

**INSTRUCTIONS FOR FILING EXECUTIVE BRANCH PERSONNEL
PUBLIC FINANCIAL DISCLOSURE REPORT (OGE Form 278)**

This is to request that you complete the enclosed Executive Branch Personnel Public Financial Disclosure Report (OGE Form 278). You are required to file this report because you worked for the NRC at a level above GG-15 or served as a special assistant to a Commissioner.

If you are filing an annual report, the period covered is the previous calendar year and submit your report by May 15. If you are a new entrant or if you are terminating your position, your report should cover the previous calendar year through the date you sign the report and be submitted within 30 days. Please send your completed report to Deputy Ethics Counselor in the Office of the General Counsel (OGC), Mail Stop O-15D21.

We encourage you to electronically file your report by going to this link: [E-filing system](#). Because your report will be posted on the NRC public website, please delete any personal information as address, social security numbers, and brokerage account numbers.

Extension to file:

We can grant you an extension of up to 45 days to file your report, for good cause. We recommend that you ask for an extension as early as possible because the Ethics Reform Act imposes a fee of \$200 for filing an OGE Form 278 more than 30 days after the expiration of this deadline, or 30 days after the extension. The late filing fee can only be waived for extraordinary circumstances. Please contact ethics@nrc.gov to request an extension or if you have any questions.

!