

# Public Financial Disclosure Report Filers (OGE Form 278e)

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To ensure you have access to Integrity.gov (the 278 filing system) during your administrative leave and subsequent separation from the Department, please contact [standardsconduct@hq.doe.gov](mailto:standardsconduct@hq.doe.gov) to provide a personal email address. This will allow you access to Integrity via a username, password, and authenticator app.

### **Please note the important details below:**

- **Periodic Transaction reports**  
While on administrative leave, you are required to continue to file periodic transaction reports for any purchase, sale, or exchange of securities over \$1,000.
- **Annual report**  
You must file your 2025 annual report on or before May 15, 2025, unless you have been granted an extension.
- **Termination report**  
You must file a termination report within 15 days before, but no later than 30 days after, leaving a filing position, unless you have been granted an extension. You do not terminate from a filing position until you resign (no later than September 30, 2025) or retire (no later than December 31, 2025).
- **Notification of Negotiation or Agreement for Post-Employment Compensation and Employment**  
You must file STOCK Act Notifications for negotiations or agreements for employment or a compensation arrangement that will begin after leaving government service. You can, but are not required to, file a STOCK Act Notification for negotiations or agreements for employment or a compensation arrangement that will begin before separation from government service.
- **Senior Employee Termination Restrictions Form**  
Senior employees (those with a rate of basic pay of \$195,231) must email [standardsconduct@hq.doe.gov](mailto:standardsconduct@hq.doe.gov) to receive a form to complete prior to the separation date. You do not terminate from your filing position until you resign (no later than September 30, 2025) or retire (no later than December 31, 2025).

