

INSTRUCTIONS & CHECK LIST FOR SPECIAL GOVERNMENT EMPLOYEE ANNUAL RENEWAL

Please complete, sign, and date all **three New Forms** listed below, and submit a copy of the requested “Other Documents” as applicable.

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

NEW FORMS:

- _____ 1. **OGE Form 450 (OGE 450) Executive Branch Confidential Financial Disclosure Report—Place this completed form in a separate sealed envelope addressed to the “DFO” before placing it in the FedEx envelope.**
- _____ 2. **Disqualification Statement (Internal Form)**
- _____ 3. **“An Ethics Guide for Consultants and Advisory Committee Members at the Department of Defense” Certification Form**

OTHER DOCUMENTS, IF CHANGED OR RENEWED:

- _____ A color copy of the signature and picture pages of your US Passport, if it has been renewed within the past year.
- _____ An updated biography/resume.
- _____ A signed Photo Usage form if you are submitting an updated photo which is different from what is currently posted on the DBB website (www.dod.dbb.gov.)