



U.S. Department
of Transportation

Federal Railroad
Administration

Memorandum

Date: January 2009

Subject: General Instructions for New Entrants for Completing OGE Form 450
(Confidential Financial Disclosure Report)

From: Gareth W. Rosenau
Senior Attorney

To: New FRA Employees Required to File OGE Form 450

Office of Government Ethics regulations require you to complete a **new entrant confidential financial disclosure report within thirty days after your date of hire by FRA**. If you came from another position with the Federal Government and have already filed OGE Form 450 for the same year, you are not required to file a new entrant report. If your date of hire is after November 15th, you are not required to file a new entrant report. Rather, you will file an annual report covering the year of hire, and that report will be due February 15th (or thereabouts) of the year after your year of hire.

The Time Period Covered by This Report:

The time period covered by this report is **the 12-month period prior to your date of filing**. So, for example, if your date of hire is April 15th, and you are filing a new entrant report on May 7th, your new entrant report would cover the period May 8th of the year prior to your date of hire through May 7th of the current year. Subsequent annual reports will cover whole calendar years (January 1–December 31).

Due Date:

New entrant reports should be filed within thirty days after your date of hire. New employees should mail or deliver their forms (sealed in the envelopes provided) to:

Gareth W. Rosenau
Office of Chief Counsel
Room W31-316
Federal Railroad Administration
1200 New Jersey Avenue, SE (Mailstop 10)
Washington, DC 20590

For hand-delivered mail (recommended), be sure to include "Room W31-316," after FRA.

Where to Obtain OGE Form 450:

OGE Form 450 is available from the Office of Government Ethics website: www.usoge.gov. On the left panel, click "Forms Library" then "Financial Disclosure Form 450." Scroll down to the form you need.

Although the form is electronically fillable, an originally signed and dated paper copy must be submitted. You cannot file an electronic copy of this form by e-mail or otherwise.

We only need the five form pages to be filed. You should delete the cover sheet (general instructions) and the last page (examples) from your form before submitting. It is not necessary to staple the form, but you should include your name at the top of any page you complete. Inapplicable pages may be deleted.

If you have trouble downloading forms, please contact me (202-493-6054), and the correct paper form will be sent to you.

Confidentiality:

All financial disclosure forms are strictly confidential. You should neither submit your form to your supervisor for review or signature, nor should any supervisor sign your form. You should seal your form in the envelope provided for this purpose. Completed forms should be mailed or delivered to the Office of Human Resources at the address indicated above.

How to Fill Out OGE Form 450:

Carefully read all instructions. Fill in all the information requested on the top part of the form on page one. **Be sure to check "new entrant" in the block entitled "Reporting Status."** Ignore questions concerning SGEs (special government employees). **Respond to each of the five questions on page one in the middle of the form.** OGE Form 450 is designed to determine which (if any) of the five sections of the form you need to complete. If you respond "no" to any section on page one, you do not need to fill out that part of the form on the following pages. If you respond "no" to all five sections on page one, you do not need to complete any of the pages after page one. **After you have completed all required sections, sign and date the form in the space provided (2/3 of the way down on page one).**

Submit an original signed and dated copy. Do not submit a photocopy or a fax or e-mail version of the form.

OGE Form 450 may be filled out on duty time.

Describing Assets:

Assets are reportable only if they have a value greater than \$1,000 at the end of the reporting period or which produced more than \$200 in income during the reporting period. Be sure to include assets and income of your spouse and dependent children (see instructions on the form).

YOU DO NOT NEED TO REPORT DIVERSIFIED MUTUAL FUNDS, BUT MUST REPORT SECTOR MUTUAL FUNDS. A SECTOR MUTUAL FUND IS A FUND CONCENTRATING INVESTMENTS IN AN INDUSTRY, BUSINESS, OR SINGLE COUNTRY OTHER THAN THE UNITED STATES.

Assets must be described with sufficient specificity to determine exactly what they are.

Be sure to list reportable assets which were held during the reporting period, even though they were sold during the reporting period. In such event, place an "X" in the "no longer held" column.

List all re-employment rights (including leaves of absence and seniority rights) you currently hold with any railroad subject to FRA's jurisdiction.

List all defined benefit pension plans under which you are covered which arise from previous railroad employment.

FRA employees (or spouses or minor children) are not allowed to hold railroad stock, except as part of a diversified mutual fund. If you hold such stock, please contact me at once.

Things to Exclude:

Please do not report the following assets—

Diversified mutual funds.

Your government salary or the Thrift Savings Plan.

Your personal residence, unless you rent it out.

Social security benefits.

Money market mutual funds.

U.S. Government obligations, such as savings bonds.

Bank or credit union deposits, savings accounts, CDs or similar financial assets.

Liabilities:

YOU DO NOT NEED TO REPORT STUDENT LOANS, REVOLVING CHARGE ACCOUNTS, OR LOANS FROM BANKS OR OTHER FINANCIAL INSTITUTIONS ON TERMS GENERALLY AVAILABLE TO THE PUBLIC. THIS INCLUDES MORTGAGES ON RENTAL PROPERTY.

Further Assistance:

The OGE website has frequently asked questions concerning the completion of OGE Form 450. It is found at this link--

http://www.usoge.gov/forms/form_450_faqs/form_450_faqs.aspx

If you need help with any aspect of this requirement or have additional questions, please call me at 202-493-6054 or e-mail me at gareth.rosenau@dot.gov.