UNITED STATES OFFICE OF
GOVERNMENT ETHICS
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September 21, 2016
PA-16-05
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MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Walter M. Shaub, Jr.
             Director

SUBJECT: Release of OGE's Confidential Financial Disclosure Guide

       The U.S. Office of Government Ethics (OGE) has released a new *Confidential Financial Disclosure Guide* ("Guide"), which provides comprehensive guidance on financial disclosure requirements for both new entrant and annual confidential reports in the executive branch. The Guide is available through the "Confidential Financial Disclosure" section of OGE's website.[1]

       The *Confidential Financial Disclosure Guide* replaces OGE's prior resource for the OGE Form 450, *Guidance for Reviewers of the OGE Form 450, Part I* (2008). The Guide includes extensive guidance on the best way to disclose specific financial interests. It also contains a section for agency ethics officials who review confidential financial disclosure reports, including instructions on identifying filers, use of the OGE Optional Form 450-A, and collection and retention of confidential financial disclosure reports.

       Structurally, the new Guide adopts a user-friendly format outlining the filing requirements and providing guidance regarding specific financial interests in plain English. This approach makes it easy for ethics officials to provide filers with instructions, either by emailing a hyperlink to the Guide or by pasting relevant text from the Guide into the body of an email. This new *Confidential Financial Disclosure Guide* contains OGE's most current guidance on reporting under Subpart I of 5 C.F.R. Part 2634.

       Agency ethics officials may contact their OGE Desk Officers if they have questions about content in the new Guide, if they identify any errors or unclear language, or if they have suggestions for additional content or future revisions. Other stakeholders may provide feedback by emailing OGE at *ContactOGE@oge.gov*.

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[1] The exact web address is:
https://www.oge.gov/Web/OGE.nsf/Resources/Confidential+Financial+Disclosure+Guide+(2016).