



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

April 27, 2010
DO-10-006

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Joseph E. Gangloff
Deputy Director

SUBJECT: 2010 Due Dates for Public Financial Disclosure Reports of Executive Branch Officials Required to be Filed with the United States Office of Government Ethics (OGE)

The primary tool for identifying and resolving potential conflicts of interest is financial disclosure. Through the financial disclosure process OGE and agencies can assure the President, Congress, and the public that appointees to the highest level of Government will be free from conflicts of interest.

Unless an extension has been granted, annual public financial disclosure reports (SF 278) must be filed with the appropriate department or agency no later than May 17, 2010. The Designated Agency Ethics Official (DAEO) is required to ensure that each report—once received—is reviewed and certified within 60 days. After certification by the department or agency, the reports for Presidentially Appointed Senate Confirmed (PAS) officials and DAEOs should be promptly submitted to OGE for final review and certification. The table below shows the filing deadlines for the 2010 filing cycle and the deadlines for certifying and submitting to OGE the PAS and DAEO reports.

Filing Deadline	Certification Deadline	Transmittal Deadline
May 17 (no extension)	July 16	July 30
July 1 (45-day extension)	August 30	September 13
August 16 (90-day extension)	October 15	October 29

Reviewing, certifying, and submitting certified PAS and DAEO public financial disclosure reports promptly to OGE bolsters public confidence in Government processes, enhances employee respect for the ethics program, and prevents embarrassment of filers. Therefore, if you are unable to timely certify and submit a report within the given timeframe, please contact your OGE desk officer. If necessary, OGE will assist you with obtaining the information needed to certify the report. PAS and DAEO reports are for the top executive branch officials and it is vital that their reports be reviewed and certified by both of our offices as soon as possible.

If you have any questions, please contact Michelle Sharrow, Financial Disclosure Program Manager, Program Services Division, at mpsharro@oge.gov or at (202) 482-9208.