

*United States
Department of the Interior*

2000 AGENCY ETHICS PROGRAM QUESTIONNAIRE

Your response to this questionnaire will constitute your annual report for 2000. Section 402(e)(1) of the Ethics in Government Act of 1978, as amended, requires that executive agencies submit an annual report to the Office of Government Ethics (OGE) concerning certain aspects of their ethics programs. This annual report shall be filed with OGE on or before **February 1** of each year (5 C.F.R. § 2638.602(a)).

Please respond to each question as completely and accurately as possible. Also, please print or type neatly and try to keep your responses confined to the assigned blocks or spaces. Use an [X] where appropriate. Please attach sheets for narrative responses. Be sure to clearly indicate which question you are answering on all attached sheets. Throughout the questionnaire, "year" refers to the calendar year (i.e., 1/1/00 through 12/31/00) except where specified.

DEADLINE: December 29, 2000

ORGANIZATION

1. Bureau/Office _____
2. Number of full-time agency employees (calendar year 2000) _____
3. Names, grades and the percentage of time employees with assigned ethics responsibilities worked in the ethics program in 2000? Include employees who worked in the regions.

Name	Grade	Percentage
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RESOURCES

1. Please rank the following elements of your ethics program from one (1) being the most time spent to administer to seven (7) being the least time spent to administer. If certain of these elements do not exist within your agency or other elements take more time to administer, please explain and rank on a separate sheet. **Please use each ranking (i.e., number) one time.**

- Public financial disclosure system _____
- Confidential financial disclosure system _____
- Outside activity approval system _____
- Written opinions and counseling _____
- Education and training _____
- Disciplinary process for violations _____
- Special Government employees' activities (See page 10
for definition of special Government employee.) _____

2. Do you contract out any part(s) of your ethics program?

YES NO (go to question 3)

 If yes, what part(s): _____

 If yes, may we share this information with other Federal agencies?

YES NO

3. Have you automated part(s) of your ethics program?

YES NO (go to question 4)

 If yes, what part(s): _____

 If yes, may we share this information with other Federal agencies?

YES NO

EDUCATION AND TRAINING

1. In providing the initial ethics orientation to new employees, did your agency provide any training beyond the distribution of required materials?

YES NO (go to question 2) N/A

 If yes, please identify the type of training provided. Mark more than one, if appropriate.

- a. Verbal briefing _____
- b. Videos/films:
 - OGE-produced _____
 - Agency-produced _____
 - DOI satellite broadcast _____
- c. Ethics course _____
- d. Summary of regulations _____
- e. Computer-based training _____
- f. Handbooks/pamphlets _____
- g. Case studies _____
- h. DOI satellite broadcast _____
- i. Other (specify: _____

2. Names of all ethics counselors/trainers who have attended at least 2 days of ethics counselor training in the last 3 years?

3. Please use the following table to report the number of covered employees who were required to receive an annual ethics briefing in Calendar Year (CY) 2000 and the number of covered employees who actually received an annual briefing during CY 2000. Please note, all cited references are to 5 C.F.R. § 2638.704.

ALL OTHERS (Confidential disclosure filers)	Number
Total number of other covered employees required to receive an annual ethics briefing (written or verbal)	
Number who received verbal annual briefings in accordance with § 2638.704(d)(3)(ii) [at least 1 out of 3 years]	
Number who received written annual briefings in accordance with § 2638.704(d)(3)(i) [up to 2 out of 3 years]	
Number who received written annual briefings in accordance with the exception at § 2638.704(d)(3)(iii)(A) [impractical to provide a required verbal briefing]	
Number of SGEs who received written annual briefings in accordance with the exception at § 2638.704(d)(3)(iii)(B) [expected to work < 60 days in a calendar year]	
Who received written annual briefings in accordance with the exception at § 2638.704(d)(3)(iii)(D) [covered only at agency designation]	

4. Number of employees who used the following training methods and materials for the annual training?

- Copies of the Standards of Ethical Conduct and/or agency supplemental regulations
- Summary of the Standards of Ethical Conduct
- Slides/overheads
- Videos/films:
 - OGE-produced
 - Agency-produced
 - DOI satellite videos
- Lectures
- Computer-based training
- Handbooks/pamphlets
- Case studies
- Newsletters/bulletins
- Teleconferencing
- Satellite
- Other (specify):

ETHICS OPINIONS, ADVICE AND COUNSELING

1. Please rank the following topics from **1** being the most frequent type of advice rendered to **9** being the least frequent type of advice rendered. If a topic is not applicable, please mark **N/A**. If N/A is marked, please renumber accordingly. (E.g., if N/A is used once, then use the numbers **1** through **8**, etc.) If other types of ethics opinions are rendered more frequently, please identify and rank on a separate sheet. **Please use each ranking (i.e., number) one time.**

Honoraria	_____
Outside employment/activities (other than honoraria)	_____
Post-employment restrictions	_____
Conflicting financial interests	_____
Awards	_____
Impartiality in performance of official duties	_____
Misuse of position, Government resources, information	_____
Travel, subsistence, and related expenses from non-Federal sources	_____
Gift acceptance, excluding awards and travel, subsistence, and related expenses from non-Federal sources	_____

2. Who is authorized to provide written advice on standards of conduct and conflict of interest statutes? Mark more than one, if appropriate. **If the DAEO is the General Counsel, please mark DAEO.**

DAEO/Alternate DAEO/Deputies/Ethics Officials	_____
General Counsel/Regional Counsels/Staff Attorneys	_____
Supervisors	_____
Directors of Personnel/Staff	_____
Agency Head	_____
Other (specify):	_____

ENFORCEMENT OF STANDARDS OF ETHICAL CONDUCT

1. Report the number of disciplinary actions taken in 2000 based wholly or in part upon violations of the standards of ethical conduct provisions (5 C.F.R. part 2635). For purposes of this question, disciplinary actions include removals, demotions, suspensions, and written reprimands or their equivalents. Do not, however, include cautionary warnings and actions based on time and attendance violations.

a. Gifts from outside sources (includes travel)	_____
b. Gifts between employees	_____
c. Conflicting financial interests	_____
d. Impartiality in performance of official duties	_____
e. Seeking other employment	_____

- f. Misuse of position, Government resources, credit cards, equipment, and information _____
 - g. Conflicting outside activities _____
 - h. Compensation for teaching, speaking, and writing _____
 - i. Compensation from non-Federal sources _____
 - j. Indebtedness _____
 - k. General provisions _____
 - l. Provision(s) in agency supplemental regulation _____
 - m. Other (specify): _____
- TOTAL** _____