

**CHECK LIST FOR FORMS
SPECIAL GOVERNMENT EMPLOYEE NEW APPOINTMENT**

Please complete, sign and date all **forms** listed below unless instructed otherwise.
Return the completed/signed forms and documents along with this checklist to the DBB via FedEx using
Account Number: 332491946, using Standard Overnight delivery. Send to:

Defense Business Board
Attn: Steve Cruddas
1155 Defense Pentagon, Room 5B1088A
Washington, DC 20301-1155

FORMS:

- _____ **1. OGE Form 450 (OGE 450) Executive Branch Confidential Financial Disclosure Report**
- _____ **2. Conditions of Employment for Experts and Consultants (SD Form 436)**
- _____ **3. 2013 Disqualification Statement**
- _____ **4. Ethics Review Certification**
- _____ **5. Optional Form 306 (OF 306), Declaration for Federal Employment**
- _____ **6. Form I-9, Employment Eligibility Verification (July 2017)**
- _____ **7. SF 144, Statement of Prior Federal Service**
- _____ **8. A Photo Usage Authorization**
- _____ **9. If prior military service, a copy of your DD Form 214, Certificate of Release or Discharge from Active Duty (DD 214, copy 4)**

OTHER DOCUMENTS:

- _____ **Color Photo suitable for use on the DBB website.**
- _____ **A color copy of the 2-page signature, picture, and data pages of your current US Government issued passport.**

(SEE REVERSE SIDE)

**INSTRUCTIONS FOR FORMS
SPECIAL GOVERNMENT EMPLOYEE APPOINTMENT
DEFENSE BUSINESS BOARD**

FORMS

1. OGE Form 450 - Executive Branch Confidential Financial Disclosure Report
 - Form also available at:
<https://www2.oge.gov/Web/oge.nsf/Resources/OGE+Form+450:+Confidential+Financial+Disclosure+Report>
 - Please refer to the detailed instructions on reporting requirements.
 - Note that bank statements which itemize your holdings or benefits are not accepted as a substitute for completing the form.
 - Diversified mutual funds are not required to be listed.
 - Please print, sign and date.
 - **Place completed form in separate sealed envelope addressed to “DFO Only” before placing it in the FedEx envelope.**

2. SD Form 436 - Conditions of Employment for Experts and Consultants
 - Transportation and Subsistence block is already checked for you.
 - Please print, sign and date.

3. 2013 Disqualification Statement
 - Please print, sign and date.

4. “Ethics Review Certification” document
 - Please print, sign and date acknowledging you received and read the Ethics Guide for SGE. You will receive annual ethics refresher training.

5. Optional Form 306 - Declaration for Federal Employment
 - Fill out blocks 1 - 16
 - Print and **sign 17a ONLY (DO NOT DATE and leave 17b BLANK)**
 - Form also available at http://www.opm.gov/forms/pdf_fill/of0306.pdf

6. Form I-9, Employment Eligibility Verification (July 2017)
 - Complete Section 1
 - Print, sign and date
 - Form also available at www.uscis.gov/files/form/i-9.pdf

7. Standard Form 144, Statement of Prior Federal Service
 - Complete items 1-8
 - Print, sign and date in item 9

8. Photo Usage Authorization (Internal Form)
 - Please print, sign and date.

9. If prior military service, please provide copy 4 of your DD-214, Certificate of Release Or Discharge from Active Duty