



United States  
**Office of Government Ethics**  
1201 New York Avenue, NW., Suite 500  
Washington, DC 20005-3917

December 17, 2004  
DO-04-037

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Marilyn L. Glynn  
Acting Director

Subject: Enhanced Electronically Fillable SF 278 PDF Form

I am pleased to announce the availability of two enhanced versions of our electronically fillable SF 278 PDF form. One version meets the accessibility requirements of Section 508 of the Rehabilitation Act Amendments of 1998 (Section 508). Section 508 requires Federal agencies to ensure that all information they provide electronically is accessible to employees and members of the public with disabilities according to certain prescribed accessibility standards. This version was programmed in a manner that makes it accessible to those persons with vision impairments. The second version is a non-accessible version of the electronically fillable SF 278 PDF form that does not use the current screen reader technology.

The programming for both versions of these electronically fillable forms has been revised to allow users to insert more information in various data fields, generate automatically unlimited additional schedules (only available in the nonaccessible version), and save and reuse a completed form without having to purchase Adobe Acrobat software. Through our purchase of special licensing and software from Adobe, users can now save a completed form and generate unlimited additional schedules by using the latest version of the Adobe Reader, Version 6, which is available for free from the Adobe website ([www.adobe.com](http://www.adobe.com)).

It could take approximately 20 minutes to download the nonaccessible version of our electronically fillable SF 278 PDF form if the user does not have a high-speed Internet

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connection. Because this may be impractical for some users, we are providing a link on our website to a Department of Defense website that has an electronically fillable Microsoft Excel software version of the SF 278. This Excel version will take users less time to download but will require users to have Microsoft Excel on their computers to complete and save the form. It will not, however, have all the features of our enhanced nonaccessible version.

As other electronically fillable versions of the SF 278 form become known to us and are posted on the Internet, we will provide links on our website to agency websites that have the form. Users may then choose the electronic version that they find most suitable to them.

The enhanced versions of the SF 278 PDF form can be found at: [www.usoge.gov/pages/forms\\_pubs\\_otherdocs/forms\\_pubs\\_other\\_pg3.html](http://www.usoge.gov/pages/forms_pubs_otherdocs/forms_pubs_other_pg3.html).