



May 30, 2017  
PA-17-04

MEMORANDUM

TO: Chief of Staff to the President, Agency Heads, Designated Agency Ethics  
Officials, Inspectors General, and Appointees

FROM: Walter M. Shaub, Jr.  
Director

SUBJECT: Reminder of Upcoming Deadline for Production of Waivers and Authorizations

This is a reminder that the deadline for compliance with Program Advisory PA-17-02 is **Thursday, June 1**.<sup>1</sup> Agencies must produce waivers and authorizations issued between May 1, 2016, and April 30, 2017, to individuals meeting the definition of “appointee” under Executive Order 13490 or Executive Order 13770. Section III of PA-17-02 requires agencies to produce a copy of each covered waiver and authorization. Section IV of PA-17-02 provides that, if no document exists (e.g., the waiver or authorization has been misplaced or was issued verbally), the agency must, nevertheless, provide information about the waiver or authorization.<sup>2</sup>

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<sup>1</sup> The deadline is August 1 for waivers and authorizations issued to appointees serving outside the United States.

<sup>2</sup> Section IV does not, however, negate the requirement in Section III to produce a copy of a written waiver or authorization if one exists.

