



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

April 4, 2007
DO-07-008

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Joseph E. Gangloff
Deputy Director for Agency Programs

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

As you know, officials who are presidentially appointed and Senate confirmed or who are appointed to the position of Designated Agency Ethics Official must file their public financial disclosure reports with the Office of Government Ethics. To assist us in ensuring that our list of filers is accurate, we request that you review the attached list and either update the information provided by making any necessary changes or indicate "no change" if no changes are required. If you update the information, please provide the information requested below.

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 2006 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 2006 at an annual rate of basic pay of \$109,808 (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 April 16, 2007. 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 (tlweakle@oge.gov) for your agency's attachment.)