



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

April 18, 2008
DO-08-016

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Joseph E. Gangloff
Deputy Director

SUBJECT: Yearly Update of Officials Required to File Public Financial Disclosure Reports with OGE

Accurate records of employees who should be filing public financial disclosure reports (SF 278s) are important to ensuring the integrity of the financial disclosure process. The accuracy of OGE's records is dependent upon agency-provided information. Therefore, OGE is requesting that you update your list of SF 278 filers whose reports come to OGE for final review and certification. All responses, including updated information and "no change," are due May 1, 2008.

OGE performs the final review and certification for the following types of SF 278 filers:

- Officials who are Presidentially appointed and Senate confirmed,
- Officials who are appointed Designated Agency Ethics Officials, and
- Officials who are Presidential recess appointees.¹

You will be receiving under separate cover the list of your SF 278 filers whose 2007 reports were forwarded to OGE. Review the list to see if any changes are necessary. If any changes are necessary, please provide the following information.

For **filers who are no longer at your agency**:

- the termination date of any official who has left government service.
- the transfer date of any official who transferred to another position, an indication as to whether or not that new position required SF 278 reporting, and the name of the agency to which the employee transferred.

¹ For information about OGE's modified process for Presidential recess appointee's annual and termination SF 278s, please refer to DAEOgram DO-07-022, dated July 19, 2007.

For **current filers**:

- the entry-on-duty date for any official you believe did not work more than 60 days in CY 2007 and thus is not required to file an annual report.

For **new filers**:

- the name and position of any PAS special Government employee who worked in excess of 60 days in CY 2007 at an annual rate of basic pay of \$111,675.60 (the equivalent to 120 percent of GS-15, step 1).

All responses--either the updated information or a "no change" response--should be sent to Teresa Weakley, Program Analyst, by May 1, 2008. Responses may be faxed (202-482-9238) or e-mailed (tlweakle@oge.gov). If you have any questions, please contact Teresa Weakley at 202-482-9283. Thank you in advance for your cooperation.