



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

May 23, 2013
PA-13-02

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Joseph E. Gangloff
Deputy Director *JE 5/23/13*

SUBJECT: 2013 Due Dates for Public Financial Disclosure Reports of Executive Branch
Officials Required to be Filed with the U.S. Office of Government Ethics

The primary tool for identifying and resolving potential conflicts of interest is financial disclosure. Through the financial disclosure process, the United States Office of Government Ethics (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 was granted, annual public financial disclosure reports (OGE Form 278) should have been filed with agencies no later than May 15, 2013. Designated Agency Ethics Officials (DAEOs) are required to ensure that their certification process for each report is completed within 60 days of receipt. Copies of the reports for Presidentially Appointed Senate Confirmed (PAS) officials and DAEOs must be promptly transmitted to OGE.

The table below shows the 2013 deadlines for when reports must be filed with agencies, when DAEOs must complete their certification process, and when PAS and DAEO reports must be transmitted to OGE. The deadlines should ensure that appropriate follow-up is timely and a final certification decision by OGE is made by December 31, 2013, even for reports given the maximum agency-level extension of 90 days.

Designated Agency Ethics Officials

Deadlines for the 2013 Filing Cycle

<u>Filing with Agency</u>	<u>Agency Certification Process Completed</u>	<u>Transmittal to OGE</u>
May 15 (no extension)	July 15	July 19
June 30 (45-day extension)	August 30	September 6
August 15 (90-day extension)	October 15	October 21

The financial disclosure system is a keystone of the Executive Branch's ethics program. Public financial disclosure of the personal financial interests of high-level Federal officials is essential to ensuring public confidence in the integrity of government officials and governmental decision-making processes. If you encounter an issue that may interfere with your ability to meet review deadlines for a particular filer, please notify your OGE Desk Officer as soon as practicable. If necessary, OGE will assist you with obtaining necessary information from filers.

If you have any questions, please contact Trish Zemple, Chief, Financial Disclosure Branch, at 202-482-9286 or at pczemple@oge.gov.