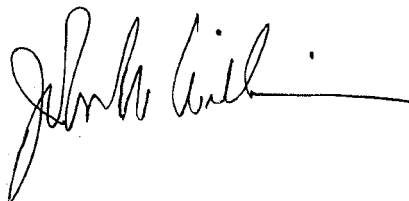


For: FSA and RMA Employees

2007 Annual Filing of OGE Form 450, Confidential Financial Disclosure Report

Approved by: Deputy Administrator, Management



1 Overview

A Background

Effective January 1, 2007, the Office of Government Ethics (OGE), published the final confidential financial disclosure rule for the Executive Branch (71 FR Parts 28229-2839) which:

- modified the OGE Form 450
- changed the reporting period to a calendar year cycle
- changed the annual filing deadline.

B Purpose

This notice:

- advises all employees, who are designated to file an annual OGE Form 450, of the new requirements to file
- provides guidance and instructions to management about their responsibility to ensure compliance by those designated filers under their supervision.

Note: Instructions about **FSA STC members** will be provided in a separate memorandum to SED's/AO's.

| | |
|----------------------|--|
| Disposal Date | Distribution |
| December 1, 2007 | All FSA and RMA employees; State Offices relay to County Offices |

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1 Overview (Continued)

C Employees Required to File Annual OGE Form 450

Employees required to file OGE Form 450 are those who are assigned duties that entail personal and substantial involvement in making official decisions or using significant judgment in relation to any or all of the following:

- contracting or procurement
- administering or monitoring grants, subsidies, licenses, or other benefits
- regulating or auditing any non-Federal entity
- performing other activities in which the decision or action will have a direct and substantial economic effect on a non-Federal entity
- serving in any other position that the Agency determines requires filing to avoid a conflict of interest, appearance of favoritism or loss of impartiality (i.e., a real or apparent conflict of interest).

Questions about whether an employee is required to file OGE Form 450 shall be directed according to the following.

| IF the employee is located in... | THEN contact... |
|---|---|
| <ul style="list-style-type: none">• the FSA or RMA National Office/WDC• RMA in RSO/CFO, except Kansas City | the servicing Classification Specialist, HRD, Domestic Operations Branch. |
| <ul style="list-style-type: none">• APFO• Kansas City• St. Louis• State Office | KCHRO Operations Section at 816-823-1957. |

2 Revised OGE Form 450 (January 2007)

A Filing Deadline

OGE Form 450 was due February 15, 2007, however, the FFAS Mission Area Ethics Advisor is granting an extension to all filers for the 2007 filing season; OGE Form 450 (**January 2007**) must be filed **no later than COB, Friday, March 30, 2007**.

B Reporting Period

The reporting period, for the initial filing cycle using OGE Form 450 (**January 2007**), is the preceding 15 months (October 1, 2005, through December 31, 2006). All future annual reporting periods will cover the preceding 12 months (January 1 through December 31).

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2 Revised OGE Form 450 (January 2007) (Continued)

C Accessing OGE Form 450 (January 2007) or OGE Optional Form 450-A

OGE Form 450 (**January 2007**) should be used in place of all previous versions. OGE Form 450 (**January 2007**) and OGE Optional Form 450-A may be obtained through the Internet at either of the following web sites:

- www.usda-ethics.net/, CLICK “Forms”
- www.usoge.gov, CLICK “Forms, Publications & Other Ethics Documents”.

Note: The online, web-based reporting version of OGE Form 450 (**January 2007**) is **not** available through NFC’s EPP system for this filing season.

D Continued Use of OGE Optional Form 450-A,

OGE Form 450 (**January 2007**) does **not** replace OGE Optional Form 450-A. Designated filers who meet the requirement to file OGE Optional Form 450-A may do so for the last 15-month filing cycle. Filers who have any change to the information placed on his or her last OGE Form 450 **must** file a new OGE Form 450 (**January 2007**).

E Additional Information for Filers

OGE has created the online course, “Completing the OGE Form 450”, to assist filers with completing OGE Form 450 (**January 2007**). There are separate courses for both experienced and new filers. The courses may be found at:

- www.usda-ethics.net/, CLICK “Forms”
- www.usoge.gov, CLICK “Computer and Web-based Training”.

The online training also contains a link to information that addresses some of the OGE Form 450 filers’ more common issues, and Frequently Asked Questions (FAQ).

3 Responsibilities

A OGE-450 Filers and Managers Responsibilities

Supervisors, filers, and servicing personnel offices’ shall see 3-PM, paragraph 129 for specific instructions about the responsibilities and actions in administering OGE Form 450.

Note: 3-PM may be accessed at <http://www.fsa.usda.gov>. Under:

- “I Want To...”, CLICK “Access the Human Resources Website”
- “Browse by Subject” CLICK “Policies”
- “PM Handbooks”, CLICK “Personnel Operations (3-PM)”.

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4 Contacts

A Filing OGE Form 450 (January 2007)

Employees shall file OGE Form 450 (**January 2007**) according to the following.

| IF the employee is... | THEN submit OGE Form 450 (January 2007) to the following office for final reviewing... |
|--|--|
| <ul style="list-style-type: none"> • located in the FSA or RMA National Office/WDC • located in RMA in RSO/CFO, except Kansas City | <ul style="list-style-type: none"> • by regular and interoffice mail: USDA/FSA/HRD/STOP 0591 Attn: Ethics Staff 1400 Independence Avenue, SW Washington DC 20250-0591 • by FedEx: USDA/FSA/HRD/Ethics Staff 1280 Maryland Avenue, S.W. Suite 491 Washington, D.C. 20024. |
| <ul style="list-style-type: none"> • an FSA employee located in Kansas City or St Louis • a RMA employee located in Kansas City • AO or Administrative Specialists located in the State Office and APFO | <p>Kansas City Human Resources Office (KCHRO) P.O. Box 419205, Mail Stop 8398 Kansas City, MO 64141-6205.</p> |
| <p>a Federal employee located in the State or County Office</p> | <p>Administrative Officer in the State.</p> |
| <p>an APFO employee</p> | <p>Administrative Officer in APFO.</p> |

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4 Contacts (Continued)

B Directing Questions About OGE Form 450 (January 2007)

Employees shall direct questions about OGE Form 450 (**January 2007**) according to the following.

| IF the employee is... | THEN direct questions to... |
|---|---|
| <ul style="list-style-type: none"> • located in the FSA or RMA National Office/WDC • located in RMA in RSO/CFO, except Kansas City | <ul style="list-style-type: none"> • Lolita L. Roberson, Ethics Advisor, Human Resources Specialist at 202-401-0629 • Tonya S. Willis, Mission Area Ethics Advisor, Human Resources Specialist at 202-401-0647. |
| <ul style="list-style-type: none"> • an FSA employee located in Kansas City or St Louis • a RMA employee located in Kansas City • AO or Administrative Specialists located in the State Office or APFO | the servicing Human Resources Specialist in KCHRO/ELRS at 816-926-6643. |
| a Federal employee located in the State or County Office | Administrative Officer in the State. |
| an APFO employee | Administrative Officer in APFO. |