



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

May 17, 2010  
DO-10-11

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Dale Christopher  
Associate Director  
Program Services Division

SUBJECT: Notifying the United States Office of Government Ethics of Filing Extensions

The filing deadline for public financial disclosure reports (SF 278) has arrived. As you are aware, the public financial disclosure report is the primary tool used by the United States Office of Government Ethics (OGE) to identify and remedy potential conflicts of interest. To facilitate timely identification of potential conflicts of interest, an effective internal control system is necessary to ensure that agencies and OGE know when reports need to be collected. Therefore, OGE requests that you provide our office with the names of Presidentially Appointed Senate Confirmed (PAS) officials and Designated Agency Ethics Officials (DAEO) receiving extensions of the filing deadline and the length of those extensions. This information should be submitted by Tuesday, June 1, 2010 to [278tracking@oge.gov](mailto:278tracking@oge.gov). This information will allow us to accurately notify agencies of which reports are still due to OGE.

As you may recall, OGE is requiring that agencies certify and submit PAS official and DAEO reports in accordance with the deadlines below:

|                  | <b>Certify by</b> | <b>Submit to OGE by</b> |
|------------------|-------------------|-------------------------|
| No extension     | July 16           | July 30                 |
| 45-day extension | August 30         | September 13            |
| 90-day extension | October 15        | October 29              |

If you have any questions, please contact Leigh Snyder at (202) 482-9319. Your cooperation in this matter is greatly appreciated.