

Action Required By: February 15, 2007

Purpose. To provide an overview of the annual confidential financial disclosure reporting process.

Expiration Date. March 31, 2007

Background. By January 10, 2007, each State Administrative Officer (SAO) must identify and notify employees in designated positions that they are required to file an annual OGE Form 450 “Confidential Financial Disclosure Report,” and/or an AD-1089, “Rural Abandon Mines Program” (RAMP) Report.

Each employee so designated is a “filer.”

SAOs must ensure that each filer is properly coded in the National Finance Center (NFC) database. [See attachment A] Some employees required to file an OGE Form 450 may also be required to file a Form AD-1089. [See attachment B] Although most employees required to file an OGE Form 450 are not covered by the RAMP reporting requirement, it is important that these codes be correct and remain current.

Filers must submit their completed OGE Form 450 (or the OGE Form 450-A, if eligible), and/or the RAMP Report to their servicing ethics advisor on or before February 15, 2007. Incumbent filers may use the OGE Form 450-A (the short form) if they can certify that they have not acquired new reportable interests and that their duties or position have not changed significantly. In extreme circumstances, the Deputy Chief for Management or the State Conservationist may grant an extension. The justification and revised due date for each extension must be documented in writing, and a copy must be sent to the servicing ethics advisor.

The National Instruction 110-308, Guidance for the Confidential Financial Disclosure Report (OGE Form 450 Process), has been amended and provides detailed instructions about the reporting process, reviewing and certifying the OGE Form 450, and quarterly reporting requirements. It is posted at <http://directives.sc.egov.usda.gov/>.

Each State Ethics Advisor must attend at least one of the following Financial Disclosure Net—Conference training sessions: January 11, 2007, at 1:30 p.m. – 2:30 p.m. EST; or January 23, 2007, at 11:00 a.m. – 12 noon EST)

Contact. If you have any questions, please contact the Ethics Assistant, at (301) 504-2202.

/s/

J. KEVIN BROWN

Deputy Chief for Management

[Attachment A](#) – Who in NRCS Has to File a Confidential Financial Disclosure Report

Attachment B – USDA (For “Surface Mining Control and Reclamation Act of 1977 (SMCRA)” Filers)