

November 15, 2000
DO-00-042

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Amy L. Comstock
Director

SUBJECT: New Edition of the SF 278 Report Form Now Available for
Nationwide Ordering through GSA

After a printing delay, the new March 2000 edition of the Standard Form (SF) 278 Executive Branch Personnel Public Financial Disclosure Report is now available for purchasing from Customer Supply Centers of the General Services Administration's (GSA) Federal Supply Service. The printed paper originals are sold in packages of 25 blank forms. The National Stock Number (NSN) for ordering the SF 278 is 7540-01-070-8444. To order the quantities needed, simply contact the nearest GSA Customer Supply Center.¹

Due to the delay, the 6/94 and 1/91 editions of the SF 278 currently in circulation may be still used by regular new entrants until December 15, 2000, and by terminees through the end of February 2001. After that, those prior editions of the form are no longer usable. Please ensure that all forthcoming nominees of the incoming Administration use the new March 2000 edition of the SF 278.

The Office of Government Ethics (OGE) has also made available a viewable and downloadable Portable Document Format (PDF) electronic copy of the new edition of the SF 278 in the forms section of OGE's Web site (Internet address: <http://www.usoge.gov>). In addition, OGE will soon place on its Web site fillable versions of the form. (Currently, there is a link to the Department of Energy's fillable PDF version.) The new form will also be included in future editions of the Ethics CD-ROM.

¹ The nationwide Customer Supply Center telephone number is 1-800-525-8027, and the FAX is 1-800-856-7057. Alternatively, agencies can order the forms online at the GSA Advantage! Web site (Internet address: <https://www.gsaadvantage.gov/cgi-bin/advwel>). For any questions or problems in ordering the forms, the number to call is 1-817-978-2508 at GSA's General Products Commodity Center in Fort Worth, Texas.