

## **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 at the following address:

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

### **FORMS:**

1. **OGE Form 450 - Confidential Financial Disclosure Report** (Nov 2019)
  - 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.
  
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.

### **OTHER DOCUMENTS:**

- \_\_\_\_\_ **If prior military service, a copy of your DD Form 214, Certificate of Release or Discharge from Active Duty (DD 214, copy 4)**
  
- \_\_\_\_\_ **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.**