

NOTIFICATION OF DESIGNATION
DESIGNATED AGENCY ETHICS OFFICIAL

In accordance with the Ethics in Government Act of 1978 and pursuant to 5 C.F.R. § 2638.107, I designate _____ to serve as the Designated Agency Ethics Official (DAEO) of _____.

This designation is effective on _____.

_____ may be reached by phone at _____
or by email at _____.

The DAEO is the employee with primary responsibility for directing the daily activities of the agency's ethics program and coordinating with the United States Office of Government Ethics (OGE). I confirm that _____ meets the following regulatory requirements of the DAEO as set forth in 5 C.F.R. § 2638.104(b):

- The DAEO is an employee at an appropriate level in the organization, such that the DAEO is able to coordinate effectively with officials in relevant agency components and gain access to the agency head when necessary to discuss important matters related to the agency's ethics program.
- The DAEO has demonstrated the knowledge, skills, and abilities necessary to:
 - manage a significant agency program,
 - understand and apply complex legal requirements, and
 - generate support for building and sustaining an ethical culture in the organization.
- The DAEO is at the senior executive level or higher at any agency with 1,000 or more employees, unless the agency has fewer than 10 positions at that level.

I understand that on an ongoing basis the DAEO must demonstrate the capacity to serve as an effective advocate for the executive branch ethics program, show support for the mission of the executive branch ethics program, prove responsive to the OGE Director's requests for documents and information related to the ethics program, and serve as an effective liaison with OGE.

Date

Signature (agency head)

Title