





**GOVERNMENT OF THE DISTRICT OF COLUMBIA BOARD OF ETHICS AND
GOVERNMENT ACCOUNTABILITY**







Office of Government Ethics

Confidential Filer Designation Worksheet

This job aid is designed to assist ethics officials in determining whether an employee should file a Confidential Financial Disclosure Statement. If you have questions about the criteria listed below, contact the Office of Government Ethics at bega-fds@dc.gov.

Section I: Annual Salary		
Did the employee earn a salary less than Excepted Service 9, not including any overtime, in the previous calendar year?	Yes Continue. 	No  Stop. If the filer did not earn a salary less than Excepted Service 9, they should not be considered a Confidential Filer.
Section II: Type of Work Done by Employee		
Does the employee’s work involve at least one of the following: <ul style="list-style-type: none"> • contracting or procurement; • administering, awarding, monitoring, or making determinations regarding grants, subsidies, or licenses; • developing policies; • regulating, auditing, or inspecting entities; or • land use planning 	Yes Skip remainder of this section and continue to Section III. 	No  Pause. If the filer did not work in any of these areas, they may still be subject to designation as a Confidential Filer. Move on to the next question.
In the previous calendar year, did the employee act in areas of responsibility that could create a conflict of interest or the appearance of a conflict of interest?	Yes Continue.	No

<p>Examples include:</p> <ul style="list-style-type: none"> • investigating or prosecuting violations of criminal or civil law; • scientific or social science research, when the research will have a direct and substantial effect on the financial interests of non-government entities • distribution or assignment of resources including employment, work assignments or promotions, housing etc. 		 <p>If you responded 'No' to the previous question and 'No' to this question, the filer should not be designated as a Confidential Filer.</p>
<p>Does the employee:</p> <ul style="list-style-type: none"> • only provide information? • only work on administrative or peripheral matters? 	<p>Yes</p> <p>If you answered 'Yes' the filer may not "substantially participate" in the identified work areas and therefore may not be a Confidential Filer.</p>	<p>No</p> <p>Continue.</p> 
<p>Section III: Employee's Level of Responsibility</p>		
<p>Does the employee:</p> <p>engage in the work activity identified in Section II by exercising significant judgment in performing any of the following job functions?</p> <ul style="list-style-type: none"> • making decisions; • approving or disapproving; • making recommendations; • conducting investigations; • rendering advice or opinions. <p>OR</p> <ul style="list-style-type: none"> • actively supervise a subordinate's performance of any of the above-listed job functions? 	<p>Yes</p> <p>If you answered 'Yes' the filer should most likely be designated as a Confidential Filer.</p>	<p>No</p> <p>Continue.</p> 
<p>Does the employee receive substantial supervisory review?</p>	<p>Yes</p> <p>If you answered 'Yes' the filer may not have enough autonomy to make decisions in the identified areas.</p>	<p>No</p> <p>If you answered 'No' the filer may be designated as a Confidential Filer.</p>