



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

July 17, 2000
DO-00-026

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Stephen D. Potts
Director

SUBJECT: New Edition of the SF 278 Report Form

The Office of Government Ethics (OGE) recently received its final three-year paperwork clearance from the Office of Management and Budget (OMB) and standard form clearance from the General Services Administration (GSA) for a moderately revised version of the SF 278 Executive Branch Personnel Public Financial Disclosure Report form. As noted in OGE DAEOgrams of March 18, 1999, July 19, 1999, and December 21, 1999 (#s DO-99-011, DO-99-030, and DO-99-048), this new March 2000 edition of the SF 278 report form: (1) incorporates higher-category reporting, as required by amendments to the Ethics in Government Act, for any assets, income, liabilities and (for the first time) transactions, which are over \$1,000,000 in value; (2) reflects the new slightly higher reporting thresholds for gifts and reimbursements (over \$260 overall, with a \$104 or less "de minimis" threshold); (3) adds a continuation page for transactions (Schedule B, Part I); and (4) includes a check-off box in the comments section of the front page of the form for indicating any filing extensions and, if so indicated, the number of days granted.

OGE has made available and invites agencies to begin using a viewable and downloadable Portable Document File (PDF) electronic image of the new 03/2000 edition of the SF 278 report form, which is located in the Ethics Resource Library section of OGE's Internet Web site (address: <http://www.usoge.gov>); the PDF version of the new form will also be included in the next edition of The Ethics CD-ROM.⁽¹⁾ In addition, OGE is working with GSA to have the new SF 278 edition printed and stocked in packages of 25 forms for ordering through GSA's Federal Supply Service.

OGE anticipates that the printed paper originals of the new edition of the form (which will feature a yellow background shading) will be available for purchasing by agencies nationwide from GSA Customer Supply Centers by October 2000. In the meantime, the 6/94 and 1/91 editions of the SF 278 currently in circulation may still be used. However, once printed copies of the new edition of the SF 278 report form are made available for ordering through GSA beginning in October (or as soon thereafter as possible),⁽²⁾ those previous editions of the form will be superseded and hence no longer usable, except by termination filers who may, if they want, continue to use the 6/94 and 1/91 editions of the SF 278 until the end of February 2001.

Any questions about the new SF 278 can be directed to your desk officer, who can also provide a copy of the form if need be.

1. OGE is also working on a couple of different types of electronically fillable SF 278s (& OGE Form 450s) for placement on our Web site and ethics CD-ROM in the months ahead. Once available, those fillable forms would until further notice still have to be printed out after completion on a computer and manually signed and filed.
2. In the event of any significant delay, OGE will advise agencies when the printed forms of the new edition do become available from GSA.