



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

April 7, 2006
DO-06-010

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Joseph Gangloff
Deputy Director for Agency Programs

SUBJECT: Due Dates for Public Financial Disclosure Reports of Executive Branch Officials
Required to File with the Office of Government Ethics (OGE)

Annual public financial disclosure reports (Standard Form 278) are to be filed with the appropriate department or agency no later than May 15 (Title I of the Ethics in Government Act of 1978). Each Designated Agency Ethics Official (DAEO) is to ensure that each report filed is reviewed within sixty days. The Standard Forms 278 of Presidential appointees confirmed by the Senate (PAS) and DAEOs must be submitted to this Office for final review and certification.

In recognition of the granting of filing extensions, OGE is reissuing the filing schedule from last year's filing cycle. All annual Standard Forms 278 for PAS officials and DAEOs filed by May 15, 2006, should be certified and submitted to OGE as soon as approved by your agency or department, but no later than August 1, 2006. For those PAS officials for whom you have granted filing extensions, please see the table below for the appropriate certification and transmittal dates. Reports are to be certified and submitted for each of your PAS officials and the DAEO by the transmittal deadline.

As you are aware, the financial disclosure system is a critical component of the ethics program. Timely filing of public financial disclosure reports bolsters public confidence in government processes, enhances employee respect for the ethics program and prevents embarrassment of filers. Therefore, if you are unable to certify a report within the given time frame, please make your OGE desk officer aware of the reason for the delay in certifying the report and the progress you are making towards certification. We are happy to assist in any way we can to help you obtain the information needed to certify the report. These reports are for the top executive branch officials and it is vital that their reports be reviewed and certified by both of our offices as soon as possible.

The deadlines for the 2006 filing period are below. If you have any questions, please contact Trish Zemple, Associate Director, Program Services Division at pczemple@oge.gov or at 202-482-9286.

Filing Deadline	Certification Deadline	Transmittal Deadline
May 15 (no extension)	July 14	August 1
June 29 (45-day extension)	August 28	September 13
August 14 (90-day extension)	October 13	October 31