



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

December 9, 2009
DO-09-031

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Joseph E. Gangloff
Deputy Director

SUBJECT: Reminder Regarding Transmission of Termination Public Financial Disclosure Reports to the United States Office of Government Ethics

During the past year, a large number of Presidentially-appointed, Senate-confirmed (PAS) officials departed Government service. Because the PAS officials served in covered public financial disclosure filing positions, they are required to file a termination public financial disclosure report (SF 278) within 30 days after leaving office. *See* 5 CFR § 2634.201(e)(1). Once the termination report is received by the agency it should be certified within 60 days and transmitted to the United States Office of Government Ethics (OGE). *See* 5 CFR §§ 2634.605(a) and .602(c)(1).

To assist agencies in certifying termination reports, OGE has provided two reference documents: (1) Public Financial Disclosure: A Reviewer's Reference, 2nd edition, (available on-line at www.usoge.gov) which provides useful guidance on what information must be obtained from the filer and (2) DAEOgram DO-08-026 which provides additional guidance on facilitating the timely review and certification of termination public financial disclosure reports. DAEOgram DO-08-026 can be accessed by clicking on:

http://www.usoge.gov/ethics_guidance/daeograms/dgr_files/2008/do08026.pdf

OGE recognizes that in some cases it may be difficult to collect termination SF 278s from covered officials within 30 days of their departure. Agencies having difficulties collecting reports should contact their OGE desk officer for assistance.

If you have any questions, please contact Leigh Snyder, Government Ethics Specialist, at (202) 482-9319 or at lasnyder@oge.gov.