

# MEMORANDUM

February 24, 1998

To: Thomas E. Samoluk  
Deputy Director

From: Ronald G. Haron  
Associate General Counsel and  
Designated Agency Ethics Officer

cc: T. Jeremy Gunn (w/o enc.)  
General Counsel

Subject: Filing of Public Financial Disclosure Report (SF-278) In Connection with Termination of Employment with the Assassination Records Review Board

This is to advise you that you will have to file a public financial disclosure report (SF-278) in connection with your resignation as Deputy Director of the Assassination Records Review Board. *See* 5 C.F.R. § 2634.201 (e). This is a standard requirement for a “public filer” whose employment is terminating. An SF-278 form is attached for you to complete. Essentially, you have to provide updated information for the period starting from the end of the period covered by your last filing through your termination date (*i.e.*, for the period January 1, 1997 through March 6, 1998).

The report must be filed within 30 days after termination of employment. *Id.* If your last day with the Review Board is March 6, then you must submit your SF-278 form to the Review Board within 30 days (by April 6). An extension of time for an additional 45 days can be granted for “good cause shown.” 5 C.F.R. § 2634.201(f).

Let me know if you have any questions.