

## Determination of Personnel Required to File Confidential Financial Disclosure Report (OGE Form 450) (formerly SF 450)

**DIRECTIONS:** Use this form to determine if an employee is required to complete an OGE 450 (formerly SF 450). Each officer, senior NCO and GS9 or equivalent and above must complete section 1 of this form upon entering a new duty position and then forward it to his or her supervisor. Each supervisor must complete sections 2, 3, 4, and 5 as applicable. The proponent agency is FKJA-AL.

### SECTION 1. Personal data. To be completed by the employee.

Name (print) \_\_\_\_\_ Grade \_\_\_\_\_ Duty Title \_\_\_\_\_  
 Unit Address \_\_\_\_\_ Duty Phone \_\_\_\_\_

### SECTION 2. Determination of the Employee's Responsibilities. To be completed by the employee's supervisor.

**Question 1. Check the type of work the employee performs. Check yes or no for each question. Check all that apply.**

Yes	No	1a. The employee participates in <b>contracts or procurement</b> of goods or supplies.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	1b. The employee administers or monitors government <b>finances or benefits</b> .
Yes <input type="checkbox"/>	No <input type="checkbox"/>	1c. The employee regulates or <b>audits a non-federal entity</b> .
Yes <input type="checkbox"/>	No <input type="checkbox"/>	1d. The employee participates in other activities which will have a <b>direct and substantial economic effect</b> on the interests of any <b>non-federal entity</b> .

If you checked yes to any part of Question 1 then complete Question 2. If not go to Section 4.

**Question 2. Check yes or no.**

Yes  No  2. The employee participates **personally and substantially** in the activity indicated in 1a through 1d.

**Question 3. Check yes or no**

Yes  No  3. The employee participates through decision or exercise of **significant judgment** in the activity indicated in 1a through 1d.

If you checked yes to any part of Question 1 and checked yes to Questions 2 & 3 then the employee must file an OGE Form 450. Go to Section 3.

### SECTION 3. Legal Responsibilities of the Supervisor When the EMPLOYEE IS REQUIRED to File an OGE Form 450. To be completed by the employee's supervisor. Initial the blank space to show your acknowledgment of the following responsibilities.

\_\_\_\_\_ I must inform the employee of his/her legal obligation to file an OGE Form 450 within 30 days of assuming office, unless he/she transferred from a position that required filing and he/she previously filed an OGE Form 450.

\_\_\_\_\_ I must indicate the OGE Form 450 filing requirement in the employee's duty description.

\_\_\_\_\_ I must forward this form to my organization's servicing Staff Judge Advocate or HQ, USFK, Office of the Judge Advocate, ATTN: FKJA-AL, APO AP 96205-0010 (DSN: 723-7092). Go to Section 5.

### SECTION 4. Legal Responsibility of the Supervisor When the EMPLOYEE IS NOT REQUIRED to File an OGE Form 450. To be completed by the employee's supervisor. Initial the blank space to show your acknowledgment of the following responsibility.

\_\_\_\_\_ I must forward this form to my organization's servicing Staff Judge Advocate or HQ, USFK, Office of the Judge Advocate, ATTN: FKJA-AL, APO AP 96205-0010 (DSN: 723-7092). Go to Section 5.

### SECTION 5. Signature of Supervisor. Complete to attest to the validity of the information provided.

Name (print)	Signature	Date