



Functional Series 100
Agency Organization and Legal Affairs

INTERIM UPDATE 09-07

SUBJECT: 2009 Annual Filing Requirement for the Public Financial Disclosure Report (SF-278)

NEW MATERIAL: This general policy notice announces the annual requirement for certain senior employees to file the SF-278 (Executive Branch Personnel Public Financial Disclosure Report). It identifies the categories of employees who are required to file and provides point of contact names for assistance and deadlines for filing the report.

EFFECTIVE DATE: 04/10/09

POLICY

GC/EA
04/10/2009

Subject: 2009 Annual Filing Requirement for the Public Financial Disclosure Report (SF-278)

This notice announces the annual requirement for certain senior employees to file the SF-278 (Executive Branch Personnel Public Financial Disclosure Report). It identifies the categories of employees who are required to file and provides point of contact names for assistance and deadlines for filing the report.

1. WHO MUST FILE? Anyone who served more than 60 days in CY 2008 in the following positions: Presidential appointees; Senior Foreign Service (SFS) officers; members of the Senior Executive Service (SES); employees detailed to SES positions, regardless of grade; employees who encumber SFS positions, regardless of personal rank; AD employees above grade 15; employees occupying Senior Management Group (SMG) positions; PSC employees with a rank equivalent of SFS, SES, or AD-18; and Special Government Employees (e.g. expert consultants) who earn over \$117,787 yearly.

2. WHAT? All the above employees must file the SF-278 (Rev.3/00). For overseas filers, EXOs will be responsible for distributing the SF-278s and related materials; Mission Controllers will then conduct an intermediate review. In those posts where there is no Controller, the form should be sent for intermediate review to the Regional Controller who handles your post, or, if none, directly to the Office of the General Counsel, Ethics and Administration. Use of expedited means of transmittal is encouraged in view of the filing deadlines. In AID/W, the AMS will be responsible for distributing the SF-278s and related materials, as well as collecting and forwarding completed reports to GC/EA. Bureau controller, or, if not available, other bureau assignee will conduct intermediate reviews. Each bureau must complete intermediate reviews. Final certification will be completed in GC/EA.

The NFC personal page (https://www.nfc.usda.gov/personal/ep_warning.asp) provides access to the Public Financial Disclosure form. The NFC employee personal page allows employees to fill out their SF-278 forms and save them for future reference. Additionally, Public Financial Disclosure forms are available on the Agency forms page (http://inside.usaid.gov/forms/fr278fill_00.pdf). Finally, hard copies of the forms are distributed by your responsible AMS/EXO officers.

3. WHEN? FORMS MUST BE RECEIVED IN GC/EA NO LATER THAN MAY 15, 2009, to avoid a LATE FILING FEE OF \$200. However, filers are encouraged to file their reports well in advance of this deadline. Employees are entitled to request a filing extension, but only for good cause, for up to 45 days beyond the original due date of May 15. The Designated Agency Ethics Official (DAEO) may grant an additional 45 days in extraordinary circumstances. Requests must be made in writing to Dan Stoll (dstoll@usaid.gov) or Linda Greiner (lgreiner@usaid.gov), prior to May 15, 2009.

PLEASE NOTE: Employees planning on terminating their employment or retiring after May 15, 2009, but before August 13, 2009, may request a full 90-day extension that will allow them to file a combined annual/termination report. Public filers are required to file a termination report within 30 days after the date of departure from a covered position unless entering another covered position within 30 days. Employees are also required to file a new entrant report within 30 days after entering a covered position unless coming from another covered position within a 30 day period. Filing the requisite report in a timely manner is the responsibility of each employee.

4. WHERE? Please ensure that your report is forwarded with completed intermediate review to GC/EA, Dan Stoll or Linda Greiner, at:

USAID
Attn: Dan Stoll (or Linda Greiner), GC/EA
Room 6.6-41 (or 6.6-62)
1300 Pennsylvania Avenue, NW
Washington, D.C. 20523-6601

If an Intermediate Review Sheet was used, please attach it to the back of the SF-278.

5. FOR INFORMATION AND ASSISTANCE: The primary point of contact on the distribution and collection of the form is your AMS or EXO. If you have questions relating to the proper preparation of the form you should contact Dan Stoll, GC/EA, (202) 712-1076, Room 6.6-41 RRB or Linda Greiner, GC/EA, (202) 712-0151, Room 6.06-62 RRB.

Point of Contact: Any questions concerning this Notice may be directed to Dan Stoll, GC/EA, (202) 712-1076.

Notice 0444

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