

## **Departmental Ethics Office Quick Guide: Public Financial Disclosure Termination Reports**

You are required to submit a Termination Public Financial Disclosure Report (OGE Form 278e) upon departing your Government position. We prepared this short summary to provide you with information about your financial disclosure requirements. To learn more about the financial disclosure reporting requirements, contact the Departmental Ethics Office (DEO).

### **When are you required to file a Termination OGE Form 278e?**

As an employee required to submit a public financial disclosure report, you are also required to file a Termination OGE Form 278e. You may file up to 15 days before your termination date – please note that your last official day of employment may or may not be the same as your last day in the office. You must file the Termination OGE Form 278e no later than 30 days after your termination date. If you file a Termination OGE Form 278e before your termination date and there are changes before your termination date, you are required to update the report.

### **How do you file a Termination OGE Form 278e?**

You are required to file your termination report in [Integrity.gov](https://www.integrity.gov). This is the same electronic reporting system that is used for all your other previous OGE Form 278e reports. We encourage you to file before your termination date, but if you must file after your termination date, please provide an Offboarding Coordinator (contact information provided below) with your personal email, phone, and mailing address to ensure your continued access to [Integrity.gov](https://www.integrity.gov).

### **What happens if you do not file?**

If you do not file your Termination OGE Form 278e or you submit inaccurate information, you may be subject to criminal, civil, or disciplinary actions. In addition, ethics officials are required to assess a \$200 late filing fee for each Termination OGE Form 278e that is filed after the due date. Please contact the DEO promptly if you need an extension of the deadline to file.

### **Where can you get help?**

The DEO is here to answer any ethics questions you might have. For questions regarding your Termination financial disclosure filing obligations, please contact the Financial Disclosure Team Offboarding Coordinator, LaShanda Whaley at [LaShanda.Whaley@sol.doi.gov](mailto:LaShanda.Whaley@sol.doi.gov).

If you have any other ethics questions, please contact the DEO Offboarding Coordinator, Elizabeth (Libby) Derting at [elizabeth.derting@sol.doi.gov](mailto:elizabeth.derting@sol.doi.gov).