

OGE Form 450 Filers Checklist

Read the instructions & form for specific information on reporting requirements.

Before you submit your OGE Form 450 report to the DBB Executive Director for review and signature, review the following checklist:

PAGE 1

<input type="checkbox"/>	<u>Version</u> . The form version must be June 2015 . DO NOT USE 4/99, 09/2002, January 2007, June 2008, December 2011, or January 2014 editions.
<input type="checkbox"/>	<u>Enter Name, Email address, and Work Phone Number</u> .
<input type="checkbox"/>	<u>Reporting Status</u> . Special Government Employees (SGE) will always file as New Entrant even for annual renewals.
<input type="checkbox"/>	<u>Date of Appointment</u> . Leave blank.
<input type="checkbox"/>	<u>Special Government Employee (SGE)</u> . Check this box.
<input type="checkbox"/>	<u>Mailing Address</u> . Enter complete mailing address.
<input type="checkbox"/>	<u>Complete Step 1</u> . Review ALL the instructions for Parts I through IV to determine if that Part is applicable to your situation.
<input type="checkbox"/>	<u>Complete Step 2</u> . On page 1, Check YES or NO in checkboxes to Statements I through IV. Statement V does NOT pertain to SGEs – leave BLANK .
<input type="checkbox"/>	<u>Complete Step 3</u> . For any statement you marked “Yes” you must describe (list) the reportable interests that you have in the corresponding Part (I, II, III, or IV) on the form. See the last page of the form for example entries for each Part.
<input type="checkbox"/>	Report the required information for the <u>12 months preceding</u> your filing of this form.

SUBMISSION

<input type="checkbox"/>	Lastly, sign and date your form. Date format is MM/DD/YY .
<input type="checkbox"/>	Make a copy for your records and send the <u>original</u> to the Defense Business Board.

If you have questions or need assistance with completing the form, Contact an ethics official at (703) 695-3422 or soco@dodgc.osd.mil.