

U.S. Department of Energy
Washington, D.C.

NOTICE
DOE N 3735.25
4-10-95

EXPIRES: 12-10-95

SUBJECT: ANNUAL SUBMISSION OF PUBLIC FINANCIAL DISCLOSURE REPORT (SF 278)

This Notice applies to all employees who file annual public financial disclosure reports as required by the Ethics in Government Act of 1978 (Public Law No. 95-521, as amended by Public Law No. 101-194 and Public Law No. 101-280). These requirements apply to all employees in the following categories who have served for 61 days or more during the previous calendar year (1994):

- (1) Employees occupying Senior Executive Service, Executive Schedule, Excepted Service under the National Defense Authorization Act or the Department of Energy Organization Act (only if base pay for 1994 exceeded \$79,930), and Senior-Level positions, or the equivalent;
- (2) All members of the Board of Contract Appeals;
- (3) Special Government employees who were paid in 1994 at a daily rate at or above \$320;
- (4) All Schedule C appointees regardless of grade;
- (5) Members of the uniformed services whose pay grade is 0-7 or above; and
- (6) Administrative Law Judges.

1. Reporting Period

In general, the information to be reported is for the previous calendar year (1994) unless the instructions on the form state otherwise.

2. Availability of SF 278's and When Due

(a) SF 278's are available from your administrative officer, who should make distribution to employees. Administrative officers may obtain SF 278's from supply rooms by submitting DOE F 4250.2, "Requisition for Supplies, Equipment, or Services."

(b) SF 278's should be completed in accordance with the instructions, signed, and submitted directly to the Office of the Assistant General Counsel for General Law, GC-80, Room 6A-211, Forrestal Building, no later than May 15, 1995. Failure to file an SF 278 within 30 days of the date the report is required to be filed may subject the individual to a \$200 late filing fee. In addition the civil penalty for knowing and willful falsification of information or failure to file or report information is \$10,000.

(c) Employees are expected to make and retain copies of their completed forms for their personal files. The Office of the Assistant General Counsel for General Law will mail a notice of receipt to each filer showing the date the filer's SF 278 was received in that office. Filers who have not received such acknowledgement within two weeks of mailing the SF 278 should so advise that office.

3. Important Reporting Reminders

(a) Please note that every section of Schedules A, B, C, and D of the SF 278 requires a response (even if that response is "not applicable"). Filers who do not have anything to report in a particular section should check the box for "none."

(b) In the instructions for the completion of Schedule B, Part II (see page 9 of the "Instructions for Completing SF 278" and the instructions at the beginning of Schedule B, Part II), the threshold amount for aggregating "other gifts" received should be \$250 instead of \$100, and the threshold amount for exclusions should be \$100 instead of \$75.

(c) Assets included on Schedule A must be adequately identified, (e.g., provide the full name of mutual funds, and the composition of individual retirement accounts).

(d) Sales or exchanges listed on Schedule B, Part I, which result in capital gains or other income in excess of \$200 must be reported as income on Schedule A.

(e) Annual SF 278's are compared to the corresponding filer's prior year's report in order to assure that previously reported assets, income, etc., are accounted for.

(f) Questions regarding completion of SF 278's may be addressed to the office of the Assistant General Counsel for General Law (202-586-1522).

By ORDER OF THE SECRETARY OF ENERGY:

ARCHER L. DURHAM
Assistant Secretary for
Human Resources and Administration