



OFFICE OF THE UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

DEC 09 2010

PERSONNEL AND
READINESS

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Revised Guidance on Senior Mentor Financial Disclosure Requirements

This memorandum serves as a reminder of the upcoming December 12, 2010, deadline as established in Deputy Secretary Lynn's November 12, 2010, memorandum announcing new financial disclosure requirements for Senior Mentors appointed under the Highly Qualified Expert (HQE) authority (copy attached). On September 29, 2010, the U.S. Office of Government Ethics (OGE) issued an equal classification determination which subjects all HQE Senior Mentor positions to the public financial disclosure report (SF-278) requirements.

All position descriptions for HQE Senior Mentor positions are to be updated to include the public financial disclosure requirements as a condition of employment. Once a position description has been updated, the incumbent must complete the SF-278 within thirty days. The public financial disclosure report and SF-278 are conditions of employment and failure to adhere to this requirement may result in termination of employment.

Questions concerning this requirement may be directed to Mary Lamary, by telephone at 703-696-4802 or email at mary.lamary@cpms.osd.mil.

VR,
P.M. Tamburrino, Jr.
P.M. Tamburrino, Jr.
Deputy Under Secretary
Civilian Personnel Policy

Attachment:
As stated

I apologize for the late transmission of this reminder. If there are challenges with the task please contact me directly.
Thanks,
VR P.M. Tamburrino, Jr.
103-571-9282.



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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
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DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Revised Guidance on Senior Mentor Financial Disclosure Requirement

Attached is revised guidance on financial disclosure requirements which amplifies both the Secretary of Defense's April 1, 2010 Memorandum, entitled *Policy on Senior Mentors*, and my *Implementation Guidance on Senior Mentors Policy*, issued July 8, 2010. Please ensure that your senior mentor practices and procedures reflect this additional guidance, which reflects the new guidance from the Office of Government Ethics (OGE).

Attachment:
As stated



**REVISED GUIDANCE ON
SENIOR MENTOR
FINANCIAL DISCLOSURE REQUIREMENTS**

Issued by the Deputy Secretary of Defense
On October 22, 2010

The following revised financial disclosure requirement for senior mentors is effective immediately and supersedes any prior guidance on this subject.

In accordance with guidance issued on September 29, 2010, by the U.S. Office of Government Ethics (OGE), all senior mentor positions shall be designated as subject to the public financial disclosure requirement. OGE determined that senior mentor positions are of "equal classification" with positions required to file public financial disclosure reports (SF 278), such as active duty flag and general officers.

To implement this requirement uniformly across the Department, no later than 30 days from the date of this memorandum, senior mentor position descriptions shall be updated to reflect that filing an SF 278 is a condition of employment. This modification shall require currently serving and future senior mentors to file an SF 278 irrespective of individual rate of pay or number of days reasonably expected to serve in a calendar year.