Description of document: Office of Government Ethics (OGE) agency policies as listed in the OGE Administrative Division Human Resources Manual Table of Contents, 2015

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Source of document: OGE FOIA Officer
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October 7, 2015

Via Email

Tracking No: FY 16/001

The U.S. Office of Government Ethics (OGE) is granting your Freedom of Information Act (FOIA) request, which was received by the OGE FOIA Office on October 1, 2015. In your request, you asked for “a copy of the listing of OGE agency policies. Example of an OGE agency policy: telework policy.” We are enclosing five pages responsive to your request, the table of contents for both the Human Resources and the Administrative manuals. These records are being provided to you without charge.

The OGE official responsible for this FOIA determination is the undersigned. If you consider this response to be a denial of your request, you may administratively appeal this determination in accordance with the FOIA, as codified at 5 U.S.C. § 552(a)(6)(A), and OGE’s FOIA regulations, at 5 C.F.R. § 2604.304, to the General Counsel, U.S. Office of Government Ethics, 1201 New York Avenue, N.W., Suite 500, Washington, DC 20005-3917. Any such appeal must be in writing and must be sent within 30 days of the date you receive this response letter. If you do appeal, you should include copies of your request and this response, together with a statement of why you believe this initial determination is in error. Also, if you appeal, you should clearly indicate on the envelope and in the letter that it is a “Freedom of Information Act Appeal.”

Sincerely,

[Signature]

Diana J. Veilleux
OGE FOIA Officer

Enclosures
Human Resources Manual

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  - Chapter 250 - Human Capital Management in the U.S. Office of Government Ethics

- Employment
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- General and Miscellaneous
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    - Subchapter 1, SES Performance Appraisal System
    - Subchapter 2, SES Recruitment Program
  - Chapter 1020 - Telecommuting
    - Telework: A Management Priority
      A Guide for Managers, Supervisors, and Telework Coordinators
      (Taken from www.telework.gov)

- Equal Employment Opportunity
  - EEO Complaint Procedures

Useful Links - OGE Web Site
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• Emergency Notification System

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http://1201newyorkave.info
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• Executive Conference Room

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TRAVEL CONTACTS

ARC Travel Services
Helpdesk 304-480-8000
Email travel@hpdp.treas.gov
American Express
8:30 - 6:30 EST 800-423-7458
After Hours 800-477-5727
Intl. Collect 701-227-6800
ARC Customer URL arc.publicdebt.treas.gov
GovTrip eTravel Login

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