U.S. OFFICE OF GOVERNMENT ETHICS

Fiscal Year 2003 Annual Performance Plan

February 2002

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

February 6, 2002

The Honorable Robert C. Byrd
Chairman
Committee on Appropriations
United States Senate
The Capitol, Room S-128
Washington, DC 20510-6025

The Honorable C.W. Bill Young
Chairman
Committee on Appropriations
United States House of Representatives
The Capitol, Room H-218
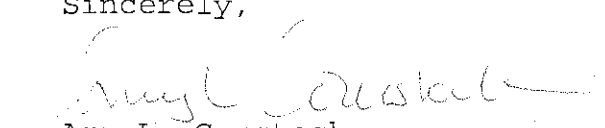Washington, DC 20510-6015

Dear Mr. Chairmen:

With this letter I am pleased to transmit the Office of
Government Ethics' (OGE) Annual Performance Plan for FY 2003.
OGE's Annual Performance Plan is designed to show the measurable
goals that define what will be accomplished by the Agency in
fulfilling its mission and meeting the goals of our Strategic Plan.

Management has identified performance goals and indicators
which will be used to evaluate the target level of performance
outlined in this plan. This evaluation will provide management the
means to measure the effectiveness of our plan in accomplishing our
goals. Actual performance data for FY 2003 will be reported as
part of the Annual Program Performance Report by February 2004.

If you need additional information with regard to this plan
please contact Dan Dunning, Deputy Director, Office of
Administration and Information Resources Management, at 202-208-
8000.

Sincerely,

Amy L. Comstock
Director

The Honorable Robert C. Byrd
The Honorable C.W. Bill Young

cc:(w/Encl.):   The Honorable F. James Sensenbrenner, Jr.
                 Chairman
                 Committee on the Judiciary
                 United States House of Representatives
                 2138 Rayburn House Office Building
                 Washington, DC 20515-6216

                 The Honorable Dan Burton
                 Chairman
                 Committee on Government Reform
                 United States House of Representatives
                 2157 Rayburn House Office Building
                 Washington, DC 20515-6143

                 The Honorable Joseph I. Lieberman
                 Chairman
                 Committee on Governmental Affairs
                 United States Senate
                 340 Dirksen Senate Building
                 Washington, DC 20510-6250

OGE's MISSION
(from OGE's Strategic Plan)

The Office of Government Ethics exercises leadership in the executive branch to prevent conflicts of interest on the part of Government employees, and to resolve those conflicts of interest that do occur. In partnership with executive branch agencies and departments, we foster high ethical standards for employees and strengthen the public's confidence that the Government's business is conducted with impartiality and integrity.

OGE's STRATEGIC GOALS

OGE's Strategic Plan includes the following goals and objectives:

GOAL I.   **OGE will provide overall policy direction to the executive branch ethics program.**

Objective 1.   Develop, evaluate, and promote ethics policies for employee conduct that protect executive branch processes from conflicts of interest, as well as from appearances of conflicts of interest. Ensure that these policies are consistent, reasonable, and understandable to employees.

Objective 2.   Serve as the primary authoritative source of Federal executive branch ethics policy.

Objective 3.   Solicit the advice of agency ethics officials in policy-making processes.

GOAL II.   **OGE will support the President, executive branch agency ethics heads and employees in administering effective, fair, and consistent ethics programs within the branch and individual agencies.**

Objective 1.   Provide evaluations of agency ethics programs to agency heads and ethics officials which identify strengths and weaknesses of the program. Make specific recommendations for program enhancement designed to help ensure integrity in Government operations.

Objective 2.   Provide timely and accurate written and oral opinions and be available for informal consultations concerning matters involving the applications of the standards of ethical conduct,

criminal conflict of interest statutes, and other related statutes and regulations.

Objective 3. Provide technical assistance to agencies in order to implement well-run and employee-helpful agency ethics programs.

Objective 4. Provide expert review and conflict of interest analysis of the nominee, annual, and termination financial disclosure reports filed by Presidential appointees requiring Senate confirmation to assist agencies in providing appropriate advice on and taking appropriate actions to prevent financial conflicts of interest by those appointees. Monitor follow-up by agencies and officials regarding ethics commitments made by nominees during the confirmation process.

Objective 5. Promote the importance of the ethics program to department and agency heads and other Government officials in order to secure personal commitment and sufficient agency resources.

Objective 6. Provide professional enhancement opportunities and utilize appropriate Government-wide personnel program innovations for OGE staff in order to attract and retain highly effective and efficient human resources necessary to support this goal.

Objective 7. Enhance Federal customer service by fully integrating information technology (IT) into the mission planning and business processes of the agency so as to reduce costs, improve effectiveness, and provide greater reliability and efficiency in the collection, maintenance, and dissemination of ethics program information.

GOAL III. **OGE will develop and make available to agencies innovative training and ethics education materials and promote and provide quality education and training experiences for agency ethics officials and employees.**

Objective 1. Provide quality education and training courses for agency ethics officials.

Objective 2. Provide accurate, consistent, beneficial and cost effective materials for agencies to use in their ethics education and training programs for employees.

Objective 3. Create opportunities for inter-agency educational programs to disseminate information and encourage the sharing of ideas and knowledge.

GOAL IV. **OGE will administer an effective outreach program.**

Objective 1. Foster a greater appreciation on the part of the public and future employees of the fact that there is a strong ethics program for employees of the executive branch and that standards are enforced.

Objective 2. Share the programmatic and policy development experiences of OGE with other governments, non-profits, corporations, professional and trade associations and institutions of higher education that are pursuing the development or enhancement of their own educational or ethics programs.

ANNUAL PERFORMANCE PLAN

FY 2003

GOAL I

1. How often OGE's advice was sought and incorporated by the Office of Management and Budget (OMB) in its legislative and policy review functions for the executive branch.

PERFORMANCE GOAL

OGE will maintain a strong working relationship with OMB so that advice is sought and employed by them in 90% of legislative and policy issues having a substantial effect on the executive branch ethics program.

PERFORMANCE INDICATORS	Target
● How often OMB requests input	TBD
● Percentage of timely inputs	90%
● Percentage of input employed on direct ethics program issues	90%

MEANS OF VALIDATING MEASURED VALUES

●   Use OGE Legislative Referral Memorandum tracking system with dates of request/response

●   Tracking legislation through Congress as well as contact with OMB on results of recommendations.

●   General tracking through CQ.com/Congressional Record of Administration-generated legislation having an effect on ethics program in which OGE has no record of having its views sought.

OUTCOME GOAL

Fairness, clarity and consistency in ethics policy in the executive branch. OGE's role as primary authority and policy determiner for executive branch ethics policy articulated through statute and Executive Order is respected by the Administration through OMB. OGE's recommendations are given substantial if not controlling weight in the clearance process.

2. How often OGE sought to identify, with consultation with ethics officials, with enforcement entities such as the Inspectors General (IG) or Department of Justice (DOJ), or with the White House or Congress, an ethics policy that needed to be developed or amended either by statute, regulation, or otherwise and whether appropriate steps were taken to formulate that policy.

PERFORMANCE GOAL

OGE speaks continuously on a formal or informal basis to ethics officials, enforcement officials, the White House or Congress with regard to any recommendations for changes or additions to present policies or with regard to the recognition of any trends that serve as a precursor to a needed policy change.

Within 6 months of formally identifying a needed policy change, OGE will draft a proposal to implement that policy.

PERFORMANCE INDICATORS	Target
How often ethics policy is discussed with Presidents Council of Integrity and Efficiency (PCIE) and the Executive Council of Integrity and Efficiency (ECIE)	Once a year with each
How often OGE seeks information from IG's or DOJ on types of alleged misconduct investigated	TBD
How often OGE creates an opportunity for discussion of a regulation or discusses a proposed Executive order with Office of Legal Counsel, White House officials or OMB	Each draft or proposal
Length of time between formal identification of needed policy change and internal implementing draft	90% of instances time is < 6 months
Percentage of time OGE was not consulted or asked to draft ethics Executive orders	0%

MEANS OF VALIDATING MEASURED VALUES

- Notes from meetings with ethics officials

- Notes from PCIE and ECIE meetings

- Memos from discussions with IG's or DOJ

- Review of issued Executive orders

- Paper trail for regulations and Executive orders consultations

- Memos of phone consultations

OUTCOME GOAL

Ethics policies within the executive branch, to the extent allowed by the political process, are properly focused upon and correctly addressed in a timely fashion the issues involved in a Federal ethics program.

3. How often OGE formally proposed statutory amendments in response to needed changes that were given Administration backing for transmittal to Congress for action and the number enacted.

PERFORMANCE GOAL

Within 6 months of determining to seek a needed statutory change, OGE has submitted it for clearance to OMB and, after clearance, pursues it to enactment within 18 months at least 75% of the time.

PERFORMANCE INDICATORS	Target
● Number of proposals submitted to OMB	TBD
● Percentage cleared for transmittal	75%
● Length of time between transmittal and enactment	< 18 months

MEANS OF VALIDATING MEASURED VALUES

● Track number of identified and needed changes to statutes

● Track time between OGE identification and submission to OMB

● Number of transmittals to Congress

● Use of bill tracking system to determine success

OUTCOME GOAL

Ethics policy effected through legislation is continually reviewed, and appropriate amendments are pursued in a timely and successful manner.

4. How often U.S. foreign policy agencies sought or supported OGE technical assistance as a source of U.S. Federal ethics policy in support of the U.S. efforts at encouraging anti-corruption measures throughout the world, how that assistance was received and whether the requests were repeated.

PERFORMANCE GOAL

OGE's technical assistance results in a positive, tangible response from the recipients 75% of the time and in repeated requests for assistance by U.S. agencies or through programs of U.S. organizations sponsored by U.S. agencies 50% of the time.

PERFORMANCE INDICATORS   Target

* Number of invitations received by OGE from
  foreign policy agencies/organizations to
  participate in U.S. sponsored programs abroad   10

* Number of requests from foreign policy agencies/
  organizations for OGE briefings of foreign
  officials during visits to Washington   35

* Number of repeat requests from foreign policy
  agencies/organizations as a result of
  presentations made by OGE   5

* Number of follow-up requests from visiting
  delegations for information after listening
  to OGE presentations in Washington or during
  programs abroad   5

* Following OGE participation in a U.S. sponsored
  program or briefing, number of foreign countries
  or U.S. member international organizations
  developing practical programs or modifying existing
  programs that reflect OGE technical assistance   5

MEANS OF VALIDATING MEASURED VALUES

* Reports to the Deputy Director for Government Relations
  & Special Projects of all invitations received

* Reports filed on foreign delegation briefings

* Reports of required follow-up with U.S. requesting
  agency/organization on steps taken by foreign country
  after in-country presentation

* Tracking system for follow-up questions from
  visiting delegations

* Reports to U.S. requesting agency/organization

* Evaluations of OGE presentations from audience

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OUTCOME GOAL

OGE's technical assistance is helpful and supports the U.S. efforts at encouraging anti-corruption programs throughout the world.

GOAL II

1. The number of agency ethics programs to be reviewed to meet a four year cycle and a percentage of restructuring recommendations implemented.

PERFORMANCE GOAL

Over a four year cycle, OGE will conduct ethics program evaluations in all Federal agencies focusing OGE's legal, educational, and program assistance resources in assisting agencies in the development of better ethics systems and the resolution of outstanding ethics issues. OGE will also evaluate major ethics issues during single issue reviews to determine whether OGE and agencies are effectively meeting intended objectives.

To meet this performance goal, OGE will conduct reviews in 45 agencies and conduct 2 single-issue reviews or surveys in FY 2003. OGE will make recommendations to improve the program when deficiencies are found in systems and procedures. OGE will also share with agencies the best practices and procedures found during program reviews. These will be shared with agencies during program reviews, and also publicized on OGE's Website and other forms of communication and outreach.

PERFORMANCE INDICATORS	Target
● Number of agencies reviewed	45
● Number of recommendations	TBD
● Percent of Follow-up Reviews (where recommendations are made)	100%
● Correction of program deficiencies by agencies	80%
● Number of single-issue reviews or surveys	2
● Best practices shared with agency during program reviews	80%

MEANS OF VALIDATING MEASURED VALUES

●   Audit tracking system which captures information on program reviews to include agency responses to our review reports, the status of open recommendations and follow-up reports

●   Reports on best practices found in agencies posted to OGE's Website

●   Results of surveys sent to agency ethics officials after a program review report is issued

OUTCOME GOAL

OGE will be able to provide assurance that agencies reviewed have an ethics program with adequate systems and procedures in place to guard against conflicts of interest and to assist employees. OGE, through its single issue reviews will be able to detect problem areas for agencies in implementing ethics regulations or in operating their ethics program. Through reporting of best practices, OGE will save agencies time and effort when they must correct program deficiencies.

2. Numbers of ethics agreements documented as adequately completed within the time frame established during Senate confirmation.

PERFORMANCE GOAL

OGE will track and monitor the ethics agreements of presidential appointees confirmed by the Senate concerning their financial interests and ensure that such agreements are completed within 90 days of confirmation or within time frames established during the confirmation process. Ethics agreements may call for divestitures, qualified trusts, recusals, seeking waivers of 18 U.S.C. § 208, or resignations from positions. OGE will take action to resolve cases where agreements have not been satisfied.

PERFORMANCE INDICATORS	**Target**
● Number of appointees with ethics agreements	TBD
● Number of ethics agreements	TBD
● Percent of ethics agreements completed within established time frames	80%
● Percent of cases resolved after OGE took action	100%

MEANS OF VALIDATING MEASURED VALUES

● OGE's computerized tracking system for monitoring the status of ethics agreements

OUTCOME GOAL

OGE will be able to provide reasonable assurance that presidential appointees confirmed by the Senate have met their responsibilities in taking agreed upon steps to assist them in avoiding conflicts of interest.

3. Continuing review of new technology to determine if it can be adapted to assist with carrying out elements of an OGE or agency ethics program, and once identified a schedule to develop its use.

PERFORMANCE GOAL

OGE will continually review major trade journals, attend major trade shows and conferences, and consult with Chief Information Officers (CIOs) and Information Resource Management (IRM) professionals of other agencies to keep abreast of and identify useful new technologies or adaptations of present technologies for use in support of OGE and agency ethics programs. Once identified, use of a new technology or an adaptation of a present technology will be actively pursued within 60 days of agency approval and implementation schedules will be developed within 120 days. Latest innovations will be show-cased or discussed by OGE for agencies at least once a year, primarily at the annual conference.

PERFORMANCE INDICATORS	Target
● Reports to senior staff with recommended new or adaptive uses	TBD
● Number of OGE approved new technologies or adaptations	TBD
● Initial pursuit of OGE approved technologies or adaptations	within 60 days of agency approval
● Develop implementation plan for approve technologies or adaptations	within 120 days of agency approval
● Innovations by OGE or agencies show-cased	at least once a year

MEANS OF VALIDATING MEASURED VALUES

● Reports to Senior Staff

● Management approvals of new technology

● Contract files

● Number of conferences, seminars, forums attended

OUTCOME GOAL

Assist OGE and agencies in carrying out ethics programs in a more innovative, interesting, efficient and effective manner.

4. Schedule for developing full electronic completion and electronic filing for public and confidential disclosure forms.

PERFORMANCE GOAL

In the last year of a four year development, OGE will begin pilot testing electronic filing of financial disclosure forms, and after evaluating the results of these tests, make any needed modifications to the program, and initiate full implementation of this new electronic filing system.

PERFORMANCE INDICATORS	Target
● Pilot test electronic filing software with several agencies to determine and correct any interoperability issues	End of 1st QTR FY 2003
● Fully implement electronic filing of disclosure forms with "electronic signature" capability	End of 3rd QTR FY 2003

MEANS OF VALIDATING MEASURED VALUES

● Memos from discussions with other agencies permitting electronic filings

● Systems analysis and development documentation files

● Contract file documentation and deliverables

OUTCOME GOAL

OGE will use information technology to facilitate the filing, review, and storage of confidential and public financial disclosure forms and ease the administrative "paperwork" burden of financial disclosure.

5. Number of contacts for advice and information from ethics officials, employees and other interested parties handled by the Education and Program Services Division (EPSD) and adequacy of advice and information.

PERFORMANCE GOAL

The EPSD staff will respond to a large number of requests for advice and information on administering an effective agency ethics program, applying the standards of conduct, the criminal conflict of interest statutes, financial disclosure regulations and other related rules and regulations. The advice and information will be adequate in 99% of the cases. The EPSD will initiate the dissemination of information and advice on administering an effective ethics program when necessary and appropriate.

PERFORMANCE INDICATORS	Target
• Number of requests for advice and information	TBD
• Number of contacts concerning adequacy of advice	1%
• Time expended to adequately satisfy requests for advice and information	within 2 days for 90% of requests

MEANS OF VALIDATING MEASURED VALUES

- Associate Director will track the number of instances where a requestor contacts OGE questioning the adequacy of advice and information received.

- Database maintained to collect statistics from EPSD staff on all requests for advice and information.

- Periodic meetings to discuss advice and information provided.

OUTCOME GOAL

The EPSD will provide timely, professional advice and information to executive branch ethics officials responsible for administering the ethics program for their agencies and to employees and other interested parties.

6. **Number of contacts handled by the legal staff in providing oral and written statutory or regulatory interpretations and adequacy of interpretations.**

PERFORMANCE GOAL

The Office of General Counsel and Legal Policy (OGC&LP) will respond to a large number of requests from agency ethics officials, the DOJ, the White House, IG's, Congress, executive branch employees, and members of the public for interpretations of the standards of ethical conduct, the criminal conflict of interest statutes, and other related statutes and regulations. The interpretations will be adequate in 99% of the cases.

To meet these performance goals, the OGC&LP will establish a work tracking system that will quantify annually, the number of inquiries requiring interpretation of relevant statutes and regulations. In 90% of the cases, OGE attorneys will respond to requests for information and for oral statutory and regulatory interpretations within 2 workdays of obtaining the information necessary to respond. In 75% of the cases, OGE attorneys will respond to requests for written statutory and regulatory interpretations within 20 workdays of obtaining the information necessary to respond. In addition, in order to measure the adequacy of the responses, the OGC&LP will track the number of instances where a requester or other person contacts OGE questioning the adequacy of advice.

PERFORMANCE INDICATORS	Target
● Number of inquiries	TBD
● Number of contacts concerning adequacy of advice	1%
● Length of time to respond to requests for information and for oral statutory and regulatory information	2 work days 90% of the requests
● Length of time to respond to requests for written statutory and regulatory interpretations	20 work days 75% of the requests

MEANS OF VALIDATING MEASURED VALUES

● Standardized work measurement data collection instruments

● Supervisors will track complaints or comments received about adequacy of advice

OUTCOME GOAL

OGE will provide valuable advice to persons within the Government charged with administering ethics-related statutes and regulations or who are subject to these statutes and regulations, and to persons outside the Government who have interests related to the relevant statutes and regulations.

7. Number of timely responses sent to agencies concerning exemptions, waivers, late filing fees, and other administrative matters.

PERFORMANCE GOAL

OGE will respond in writing to agencies concerning exemptions, waivers, late filing fees and other administrative matters in relation to the public financial disclosure system. Total response time including time for analysis and decision will not exceed 15 working days, except in cases where further information must be obtained from the agencies to act on their request, or the request involves multiple parties.

PERFORMANCE INDICATORS	**Target**
● Number of agency requests received	TBD
● Percentage of responses answered within 15 working days of receipt	80%

MEANS OF VALIDATING MEASURED VALUES

● Automated system for tracking administrative correspondence

OUTCOME GOAL

Agencies will be able to operate more effective and efficient financial disclosure systems with timely decisions by OGE on exemptions, waivers and late filing fees for officials and employees.

8. Following guidance developed by the Director for when meetings should occur, the number of meetings sought with Congress, White House officials, OMB, and the heads of agencies where the purpose is to encourage support for the ethics program.

PERFORMANCE GOAL

The Director or a member of the staff shall meet with Members of Congress or their staffs on each OGE legislative initiative, on each bill which would amend or add to direct (core) ethics provisions, on each OGE appropriations bill and on at least half of bills seriously considered which contain agency specific ethics measures.

The Director shall meet with the head of each agency when the agency is to receive or has recently received a notice that the agency's ethics program is not properly performing. The Director shall inform White House Counsel of any findings by OGE when a corrective action order has been sent to an agency head that the agency's ethics program is not properly performing.

PERFORMANCE INDICATORS	Target
● Percentage of agency heads met following issuance of a corrective action order	100%
● New resources devoted to the program by agency head to correct problems after OGE finding	80%
● Percentage of White House ethics initiatives on which OGE met with White House staff	100%
● Percentage of discussions held with White House after they expressed concerns for an OGE proposed regulation	100%
● Numbers of meetings or discussions with Members/ staff for purposes of seeking support of program	10

MEANS OF VALIDATING MEASURED VALUES

● Confirmation date tracking/Director's calendar of meetings

● Notes in regulatory files with regard to meetings

● Notes from meetings with Congress

● Notes in agency review files with regard to meetings

● Appropriations levels for OGE

● Agency resource levels for supporting the program

OUTCOME GOAL

Support for the program by agency heads, the White House and the Congress will be visible through the resources devoted by an agency, actions and speeches of the agency head and White House officials, and through activities supportive of OGE's legislative program evidenced by votes and public statements made at hearings and on the floor of the Congress.

9. Number of nominee, annual and termination financial disclosure statements reviewed and certified on a timely basis.

PERFORMANCE GOAL

Track, collect, review, and certify the nominee, annual and termination financial disclosure statements of approximately 1,000 presidential appointees confirmed by the U.S. Senate to assure Senate confirmation committees and executive branch agencies that appointees financial interest are free from conflicts of interest with the position to which they are appointed. OGE will assist filers in fashioning appropriate remedies to alleviate an actual or apparent conflict of interest. Filers may be advised to consider undertaking several different types of actions which are tailor-made to suit the circumstances. These actions such as commitments to divest, create a qualified trust, recuse in certain circumstances, resign from certain positions or seek waivers of conflicts or impartially standards will be memorialized in ethics agreements that are approved by OGE.

PERFORMANCE INDICATORS   **Target**

- Number of nominee statements received   TBD

- Percentage of nominee statements certified,
  and opinions rendered to Senate within two weeks
  of either nomination or OGE's receipt of receiving
  final certified form from agency, whichever
  occurs later   95%

- Number of annual and termination
  financial disclosure statements received   TBD

- Percentage of annual and termination
  statements reviewed within 60 days of receipt   90%

MEANS OF VALIDATING MEASURED VALUES

- Reports generated by OGE's computerized financial disclosure
  tracking system of all public financial disclosure statements
  filed by presidential appointees

OUTCOME GOAL

OGE will be able to provide reasonable assurance to Senate confirmation committees, to agencies, to the public and to presidential appointees confirmed by the Senate that the entries on the appointees' financial disclosure reports have been reviewed for actual or potential conflicts and appropriate steps have been recommended in order to avoid even the appearance of conflict. Annual reviews of financial disclosure statements provides a continued opportunity to address changed circumstances and to ensure that all ethics agreements have been completed.

10. A schedule to assess the training and resources needs of the OGE workforce necessary to enable them to carry out their responsibilities and the goals of the agency.

PERFORMANCE GOAL

During the mid-year progress review that is part of each employee's annual performance appraisal (in April), or within 90 days of entering on duty with OGE, all supervisors will discuss with their employees the type of training and any additional resources necessary to enhance the employee's ability to perform his or her duties and meet the goals and objectives of the agency.

PERFORMANCE INDICATORS	Target
• Number of permanent employees eligible for mid-year reviews	TBD
• Number receiving mid-year reviews	100%
• Number with whom training and resources discussed	TBD
• Percentage employees with whom training and resources discussed	90%
• Number of new permanent employees for whom mid-year reviews were not required	TBD
• Percentage of new permanent employees with whom training and resources discussed within 6 months of hire	100%
• Number of employees hired within 6 months of end of fiscal year with whom training and resources have not yet been discussed	TBD

MEANS OF VALIDATING MEASURED VALUES

- Supervisory annotations to performance appraisal documentation

- Supervisory notes from discussions with new hires

OUTCOME GOAL

OGE managers will be able to target staff training more effectively to meet current office and ethics community needs, resulting in a more knowledgeable work force and better customer service.

GOAL III

1. Schedules to be followed to identify the most relevant topics to be covered by ethics education courses and materials for ethics officials and employees as well as the appropriate formats for conveying those topics and the target number of courses and materials to be developed.

Time frames and standards which OGE will use to evaluate the effectiveness of the ethics training courses and materials it develops for use by agencies in their ethics training programs.

PERFORMANCE GOAL

Within the second quarter of the FY, EPSD will perform an annual ethics training and education needs analysis executive branch wide to 1) identify subjects ethics officials feel need to be emphasized in training courses and educational products developed by OGE for employees and ethics officials, and 2) identify agencies' logistical needs, i.e., locations for conducting OGE ethics training courses and the types, media and distribution of educational products.

During the third quarter of the FY, EPSD will determine what topics and the types of courses and products it will begin to develop during the FY. During the fourth quarter of the FY, EPSD will develop a plan and schedule to produce these courses and educational products and will follow that schedule.

During the first half of the FY, EPSD will be completing course development and educational products begun in the previous fiscal year.

By the beginning of the FY, EPSD will have developed an evaluation instrument to evaluate each of the OGE conducted training courses during the fiscal year. EPSD will collect and analyze the evaluations completed by students attending the courses. EPSD will use the results of the analysis to monitor the effectiveness of the courses and to identify areas where improvement is warranted or that have been especially effective.

EPSD will encourage agencies, which use OGE developed training products(such as web based training, pamphlets or videos) to train employees, to evaluate the effectiveness of those products. EPSD will supply agencies that agree to administer an evaluation with a short evaluation instrument.

PERFORMANCE INDICATORS	Target
● Number of Needs Analyses conducted	One annually
● Number of agencies providing input for the Needs Analysis	TBD

- Number of training courses conducted   35
for ethics officials

- Number of training courses conducted
for employees (at agency request)   TBD

- Number of new educational products
developed   TBD

- Number of evaluation instruments
requested (training courses)   TBD

- Number of evaluation instruments
received from ethics official training   TBD

- Overall rating of training courses for   at least a 3
Ethics officials   (on a 4 pt.scale)

- Number of evaluation instruments
received for OGE educational products   TBD

- Number of educational products
downloaded from the OGE web site   TBD

- Number of visitors to the Web site   TBD

MEANS OF VALIDATING MEASURED VALUES

- Ethics training needs analysis

- Training courses and products

- Student evaluations

- Records on materials requested/distributed

OUTCOME GOAL

OGE will provide executive branch ethics officials and employees
with professionally developed and appropriate ethics training
courses and products which will facilitate employees' understanding
of their responsibilities under the standards of conduct, the
criminal conflict of interest statutes and other ethics related
rules and regulations.

2. Schedules for development and administration of the annual agency ethics program reporting requirement and identification of trends in agency ethics programs.

PERFORMANCE GOAL

Annually OGE will develop, administer, and analyze an ethics program survey executive branch wide to determine the state of the executive branch ethics program, identifying trends and areas of weakness/strength which it will incorporate into and address in its policy-making, interpretation and opinion function.

PERFORMANCE INDICATORS	Target
● Number of surveys distributed	All executive agencies
● Number of completed surveys received	100 % compliance

MEANS OF VALIDATING MEASURED VALUES

● Analysis of survey reports

● Survey report summaries

● Analysis of issues/trends indicating success or problems in the program

OUTCOME GOAL

OGE will obtain a "snapshot" perspective on the executive branch ethics program. OGE will be able to utilize the summary data to hone in on potential problem areas, areas of weakness or successes and either address the problem, strengthen the program or share the successes by incorporating the information into its policy-making and interpretation work.

3.   Schedules for planning, developing, conducting an annual executive branch-wide ethics conference, including initiatives to conduct post-conference sessions for ethics officials unable to attend the conference.

PERFORMANCE GOAL

OGE will plan, develop, host and conduct an annual ethics conference for approximately 450 executive branch ethics officials where attendees will have an opportunity to participate in working sessions on the most current and common ethics issues, receive updates from OGE on all aspects of the ethics program and hear from outside sources and each other on the administration of their ethics programs.   Immediately after the annual conference, OGE will identify from among the best rated concurrent session conducted ones that would be relevant for presentation to the regions. These sessions will be offered to ethics officials at selected regional locations as well as in Washington, D.C.

PERFORMANCE INDICATORS	Target
● Number of conference attendees	450
● Number of agencies represented	90%
● Evaluations of the conference	Overall score 3 or higher (scale 1 to 4)
● Number of post-conference sessions conducted in Washington, DC	TBD
● Number of post-conference sessions conducted in regional locations	TBD
● Number of attendees at post-conference sessions conducted in Washington, DC	TBD
● Number of attendees at post-conference sessions conducted in regional locations	TBD

MEANS OF VALIDATING MEASURED VALUES

● Evaluations solicited from attendees including post conference session attendees for each working session, speaker or other plenary session

● Overall conference evaluations

OUTCOME GOAL

OGE will be able to develop and conduct effective and informative conferences which will enhance and strengthen a larger segment of the ethics community and the ethics program. Agencies will be able to share common issues and offer each other practical solutions and suggestions which will also enhance and strengthen the program.

4.   Establish a schedule for developing an OGE inter-agency "extranet" that will provide a secure, cost-effective, efficient, easy to use method for collecting and disseminating ethics program information.

PERFORMANCE GOAL

OGE will complete and schedule its development of a secure inter-agency "extranet" as a means for exchanging information electronically with and between agency ethics officials.

PERFORMANCE INDICATORS	Target
● Pilot test doing ethics related business electronically with several agencies to determine and correct any potential implementation problems	End of 3rd QTR FY 2003
● Fully implement OGE ethics extranet with all agencies and departments	End of 4th QTR FY 2003

MEANS OF VALIDATING MEASURED VALUES

● Memos from discussions with other agencies and contractors

● Systems analysis and development documentation files

● Pilot test results

OUTCOME GOAL

OGE will use information technology to provide a cost-effective, efficient, and secure method of conducting ethics related business electronically with agency ethics officials.

5. Establish a plan and schedule for implementing optional electronic transactions, where practical, in accordance with Government-wide guidance on the Government Paperwork Elimination Act (GPEA).

PERFORMANCE GOAL

On a schedule to complete the project by the end of FY 2003, OGE will review, evaluate and develop the ability to transact business electronically with the agency ethics officials and members of the public.

PERFORMANCE INDICATORS	Target
● Pilot test doing ethics related business electronically with several agencies to determine and correct any potential implementation problems	End of 3rd QTR FY 2003
● Fully implement OGE electronic transaction capability	End of 2nd QTR FY 2003

MEANS OF VALIDATING MEASURED VALUES

● Contract Files

● Memos from discussions with other agencies and contractors

● System analysis and development documentation files

● Contract deliverables

● Pilot test results files

OUTCOME GOAL

OGE will use information technology to provide the public and the ethics community with the option of conducting business with OGE electronically in an efficient, secure and cost-effective manner.

GOAL IV

1. Target levels of the type of requests received for, or the opportunities sought by OGE to participate in meetings, conferences and courses sponsored by private organizations or submit articles to publications in order to describe and promote the executive branch ethics program.

PERFORMANCE GOAL

OGE will seek to participate in 20 in person or electronic presentations where the public will be able to hear about the executive branch ethics program and will pursue the publication of one article or speech by an OGE employee about the program with a publication with a circulation of at least 2000.

PERFORMANCE INDICATORS	Target
● Numbers of presentations to private groups	20
● Numbers of articles or speeches published	1

MEANS OF VALIDATING MEASURED VALUES

● Audience evaluation of the presentation

● Any follow-up questions, invitations or comments sent to OGE as a result of a presentation or publication

● Copies of published articles

OUTCOME GOAL

The public will have an opportunity to gain a greater understanding and appreciation of the executive branch ethics program and potentially more confidence in a government free from conflicts.

2. Establish a schedule to develop materials which promote public service ethics in general rather than specific rules or regulations and the number of those materials requested by and/or made available to the public.

PERFORMANCE GOAL

During FY 2003, OGE will have at least one educational product and one article in the Ethics Newsgram that will promote public service ethics in general.

PERFORMANCE INDICATORS	**Target**
● Number of new educational products developed	1
● Articles on public service ethics in Newsgram	1
● Distribution of new products to agencies	All agencies
● Requests for new products	TBD

MEANS OF VALIDATING MEASURED VALUES

● DAEOgrams to agencies

● Records documenting the requests for and distribution of products.

● Newsgram file

OUTCOME GOAL

OGE will assist agencies in promoting, and the public in understanding the importance of Government and public service.

3. Establish a schedule for updating, and tracking the volume of use of OGE's information on the World Wide Web.

PERFORMANCE GOAL

OGE will maintain publicly available material, including opinions, advisory letters, memorandums, pamphlets, training course modules, training videos, *Newsgrams*, etc. on the OGE Web site. OGE will update this material continuously and review usage reports provided by the Government Printing Office (GPO) which hosts the OGE home page. New materials will be transmitted to GPO within 7 working days of approval. OGE will review usage reports on a monthly basis.

PERFORMANCE INDICATORS	Target
● OGE will use the usage and access reports provided by GPO	Monthly
● Electronic files containing or announcing this material will be transferred to the OGE webmaster within 2 working days of finalization by OGE	95%
● Electronic files will be transferred by OGE webmaster to GPO within 5 working days of receipt	95%

MEANS OF VALIDATING MEASURED VALUES

● OGE will review the reports provided by GPO

OUTCOME GOAL

OGE will make information on its function available to the public in the most expeditious and efficient manner. OGE will facilitate the administration of the executive branch ethics program by making information, determinations and ethics training materials available in the most expeditious and efficient manner.

4. Establish criteria and evaluate responsiveness to requests for publicly available documents and information.

PERFORMANCE GOAL

OGE will establish target levels of responsiveness to requests for information under the Freedom of Information Act and the Privacy Act, as well as requests for public financial disclosure forms (SF 278), ethics agreements, waivers issued under 18 U.S.C. § 208(b), certificates of divestitures, blind trust documents and reports of agency acceptance of travel reimbursement under 41 U.S.C. § 1353.

To meet this Performance Goal, OGE will establish internal response deadlines and meet them in 90% of the cases.

PERFORMANCE INDICATORS	Target
● In 90% of the cases the number of working days to respond to requests for the following:	
documents under the Freedom of Information Act and Privacy Act	20
Other documents maintained by OGE, such as 278 forms,	3
ethics agreements,	3
waivers under 18 U.S.C. § 208(b),	3
certificates of divestiture,	3
blind trust documents,	3
agency 1353 reports	3

MEANS OF VALIDATING MEASURED VALUES

● OGE will develop a standardized response tracking instrument

OUTCOME GOAL

OGE will ensure that its customers receive publicly available information as quickly as possible. Moreover, timely responses will enhance the confidence of requesters in OGE's effective implementation of the executive branch ethics program.

Schedule of Performance Indicators
Comparing Actual, Estimated and Projected Targets
For the Fiscal Years 1999 - 2003

New Performance Indicators introduced in FY 02 are in italics

STRATEGIC GOAL I	FY 99 Actual	FY 00 Actual	FY 01 Actual	FY 02 Estimated	FY 03 Projected
Performance Goal 1					
PERFORMANCE INDICATORS					
How often OMB requests input	114	183	148	TBD	TBD
Percentage of timely inputs	100%	98%	99%	90%	90%
Percentage of input employed on direct ethics program issues	100%	100%	100%	90%	90%
Percentage of input on related issues is employed (i.e. gift authority and commission membership)	91%	97%	71%	Eliminated Indicator	
Performance Goal 2					
PERFORMANCE INDICATORS					
How often ethics policy is discussed with Presidents Council of Integrity and Efficiency (PCIE) and the Executive Council of Integrity and Efficiency (ECIE)	Once a year with each	Once a year with each	Once a year with each	Once a year with each	Once a year with each
How often OGE seeks information from IG's or DOJ on types of alleged misconduct investigated	Once from each	Once from each	50-75 times a year	TBD	TBD
How often OGE discusses an ethics rule, a proposed regulation or proposed Executive order with Office of Legal Counsel, White House officials or OMB *(changed in FY 01 - see next indicator)*	Each proposal	Each proposal	na		
How often OGE creates an opportunity for discussion of a regulation or discusses a proposed Executive Order with Office of Legal Counsel, White House officials or OMB *(established in FY 01)*			Each draft or proposal	Each draft or proposal	Each draft or proposal
Length of time between formal identification of needed policy change and internal implementing draft	100%		90% of instances time is < 6 months	90% of instances time is < 6 months	90% of instances time is < 6 months
Percentage of time OGE was not consulted or asked to draft ethics Executive orders	0%	0%	0%	0%	0%
How often OGE pursued a regulation through to publication from final OGE draft through clearance in 6 months	100%	Eliminated Indicator			

A

	FY 99 Actual	FY 00 Actual	FY 01 Actual	FY 02 Estimated	FY 03 Projected
Performance Goal 3 *Eliminated for FY 02*					
PERFORMANCE INDICATORS					
Percentage of hearings on direct ethics matters in which input from OGE (or OGE through DOJ) is requested	100%	no such hearings	na	Eliminated Indicator	
Percentage of instances OGE input as a result of a hearing is taken into consideration	100%	no such hearings	na	Eliminated Indicator	
Percentage of direct ethics bills on Congressional initiatives (moving through Congress as opposed to simply introduced) in which OGE input is sought directly by Congress	were none	100%	na	Eliminated Indicator	
Percentage of direct or related ethics bills (moving through Congress) on which OGE voluntarily submits or initiates Administration comment that is taken into consideration by Congress	100%	100%	100%	Eliminated Indicator	
Performance Goal 4					
PERFORMANCE INDICATORS					
Number of proposals submitted to OMB	1	0	1	TBD	TBD
Percentage cleared for transmittal	100%	n/a	100%	75%	75%
Length of time between transmittal and enactment	was not enacted	pending reg not enacted	na	< 18 months	< 18 months
Performance Goal 5					
PERFORMANCE INDICATORS					
Number of invitations received by OGE from foreign policy agencies/organizations to participate in U.S. sponsored programs abroad	11	12	8	8	10
Number of requests from foreign policy agencies/ organizations for OGE briefings of foreign officials during visits to Washington	48	39	32	35	35
Following OGE participation in programs and briefings, number of foreign countries or U.S. member International organizations developing practical programs or modifying existing programs that reflect OGE technical assistance (percentage used in FY 99, starting FY 00, number of...)	66%	4	7	5	5
Number of follow-up requests from foreign delegations for information after listening to OGE presentation in Washington	7	8	10	5	5
Number of repeat requests from foreign policy agencies/organizations as a result of presentations made by OGE	11	19	3	5	5

	FY 99 Actual	FY 00 Actual	FY 01 Actual	FY 02 Estimated	FY 03 Projected

STRATEGIC GOAL II

Performance Goal 1

PERFORMANCE INDICATORS

	FY 99 Actual	FY 00 Actual	FY 01 Actual	FY 02 Estimated	FY 03 Projected
Number of agencies reviewed	65	57	52	50	45
Number of recommendations	88	85	49	TBD	TBD
Percent of Follow-up Reviews (WHERE RECOMMENDATIONS ARE MADE)	100%	100%	100%	100%	100%
Correction of program deficiencies by agencies	92%	82%	88%	80%	80%
Number of single-issue reviews	3	2	1	2	2
Recommendations related to single issue reviews	1	Eliminated Indicator			
Percent of single issue review recommendations adopted by OGE and agencies	100%	Eliminated Indicator			
Best practices shared with agency during program reviews	100%	86%	91%	80%	80%

Performance Goal 2

PERFORMANCE INDICATORS

	FY 99 Actual	FY 00 Actual	FY 01 Actual	FY 02 Estimated	FY 03 Projected
Number of appointees with ethics agreements	66	62	267	TBD	TBD
Number of ethics agreements	96	90	372	TBD	TBD
Percent of ethics agreements completed within established time frames	74%	76.1%	93.8%	80%	80%
Percent of incomplete ethics agreements on which OGE took action	100%	100%	100%	Eliminated Indicator	
Percent of cases resolved after OGE took action	95%	99%	100%	100%	100%

Performance Goal 3

PERFORMANCE INDICATORS

	FY 99 Actual	FY 00 Actual	FY 01 Actual	FY 02 Estimated	FY 03 Projected
Reports to senior staff with recommended new or adaptive uses	4	1 (extranet)	1 Videoconferencing	TBD	TBD
Number of OGE approved new technologies or adaptations	no response	1 June/July 2000	1 Aug 2001	TBD	TBD
Initial pursuit of OGE approved technologies or adaptations	Yes, (SF 278 & 450)	August 2000	Sep 2001	within 60 days of agency approval	within 60 days of agency approval
Develop implementation plan for approved technologies or adaptations	did not develop	October 2000	Sep 2001	within 120 days of agency approval	within 120 days of agency approval
Innovations by OGE or agencies show-cased	1	Show-cased electronically fillable SF 278 & OGE 450 forms at the Sep 2000 Ethics Conference	none shown	at least once a year	at least once a year

C

	FY 99 Actual	FY 00 Actual	FY 01 Actual	FY 02 Estimated	FY 03 Projected
Performance Goal 4 (changed in FY 00)					
PERFORMANCE INDICATORS					
Establish schedule to meet four year application development cycle	did not establish	Eliminated Indicator			
OGE approval to commence development of electronic filing applications	did not commence	Eliminated Indicator			
Technical assessment of existing Government approved digital signature security standards and methodologies (established FY 00)		Did not proceed with tech assessment of digital security stds pending guidance to be provided to all agencies developing and implementing electronic transactions under GPEA. Revised FY 2001 plan to reflect GPEA guidance issued by OMB and our own GPEA plan submitted to OMB in October 2000.			
Survey of agencies regarding their existing and planned computing capabilities and operating environments (established FY 00)					
Evaluation of agency capability survey results against existing security stds (established FY 00)					
Develop financial disclosure software incorporating approved electronic forms completion and filing capability (established FY 01)				Eliminated Indicator	
Cost-benefit/risk analysis completed and OGE decision to incorporate appropriate "electronic signature" capability into software				Underway	
Pilot test electronic filing software with several agencies to determine and correct and interoperability issues					End of 1sr Qtr FY 2003
Fully implement electronic filing of disclosure forms with "electronic signature" capability					End of 3d Qtr FY 2003
Performance Goal 5 (TEXT OF GOAL CHANGED IN FY 01 AND FY 02)					
PERFORMANCE INDICATORS					
Number of requests for advice	3797	5176	4773	TBD	TBD
Number of contacts concerning adequacy of advice (TERMED "Inadequate advice" IN FY 99 AND FY 00)	<1%	< 1%	< 1%	1%	1%
Time expended to adequately satisfy requests for advice and information	96% same day, 3% met 1% within 2 days	100% within 2 days 99% within 1 day	99% within 1 day	within 2 days for 90% of requests	within 2 days for 90% of requests

D

	FY 99 Actual	FY 00 Actual	FY 01 Actual	FY 02 Estimated	FY 03 Projected
Performance Goal 6					
PERFORMANCE INDICATORS					
Number of inquiries	1129	1245	895	TBD	TBD
Number of contacts concerning adequacy of advice	<1%	< 1%	< 1%	1%	1%
Length of time to respond to requests for information and for oral statutory and regulatory interpretations	98% within 2 work days	99+% within 2 work days	99.5% within 2 work days	2 work days 90% of the requests	2 work days 90% of the requests
Length of time to respond to requests for written statutory and regulatory interpretations	90% 22 written opinions	90.67%	86.3%	15 work days 75% of the requests	20 work days 75% of the requests
Performance Goal 7					
PERFORMANCE INDICATORS					
Number of agency requests received	243	251	284	TBD	TBD
Percentage of responses answered within 15 working days of receipt	80%	99.2%	98.9%	80%	80%
Performance Goal 8					
PERFORMANCE INDICATORS					
Percentage of new agency heads met within 6 months	2 of 3 within 6 most (BUT OUTSIDE OF FY)		Eliminated Indicator		
Percentage of agency heads met following issuance of a a corrective action order	No orders issued	No orders issued	Eliminated Indicator		
Percentage of agency heads met following notice problems with agency ethics programs	none were requested	none were requested	Eliminated Indicator		
New resources devoted to the program by agency head to correct problems after OGE finding	no corrective action orders requiring resources	no corrective action orders requiring resources	Eliminated Indicator		
Percentage of White House ethics initiatives on which OGE met with White House staff	were none	were none	Eliminated Indicator		
Percentage of meetings held with White House after they expressed concerns for an OGE proposed regulation	were none	were none	Eliminated Indicator		
(NOTE: Changed to read "Percentage of discussions"...) in FY 02 Annual Performance Plan					
Numbers of meetings with members/staff for purposes of seeking support of program	16	9	21	10	
(NOTE: changed to read "meetings and discussions"...) in FY 02 Annual Performance Plan					

E

	FY 99 Actual	FY 00 Actual	FY 01 Actual	FY 02 Estimated	FY 03 Projected
Performance Goal 9					
PERFORMANCE INDICATORS					
Number of nominee statements received	271	223	490	TBD	TBD
Percentage of nominee statements certified, and opinions rendered to Senate within two weeks of receiving final certified form from agency after nomination	78%	98.7%	99.2%	95%	95%
(NOTE: changed to read "within two weeks of either nomination or OGE's receipt of receiving final certified form from agency, whichever occurs later" in FY 02 Annual Performance Plan					
Number of annual and termination financial disclosure statements received	621	910	997	TBD	TBD
Percentage of annual and termination statements reviewed within 60 days of receipt	90%	93.8%	85.1%	90%	90%
Performance Goal 10 (added for FY 02)					
PERFORMANCE INDICATORS					
Number of permanent employees eligible for mid-year reviews				TBD	TBD
Number receiving mid-year reviews				100%	100%
Number with whom training and resources discussed				TBD	TBD
Percentage of employees with whom training and resources discussed				90%	90%
Number of new permanent employees for whom mid-year reviews were not required				TBD	BD
Percentage of new permanent employees with whom training and resources discussed within 6 months of hire				100%	100%
Number of employees hired within 6 months of end of fiscal year with whom training and resources have not yet been discussed				TBD	TBD

STRATEGIC GOAL III	FY 99 Actual	FY 00 Actual	FY 01 Actual	FY 02 Estimated	FY 03 Projected
Performance Goal 1					
PERFORMANCE INDICATORS					
Number of Needs Analyses conducted	1 during 1st Qtr	1 completed as scheduled	2	One annually	One annually
Number of Agencies responding	25 questionnaires 7 focus group responses	56%	Eliminated Indicator		
Number of agencies providing input for the Needs Analysis (added in FY 01)			238 from 60 agencies	TBD	TBD
Number of training courses conducted	73	55	Eliminated Indicator		
Number of training courses conducted for ethics officials (added in FY 01)			41 Intro/6 Intermediate	35	35
Number of training courses conducted for employees (at agency request)(added in FY 01)			11	TBD	TBD
Number of new educational products developed	4	5	2	TBD	TBD
Number of evaluation instruments requested (training courses)(added in FY 01)			100%	TBD	TBD
Number of evaluation instruments received from ethics official training (added in FY 01)			877 Intro/111 Intermediate	TBD	TBD
Overall rating of training courses for ethics officials (added in FY 01)			3+	at least 3 (on a 4 pt. scale)	at least 3 (on a 4 pt. scale)
Number of evaluation instruments received for OGE educational products (added in FY 01)			2368 Gifts Between Employees 529 Misuse of Position 81 You've Got It	TBD	TBD
Number of surveys/questionnaires administered	3 agencies admin questionnaires on 2 videos and one ethics game	sent 608 on video 475 returned 547 surveys rec'd on web training	Eliminated Indicator		
Number of requests from agencies for OGE developed courses or educational products	306 6696	5 courses	Eliminated Indicator		
Number of educational products downloaded from the OGE web site (added in FY 01)			Eliminated Indicator		
Number of visitors to the EIC *Changed in FY 2002 to read " to the web site"*	76 in person	38	Eliminated Indicator		
Agency ethics education materials solicited for EIC (text changed in FY 01..see next indicator)	at monthly Interagency Ethics Council Meeting	at 2 IEC meetings and once in Newsgram	Eliminated Indicator		
Solicitation of training materials for the EIC (added IN FY 01)			Eliminated Indicator		
Requests for materials available from the EIC Changed in FY 01 to read " Number of requests for...."	13	45	Eliminated Indicator		

G

	FY 99 Actual	FY 00 Actual	FY 01 Actual	FY 02 Estimated	FY 03 Projected
Performance Goal 2					
PERFORMANCE INDICATORS					
Agencies surveyed for interest and/or facilities	20 done through Interagency Ethics Council	did not survey	Eliminated Indicator		
Draft schedule developed for producing large scale projects	not by OGE, USDA participated on 2	worked with DOI on on its broadcast	Eliminated Indicator		
Number of large scale projects produced	none, participated in 2 w/o agencies	participated in DOI broadcast and developed 1 multimedia web based training module for each	Eliminated Indicator		
Potential audience of project	Exceeded	>1000	Eliminated Indicator		
Number of surveys distributed	All executive agencies	All executive agencies	All executive agencies	All executive agencies	
Number of completed surveys received	100% compliance	100% compliance	100% compliance	100% compliance	
Performance Goal 3					
PERFORMANCE INDICATORS					
Number of conference attendees	488	454	484	450	450
Number of agencies represented	77%	66%	75%	90%	90%
Evaluations of the conference (scale 1 to 5)	3.54	3.11	Condference cancelled 9/11	Overall score 3 or higher (scale 1 to 5)	Overall score 3 or higher (scale 1 to 5)
Number of post conference sessions conducted in Washington, DC (added in FY 01)			Condference cancelled 9/11	TBD	TBD
Number of post-conference sessions conducted in regional locations (added in FY 01)			0	TBD	TBD
Number of attendees at post-conference sessions conducted in Washington, DC (added in FY 01)			0	TBD	TBD
Number of attendees at post-conference sessions conducted in regional locations (added in FY 01)			0	TBD	TBD
Number of off site locations	0	4	0		
Number of off-site attendees	0	500	Eliminated Indicator		

H

	FY 99 Actual	FY 00 Actual	FY 01 Actual	FY 02 Estimated	FY 03 Projected
Performance Goal 4 Note: Added for FY 02					
PERFORMANCE INDICATORS					
Initiate development of extranet infrastructure				End of 2nd QTR FY 2002	
Pilot test doing ethics related business electronically with several agencies to determine and correct any potential implementation problems				End of 3rd QTR FY 2003	End of 3rd QTR FY 2003
Fully implement OGE ethics extranet with all agencies and departments				End of 4th QTR FY 2003	End of 4th QTR FY 2003
Performance Goal 5 Note: Added for FY 02					
Initiate design and development of electronic transaction applications				End of 2nd QTR FY 2002	
Pilot test doing ethics related business electronically with several agencies to determine and correct any potential implementation problems				End of 3rd QTR FY 2003	End of 3rd QTR FY 2003
Fully implement OGE electronic transaction capability				End of 2nd QTR FY 2003	End of 2nd QTR FY 2003

I

	FY 99 Actual	FY 00 Actual	FY 01 Actual	FY 02 Estimated	FY 03 Projected
STRATEGIC GOAL IV					
Performance Goal 1					
PERFORMANCE INDICATORS					
Numbers of presentations to private groups	37	12	40	20	20
Numbers of articles or speeches published	1	1	1	1	1
Performance Goal 2					
PERFORMANCE INDICATORS					
Number of new educational products developed	1 partially completed	2	1	1	1
Articles on public service ethics in Newsgram	2	4	1	1	1
Distribution of new products to agencies	completed	completed	All agencies	All agencies	All agencies
Requests for new products	none available	1800 Videos distributed pamphlets	na	TBD	TBD
Performance Goal 3					
PERFORMANCE INDICATORS					
New indicators for FY 02 in italics					
OGE will use the usage and access reports provided by GPO	Once a month	Reports show number of times OGE's electronically fillable disclosure forms have been downloaded for Federal employees. This provides an indication of employee's desire and acceptance of these forms, thus validating the need for such products	na	Monthly	Monthly
Electronic files containing or announcing this material will be transferred to the OGE webmaster within 2 working days of finalization by OGE				95%	95%
Electronic files will be transferred by OGE webmaster to GPO within 5 working days of receipt				95%	95%
Updates made and transferred to GPO within 5 days of receipt of information	96%	100%	100% of the time	Eliminated Indicator	

PERFORMANCE INDICATORS

New indicators for FY 02 in italics

In 90% of the cases the number of
days to respond to requests for the
following:

	FY 99 Actual	FY 00 Actual	FY 01 Actual	FY 02 Estimated	FY 03 Projected
documents under the Freedom of Information Act	40 requests, 72.5% of the time	61.7% completed within 10 calendar days 98% complete within 20 working days	77% completed within 20 working days	20	20
and Privacy Act	6 requests, 83% of the time (5 processed in 10 days)		77% completed within 20 working days	20	20
Changed in FY 02 to read: Other documents maintained by OGE, such as 278 forms (previously (278 forms)	98% in 2 days	All met within 2 days	All met within 3 days	3	3
ethics agreements	none requested	All met within 3 days	All met within 3 days	3	3
waivers under 18 U.S.C. § 208(b)	none requested	All met within 3 days	All met within 3 days	3	3
certificates of divestiture	none requested	none requested	25 of 26 within 3 days	3	3
blind trust documents	100% - 3 cases response in 3 days	All met within 3 days	All met within 3 days	3	3
agency 1353 reports	2 cases, 2 days avg	All met within 3 days	done within 2 days	3	3
informational materials (e.g.pamphlets)	no tracking system (ref'd to web)	most filled immediately through the Internet	Eliminated Indicator	Eliminated Indicator	Eliminated Indicator

K