



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

May 15, 2001
DO-01-019

MEMORANDUM

TO: Designated Agency Ethics Officials
and Alternate Designated Agency Ethics Officials

FROM: Jack Covalesski
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)

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.

Our March 8, 2001 DAEOgram (DO-01-006) requested updated lists for PAS and DAEOs required to file with this Office. This memorandum is to inform you about the various due dates for reports filed with OGE.

We anticipate agencies receiving a number of termination reports due to the recent Presidential transition. Please ensure that all PAS termination SF 278s are forwarded to this Office immediately following agency review and certification.

All annual SF 278s for PAS officials and DAEOs should be submitted to OGE as soon as approved by your department or agency. This is particularly important for the financial disclosure report of your agency head. As you know, their reports are among the most requested by the news media and public. Your timely report submissions will allow OGE to begin its review process sooner than in the past, with our goal being to review and certify the majority of reports within 60 days of receipt. In instances where the report cannot be approved by the agency and submitted to this Office by September 15, due to pending resolution of a conflict of interest, or the need for additional information or clarification, we ask that you notify us, in writing, of the names and positions of the officials involved, the nature of the problems, and the date you expect to transmit the report to this Office.

This Office will be following up on the late filing of reports submitted by PAS officials and DAEOs. To assist us in this effort, we ask that you use the new provision on the revised SF 278 to note any agency-granted filing extensions on the officials' SF 278 cover sheet.

For your convenience, we have provided the 2001 due dates for annual reports as well as the 45-day and 90-day filing extensions as shown below:

| | Report Late if Filed After | \$200 Fee Due if Report Filed After |
|------------------|-------------------------------|--|
| Annual Reports | May 15 | June 14 |
| 45-Day Extension | June 29 | July 30 |
| 90-Day Extension | August 13 | September 12 |

If you have any questions, please contact Tom Zorn, Chief, Financial Disclosure Division, or Lorna Syme at 202-208-8000, extension 1123, or extension 1141, respectively. Their E-mail addresses are tfzorn@oge.gov and lasyme@oge.gov.