



**Functional Series [100](#)  
Agency Organization and Legal Affairs**

**INTERIM UPDATE 07-01**

**SUBJECT:** Annual Requirement to file the Confidential Financial Disclosure Form (OGE-450)

**NEW MATERIAL:** The filing period for OGE-450 Financial Disclosure forms has changed, and disclosures are now based on the calendar year. Bureau AMSs and Mission EXOs have designated those employees required to file the OGE-450 for this cycle, which covers the period from October 1, 2005 through December 31, 2006. (The period is longer this year because of the change.) All designated filers should complete their filings at their earliest convenience, consistent with the timelines indicated below. Any questions about designations should be directed to your AMS/EXO.

**EFFECTIVE DATE:** January 1, 2007

POLICY

USAID/General Notice  
GC/EA  
01/09/2007

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This reporting requirement applies only to certain non-clerical employees whose positions are classified at GS-15 or below (including FS equivalents, SGEs, PSCs, and FSNs), and whose duties include the exercise of significant discretion in certain sensitive areas, such as contracting and procurement. NOTE: PAS employees, Senior Foreign Service officers (except those serving in positions not classified as SFS), and members of the Senior Executive Service are not required to file the OGE-450, as they

will be filing the SF-278 later in the Spring. Clerical employees, regardless of grade or type of appointment, need not file.

Mission EXOs and Bureau AMS officers are responsible for distributing blank forms (OGE-450). Overseas, Executive Officers also collect and forward completed forms to the appropriate RLA, after an intermediate review by mission controllers for certification. The RLAs will then certify and submit the forms to GC/EA. In Washington, AMS officers will collect and forward completed forms to GC/EA for certification, after an intermediate review by their bureau controller or chief program/budget officer. AMS, EXO, or Controller must complete the Date Received by Agency box located in the top left corner of the first page of the new OGE-450.

The responsibilities of controllers or chief program/budget officers and RLAs in the OGE-450 process include the need to be sensitive to the fact that these reports contain personal and confidential financial information. All personnel must ensure that these reports are handled, transmitted, and maintained in a manner consistent with the Privacy Act.

This year, employees must use a new version of the OGE-450 form. The forms may be accessed on-line through the USAID intranet forms page ([http://inside.usaid.gov/forms/fr450fill\\_03.pdf](http://inside.usaid.gov/forms/fr450fill_03.pdf)). Currently the Office of Government Ethics has approved no provisions for the forms to be electronically transferred or to accept electronic signatures. If you choose to complete your report on-line, you are still required to submit a signed and dated hard copy of the report to your AMS or EXO not later than February 15, 2007.

#### OGE-450 Time Line:

- Reporting period 10/1/05 through 12/31/06
- Due date 2/15/07
- AMS/EXOs must send an alphabetized list of 450s received to GC/EA by 2/21/07
- AID/W 450 forms that have received an intermediate review due to GC/EA by 2/28/07
- Overseas 450 forms that have received both an intermediate and final review due to GC/EA by 3/15/07

Point of Contact: Any questions concerning this Notice may be directed to Linda Greiner, GC/EA, (202) 712-0151, Room 6.6-062 or Dan Stoll, GC/EA, (202) 712-1076, Room 6.6-041.

Notice 0114

<b>File Name</b>	<b>Notice Date</b>	<b>Effective Date</b>	<b>Editorial Revision Date</b>	<b>ADS CD No.</b>	<b>Remarks</b>
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