year, such as virtual lectures on recent advisories, peer-to-peer and other workshops, networking opportunities, community meetings, and recorded and interactive trainings on a wide range of ethics topics.

Ethics officials who attend/complete six or more such offerings in a calendar year may self-certify completion to OGE to earn a certificate. Ethics program leaders are encouraged to make earning an annual PEP certificate a part of the professional development plan of officials spending a significant portion of their time supporting the ethics program.

Although OGE will label eligible offerings as PEP offerings, such offerings are not limited to individuals pursuing a PEP certificate.

***NEW: Interactive Trainings**

In support of the new annual PEP certificate, OGE will offer interactive training on a wide range of ethics topics. These interactive trainings will follow a new model that includes a recorded lecture followed by an opportunity to participate in a live, virtual debrief of a practical exercise to apply the content covered in the recorded lecture. A recorded debrief of the exercise

also will be available for those unable to participate in the live debrief. These interactive trainings are in addition to recorded trainings, curricula, and workshops.

On-Demand Learning Library

OGE will continue to maintain a library of hundreds of learning tools, including on-demand lectures, self-paced courses, job aids, and other educational materials, including the [ethics education curriculum](#). Agencies are highly encouraged to use these tools to provide in-house training to their ethics staff at all levels to build or refresh their skills. These tools are free and available on OGE’s [Institute for Ethics in Government](#) page.

Other Resources

OGE will continue to provide support for the [design and delivery of ethics education](#), including consultations.² OGE will also continue to support ethics officials in delivering accessible and inclusive ethics training to their agency employees by providing workshops and resources, including those found in the [ethics education curriculum](#).

Calendar of Offerings

OGE will provide a quarterly calendar to keep ethics officials up-to-date on its offerings. The calendar will include the ACE, Skill Builders, networking events, peer-to-peer (P2P) and other workshops, DAEO/ADAEO orientations, virtual lectures, and interactive trainings.

The table below provides a high-level overview of the volume, timing, and type of content OGE will offer over a calendar year.

	DAEO/ADAEO Orientation	Accelerated Certification in Ethics (ACE)	Skill Builders	Professional Ethics Practitioner (PEP) Certificate
January - March	DAEO/ADAEO Orientation		Example topic: Confidential Financial Disclosure (CFD)	Monthly P2P Workshops Monthly Flash Networking Interactive Trainings
April - June		Registration Opens	Additional sessions	Monthly P2P Workshops Monthly Flash Networking Interactive Trainings

² See OGE Program Advisory PA-19-05 (Apr. 4, 2019), [Ethics Education: Using the Regulation to Maximize Effectiveness](#).

July - September	DAEO/ADAEO Orientation	ACE	Example topic: Advice & Counsel/Gifts	Monthly P2P Workshops Monthly Flash Networking Interactive Trainings
October - December			Additional sessions	Monthly P2P Workshops Monthly Flash Networking Interactive Trainings

OGE hopes these new and ongoing professional development opportunities serve your needs, and we will continue to seek your feedback as we launch these new initiatives. If you have questions or feedback, please contact your OGE Desk Officer.