



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

April 24, 2003  
DO-03-005

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 2001.

Please annotate this list to reflect any changes (additions or deletions) to the officials named or positions identified. We would also appreciate it if you would make the following notations:

- If any official transferred from the position, indicate whether or not the official transferred within 30 days to another covered position (PAS or non-PAS) requiring SF 278 reporting.
- Indicate which officials did not work more than 60 days in CY 2002 and thus are not required to file an annual report.
- Add to the list the names of any PAS special Government employees who actually worked in excess of 60 days in CY 2002 at an annual rate of basic pay equivalent to 120 percent of GS-15, step 1, which equaled \$99,096 (or \$379.84 per day) in CY 2002.
- Add the names of any Presidential recess appointees to PAS positions. Do not however, 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.

Designated Agency Ethics Officials

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Please return the list, as annotated, to this Office **by May 15, 2003**. For your convenience, you may e-mail or fax (202-208-8038) your annotated list to the OGE staff members noted below. In addition, if there are no changes to your list, you may e-mail or phone in a "No Change" reply.

If you have any questions, please contact Tom Zorn, Deputy Associate Director for Financial Disclosure, Program Services 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