

INSTRUCTION: SUPERVISORY REVIEW OF OGE FORM 450

1. The Confidential Financial Disclosure Report (OGE Form 450) is used to ensure that employees comply with conflict of interest laws and regulations. As a supervisor, you are required to review, sign and date each report submitted by your employees.
2. Your filers are required to go to the Financial Disclose Management website (<https://www.fdm.army.mil>), login using their CAC card (or AKO login) and electronically fill out and submit their OGE 450. You will also be required to go to the Financial Disclose Management website, login using their CAC card (or AKO login), review and electronically submit their OGE 450. It is highly recommended that you place an internal suspense prior to the 15 January 2010 suspense date for your filers to submit their reports to you.
3. You must maintain the confidentiality of all information contained in your employees' OGE Form 450s. Do not leave the reports where they might be seen by others. Do not send the reports through internal mail in unsealed envelopes. Do not use the information in the reports for any purpose other than ensuring that your employee's work assignments are not in conflict with their financial interests.
4. The OGE Form 450 instructions that accompany the OGE Form 450 will serve as a useful tool in reviewing your employee's reports. Should you have any questions about your review of an employee's OGE 450, please contact Mr. Jason B. Smith, Administrative Law Division, Fort Belvoir, VA at (703) 805-5013.
5. If your employee has completely filled out the OGE Form 450 and there is no relationship between reported interests and your employee's work, you should sign and date the report. **Make sure the date of your signature is later than the date of your employee's signature.**
6. If there appears to be a conflict between a reported interest and the employee's duties, or if, in your opinion, there is a potential for a conflict of interest because the employee might be assigned work involving a company in which he or she has reported an interest, but no actual conflict exists at this time, contact Mr. Smith.