

JO BONNER, ALABAMA
CHAIRMAN

MICHAEL T. McCAUL, TEXAS
K. MICHAEL CONAWAY, TEXAS
CHARLES W. DENT, PENNSYLVANIA
GREGG HARPER, MISSISSIPPI

KELLE A. STRICKLAND,
COUNSEL TO THE CHAIRMAN

ONE HUNDRED TWELFTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515-6328



LINDA T. SÁNCHEZ, CALIFORNIA
RANKING MEMBER

MAZIE K. HIRONO, HAWAII
JOHN A. YARMUTH, KENTUCKY
DONNA F. EDWARDS, MARYLAND
PEDRO R. PIERLUISI, PUERTO RICO

DANIEL J. TAYLOR,
COUNSEL TO THE RANKING MEMBER

1015 LONGWORTH HOUSE OFFICE BUILDING
(202) 225-7103

TO: Members, Officers, and Employees of the U.S. House of Representatives and Related Offices

FROM: Committee on Ethics
Jo Bonner, Chairman 
Linda T. Sánchez, Ranking Member 

SUBJECT: Calendar Year 2010 Financial Disclosure Statements

DATE: April 6, 2011

Who Must File

The Ethics in Government Act requires Members, officers, and certain employees of the U.S. House of Representatives and related offices to file annual Financial Disclosure Statements (FD) with the Clerk of the House. House officers and employees whose “rate of basic pay is equal to or greater than 120 percent of the minimum rate of basic pay payable for GS-15 of the General Schedule” for at least 60 days at any time during a calendar year are required to file FD statements, provided that the officer or employee “performs the duties of his [or her] position or office for a period in excess of sixty days in that calendar year.”¹ The GS-15, step 1, basic pay rate for CY 2010 was \$99,628. The applicable 120% calculation for that rate for CY 2010 is **\$119,553.60**.²

As a result, House officers and employees whose basic rate of pay was equal to or greater than the senior staff rate (\$119,553.60 for CY 2010) for at least **60 days**³ during **2010** must file an annual Financial Disclosure statement. If you are required to file this form, you will receive a packet of filing materials from the Clerk. If you believe you were sent a packet in error, please contact the Committee at (202) 225-7103.

¹ Ethics in Government Act (EIGA) §§ 109(13) and 101(d), 5 U.S.C. app. 4 §§ 109(13) and 101(d) (hereinafter all citations to the EIGA will be to the appropriate federal code citation). In addition, all House Members are required to file FD statements. 5 U.S.C. app. 4 §§ 101(e) and (f). Congressional candidates are required to file FD statements in most circumstances. 5 U.S.C. app. 4 § 101(c). This memorandum addresses requirements and restrictions applicable to House officers and employees.

² This amount is referred to as the “senior staff rate.”

³ The House payroll department operates on a 30-day payroll cycle, meaning that each monthly pay period, regardless of its actual length, is counted as 30 days. Thus, a change to an employee’s base rate of pay in any two months during the calendar year (even non-consecutive months) may trigger the requirement to file a Financial Disclosure Statement.

Filing Deadline

The filing deadline for annual Financial Disclosure statements is **Monday, May 16, 2011.**⁴ The Committee may grant extensions of the filing deadline not to exceed 90 days for filing a FD statement. Extension requests must be made using the form available on the Committee's Web site at <http://ethics.house.gov>. You may fax your request to (202) 225-3713. Members do not need to pre-register.

Training

Committee staff will be conducting live training sessions regarding completion of the annual Financial Disclosure Statement in April for Members and staff. This training fulfills the additional one-hour training requirement for senior staff. The training dates are:

Who	Date	Time	Location
Senior Staff	Friday, April 8	10:00 a.m.	CVC Auditorium
Democratic Members	Wednesday, April 13	2:00 p.m.	1015 Longworth
Republican Members	Wednesday, April 13	4:00 p.m.	202A Cannon
Democratic Members	Thursday, April 14	1:00 p.m.	1015 Longworth
Republican Members	Thursday, April 14	3:00 p.m.	202A Cannon
Senior Staff	Wednesday, April 20	10:00 a.m.	CVC Auditorium
Senior Staff	Friday, April 29	10:00 a.m.	CVC Auditorium

Staff must pre-register to attend one of these training sessions (walk-ins will be admitted only as limited space permits). Staff can pre-register at registerme.house.gov, under "Senior Staff Training," or by following a link on the Committee's Web site at <http://ethics.house.gov>.

Questions and Prescreening

House Members and staff having any questions concerning the reporting requirements should contact the Committee staff at (202) 225-7103. The Committee's legal staff is available to review forms in advance of filing for House Members, officers, and employees. **Employees, however, must submit their forms to the Committee for prescreening no later than Monday, May 2, 2011, to ensure that the prescreening is completed by the filing deadline.** You may fax your request to (202) 225-3713.

⁴ 5 U.S.C. app. 4 §§ 101(c) and 109(f).