

Office of Government Ethics
95 x 3 -- 04/13/95

Letter to a Federal Employee dated April 13, 1995

We received a letter from you on March 29, 1995, concerning your annual confidential financial disclosure report (SF 450). We understand that you submitted it with an attached spreadsheet containing the required information, but that it was returned to you because the data did not appear on the SF 450 itself.

Our regulations do permit the procedure which you used, so long as all information required by the SF 450 is presented in a clear, concise, and understandable manner. Specifically, the regulation at 5 C.F.R. § 2634.311(c)(1) states:

In lieu of entering data on a schedule of the report form designated by the Office of Government Ethics, a filer may attach to the reporting form a copy of a brokerage report, bank statement, or other material, which, in a clear and concise fashion, readily discloses all information which the filer would otherwise have been required to enter on the schedule.

Please consult your agency ethics office to ensure that they will accept your spreadsheet as meeting these requirements.

Sincerely,

Stephen D. Potts
Director