

December 23, 1994

TO: Tracy Shycoff, Tom Samoluk, and Jeremy Gunn

FROM: Sheryl Walter

RE: Financial Disclosure forms

Attached is a blank financial disclosure form that each of you is required to fill out under the provisions of the Ethics in Government Act. Instructions for completing the form are included in the packet. We also have supplementary guides if you have questions about what information is required. Technically, we were to have submitted these thirty days after our appointment. However, our Ethics Office desk officer advised me that we can request a waiver of the filing deadline based on our special circumstances of being a brand-new agency and of not being aware of this requirement until recently.

I would like to be able to forward these to the Ethics Office in early January, so the sooner you can get these back to me the better. If you have any questions, please let me know.

cc: David Marwell