

This Notice Expires 1 July 1982

Recorded on 5 May 1982
[Redacted Box] 25X1

PERSONNEL

EMPLOYEE FINANCIAL REPORTS [Redacted Box] 25X1

No Field Counterpart to this HN

1. The provisions of the Ethics in Government Act of 1978 require that certain senior Government employees appointed to their positions for 60 days or more must file periodic reports of their financial interests. Those employees are required to file within 30 days of appointment to their positions and by 15 May of each year thereafter. Within CIA, all Senior Intelligence Service and other supergrade personnel are subject to this requirement and must file an additional report within 30 days of their terminations from those positions. [Redacted Box] 25X1

2. In accordance with the provisions of this act, the Director has designated the Deputy General Counsel, [Redacted Box] to serve as the "designated agency ethics official" to be responsible for ensuring implementation on his behalf. The "designated agency ethics official" has delegated certain duties and responsibilities to a Financial Disclosure Review Panel which will receive and review financial reports submitted under this act. The panel will review disclosure statements for conflicts of interest and refer cases that involve apparent conflicts to the "designated agency ethics official" for resolution. Panel members and their alternates are: [Redacted Box] 25X1

NAME

LOCATION

EXTENSION

<u>NAME</u>	<u>LOCATION</u>	<u>EXTENSION</u>
[Redacted Table Content]		

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4. In addition, pursuant to Executive Order 11222, employees paid at GS 13-15 and designated by the appropriate Deputy Director or Head of Independent Office must file Statements of Employment and Financial Interests each year. Generally, employees may be designated if they are responsible


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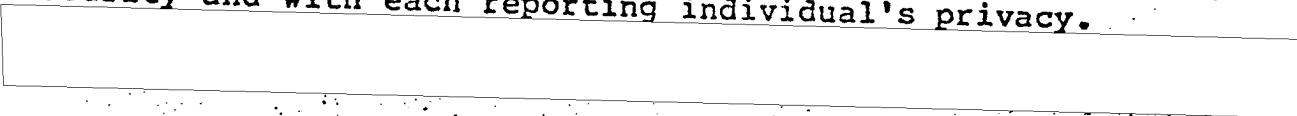
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for taking a Government action regarding contracting or procurement, administering or monitoring Government contracts or expenditures, or any other activities where the employee's decision or action could have an economic impact on the interests of any non-Federal enterprise. Employees designated pursuant to this requirement have been notified and their reports currently are being reviewed. 

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5. Each individual required to submit a financial report or statement has been or will be notified by a component panel member or other component designee who will be available to provide advice and assistance regarding the filing requirements. All reports will be handled in a manner consistent both with security and with each reporting individual's privacy.

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**Harry E. Fitzwater
Deputy Director
for
Administration**

DISTRIBUTION: ALL EMPLOYEES (1-6)

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