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*Helping People  
Help the Land*

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**Transmitted via Email**

October 3, 2006

MINNESOTA BULLETIN NO. 330-7-1

SUBJECT: MGT – Guidance for the Financial Disclosure Report (OGE Form 450) Process

Purpose. To notify all 450 Filers of the change in the annual Confidential Financial Disclosure Report (OGE Form 450) Process.

Expiration Date. September 30, 2008

**ACTION DUE BY: FEBRUARY 9, 2007**

The office of Government Ethics has changed the annual Confidential Financial Disclosure Report reporting period from a fiscal year to a calendar year. No confidential Financial Reports will be due in October 2006. Instead, the next reporting deadline for Confidential Disclosure Reports will be February 15, 2007. However, 450 Filers are to submit a completed Confidential Disclosure Report (OGE Form 450), or Confidential Certificate of No New Interests (OGE Optional Form 450-A) directly, without going through supervisors, to the state office (SO) attention: SAO/Ethics Advisor by close of business February 9, 2007.

There is no change in the due date or reporting period for new entrant reports. New entrants, Confidential Financial Disclosure Report will still be due within 30 days of occupying the designated position.

As a 450 filer, if you engage in outside employment or activity for which advance approval is required, you must attach a copy of the approval with your OGE Form 450. If you do not have prior approval for outside employment, you must submit a request and receive approval before continuing with the outside activity.

The requirement for prior approval of outside employment applies to outside employment meeting the definition provided below, that began on or materially changed after March 24, 2000. [March 24, 2002, is the date the interim USDA Supplemental Ethics Regulations (now final) were published.]

**Definition of outside employment.** For purposes of this section, "employment" means any form of non-Federal employment or business relationship or activity involving the provision of personal services by the employee for direct, indirect, or deferred compensation other than reimbursement of actual and necessary expenses. It also includes, irrespective of compensation, the following outside activities:

- (1) Providing personal services as a consultant or professional, including service as an expert witness or as an attorney; and

(2) Providing personal services to a for-profit entity as an officer, director, employee, agent, attorney, consultant, contractor, general partner, or trustee, which involves decision making or policymaking for the non-Federal entity, or the provision of advice or counsel." [Emphasis added. (5 CFR § 8301.102(b))]

Go to website: <http://www.nrcs.usda.gov/intranet/ethics/outsideemployment.html#affectedemployees>, Ethics Office-Guidance on Outside Employment for additional information and for content of the request.

Questions should be directed to Charles Montgomery, phone: (651) 602-7875, or email: [charles.montgomery@mn.usda.gov](mailto:charles.montgomery@mn.usda.gov).

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