



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

April 19, 2002  
DO-02-007

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Jack Covalleski  
Deputy Director for Agency Programs

SUBJECT: Yearly Update of the List of Executive Branch Officials  
Required to File Annual Public Financial Disclosure  
Reports with the Office of Government Ethics (OGE)

Title I of the Ethics in Government Act of 1978, as amended, requires annual public financial disclosure reports (SF 278) to be filed with the appropriate department or agency no later than May 15. The SF 278s of Presidential appointees confirmed by the Senate (PAS) and Designated Agency Ethics Officials (DAEO) must be submitted to this Office for final review and certification. Attached is a list of the names and positions of those officials who were required to submit a nominee, new entrant, or annual SF 278 either last year or late in 2000.

Please annotate this list to reflect any changes (additions or deletions) to the officials named or positions identified. Please return the list, as annotated, to this Office **by May 10, 2002**. For your convenience, you may fax or E-mail your annotated list to the OGE staff members noted below. In addition, if there are no changes to your list, you may phone in a "No Change" reply. The fax number for the Financial Disclosure Division is 202-208-8038.

In the case of officials who have transferred from the position, please indicate whether the official transferred within 30 days to another covered position (PAS or non-PAS) requiring SF 278 reporting. If not, a termination report is required within 30 days of the transfer. In addition, please indicate which officials did not work more than 60 days in CY 2001 and are not required to file an annual report. Conversely, please add to the list the names of any PAS special Government employees who actually worked in excess of 60 days in CY 2001 at an annual rate of basic pay equivalent to 120 percent of GS-15, step 1, which equaled \$95,652 (or \$366.64 per day) in CY 2001. Do not include the names of officials serving temporarily in PAS positions in an acting capacity, their reports are not required to be submitted to this Office. However, please add the names of any Presidential recess appointees to PAS positions.

Designated Agency Ethics Officials

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If you have any questions, please contact Tom Zorn, Chief, Financial Disclosure Division, or Teresa Weakley at 202-208-8000, extension 1123, or extension 1233, respectively. Their E-mail addresses are [tfzorn@oge.gov](mailto:tfzorn@oge.gov) and [tlweakle@oge.gov](mailto:tlweakle@oge.gov).

Attachment (Note: Attachment is individualized to each agency and is therefore not posted on our web site. If your agency did not receive this attachment please contact Tom Zorn or Teresa Weakley at their number listed above.)