

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Confidential Financial Disclosure Report (OGE 450)

1. The Policy Behind Financial Disclosure. Department of the Army personnel, civilian and military, regardless of assignment, must avoid conflicts and the appearance of conflicts between private interests and official duties. An important tool for identifying, evaluating, and resolving present and future conflicts of interest is the OGE 450 Confidential Financial Disclosure Report.

2. Who Must File. Filing is based on responsibilities, not on specific pay grades or positions. The Joint Ethics Regulation (JER), DoD 5500.7-R, requires DoD employees to file an OGE 450 when their official responsibilities require them to participate personally and substantially through decision making or the exercising of significant judgment in the following areas:

- a. taking an official action related to contracting or procurement,
- b. administering or monitoring grants, subsidies, licenses, or other Federally conferred financial or operational benefits,
- c. regulating or auditing any non-Federal entity, or
- d. conducting other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity.

3. Others Required to File. The JER also requires DoD employees to file an OGE 450 when their supervisor determines that they should file to avoid an actual or apparent conflict of interest.

4. Time for Filing. Employees who are required to file an OGE 450 should make their initial filing within thirty (30) days of assuming their position. Thereafter, OGE 450's must be filed annually between October 1 and October 31.

5. Where to File. Employees who are required to file an OGE 450 should submit their completed forms to their department or unit designated POC for financial disclosure reports.

6. What Happens to the Form After Filing. After an employee submits the form to a department POC, the form is reviewed for conflicts by the employee's supervisor and then by a CECOM Ethics Counselor. The forms are kept confidential, and they are only filed locally here at Fort Monmouth.

7. What Happens If You Fail to File. An employee who fails to file a report may be subject to disciplinary action including termination from employment. Any employee who knowingly or willfully falsifies information on a report may be subject to criminal prosecution.

/s/

KATHRYN T. H. SZYMANSKI
Chief Counsel

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