

# A WORD ABOUT ETHICS

## PUBLIC FINANCIAL DISCLOSURE REPORTS – OGE FORM 278s

### GENERAL INSTRUCTIONS

- Sign and date your report and keep a copy for your records.

### SCHEDULE A: ASSETS AND INCOME

- For each asset over \$1,000 in value, you should mark three categories:
  - the value of the asset at the end of the reporting period (December 31<sup>st</sup> for annual reports),
  - the type of income (or that the asset is an Excepted Investment Fund (EIF)),
  - the amount of income received during the reporting period.
- List the specific and complete name of each mutual fund.
- For an IRA or 401(k) account list:
  - each asset in the account worth more than \$1,000 and
  - the name of the financial institution in which the account is held.

### SCHEDULE B - PART I: TRANSACTIONS

- If you report a sale, report income over \$200 received from the sale on Schedule A (but mark the value of the asset as “None (or less than \$1,001”).

### SCHEDULE B – PART II: GIFTS, REIMBURSEMENTS, AND TRAVEL REIMBURSEMENTS

- Do not report payments for official travel (they are reported on forms CD 210 and SF 326.

### SCHEDULE C – PART I: LIABILITIES

- Do not report a mortgage on your personal residence, unless it produces rental income or is investment property.
- Do not report a car loan.

### SCHEDULE C – PART II: AGREEMENTS OR ARRANGEMENTS

- List pensions on both Schedule A and Schedule C.

### SCHEDULE D – PART I: POSITIONS HELD OUTSIDE THE U.S. GOVERNMENT

- If you received income from a position, report the specific amount of compensation received on Schedule A.

### SCHEDULED D – PART II: COMPENSATION IN EXCESS OF \$5,000 PAID BY ONE SOURCE

- Fill this out only if you are a new filer.

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