

A WORD ABOUT ETHICS

CONFIDENTIAL FINANCIAL DISCLOSURE

REPORTS – OGE FORM 450s

GENERAL INSTRUCTIONS

- Filers should answer all the questions at Step 2 on page 1 (mark either “yes” or “no” for each Part). If “no” is checked for each Part, the rest of the report need not be completed.
- All reports must be signed and dated by the filer.
- The original must be filed; copies or electronic filings are not allowed.

PART I: ASSETS AND INCOME

- Assets of the filer, the filer’s spouse, or dependent child over \$1,000 and sources of income for the filer (over \$200) or spouse (over \$1,000) must be listed *except*:
 - diversified mutual funds (meaning funds that do not focus on a specific industry sector, state, or foreign country);
 - money market funds;
 - Treasury notes, U.S. bonds, and Thrift Savings Plan (TSP) accounts.
- For an IRA or 401(k) account, each asset over \$1,000 must be listed (except diversified mutual funds, cash, and money market funds).

PART II: LIABILITIES

- A liability that exceeded \$10,000 at any time in the reporting period must be listed, *except*:
 - mortgages (even if on rental property),
 - student loans,
 - credit card accounts,
 - car or home furnishing loans, or
 - loans from family members.

PART III: OUTSIDE POSITIONS

- Positions with religious, social, fraternal, and political organizations need not be listed.

PART IV: AGREEMENTS AND ARRANGEMENTS

- Pension arrangements with a former employer must be reported with an indication of whether the pension fund is managed by the employer or independently.

PART V: GIFTS AND TRAVEL REIMBURSEMENTS

- Gifts totaling more than \$350 must be reported *but not* Government travel gifts.

ETHICS LAW AND PROGRAMS DIVISION
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