



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

March 16, 2005
DO-05-006

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Jack Covaleski
Deputy Director
Office of Agency Programs

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

As you are aware, officials who are presidentially appointed and Senate confirmed or who are appointed to the DAEO position, must file their reports with OGE. To assist us in accurately capturing this data, we are attaching a list of these filers. Please review this list and make any necessary changes. If the list is not accurate, please do the following:

For **filers who are no longer at your agency**, please provide

- 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.

For **current filers**, please provide

- the entry on duty date for any official you believe did not work more than 60 days in CY 2004 and thus is not required to file an annual report.

For **new filers**, please provide

- the name and position of any PAS special Government employee who worked in excess of 60 days in CY 2003 at an annual rate of basic pay equivalent to 120 percent of GS-15, step 1. In CY 2004, this amount was \$104,927.

Please return your annotated list to Teresa Weakley by March 31, 2005. "No Change" replies are also required. 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.

Attachment: *Please contact Teresa Weakley at 202-482-9283 or by email (tlweakle@oge.gov) for your agency's attachment.*