





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







Office of Government Ethics

Public Filer Designation Worksheet

This job aid is designed to assist ethics officials in determining whether an employee should file a **Public 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		
<p>Did the employee earn a salary at or above Excepted Service 9, not including any overtime, in the previous calendar year?</p>	<p>Yes</p> <p>Continue.</p> 	<p>No</p>  <p>Stop. If the filer did not earn a salary at or above Excepted Service 9, they should not be considered a Public Filer.</p>
Section II: Type of Work Done by Employee		
<p>Does the employee's work involve at least one of the following:</p> <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 	<p>Yes</p> <p>Skip remainder of this section and continue to Section III.</p> 	<p>No</p>  <p>Pause. If the filer did not work in any of these areas, they may still be subject to designation as a Public Filer. Move on to the next question in this section.</p>
<p>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?</p>	<p>Yes</p> <p>Continue.</p>	<p>No</p>

<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 Public 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 Public 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 Public 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 Public Filer.</p>