

For: State Offices, SED’s, STC’s, and Administrative/Ethics Officers

**2011 Filing of STC Member OGE Form 450, Confidential Financial Disclosure,
“New Entrants” Report and Ethics Training**

Approved by: Deputy Administrator, Management



1 Overview

A Background

According to 3-PM, subparagraph 128 E, STC members **must** submit OGE Form 450 within 30 calendar days of their entrance on duty or reappointment. OGE Form 450 reports from appointed STC members **must** be submitted to the Office of Ethics; Farm, Conservation and Rural Programs Branch (OE-Farm), within 30 calendar days of their appointment.

B Purpose

This notice advises:

- all reappointed and newly appointed STC members of their obligation to file their OGE Form 450 within 30 calendar days of their appointment
- that the reporting period will cover the preceding 12 months

Note: STC members are considered Special Government Employees (SGE’s); therefore, on OGE Form 450, “Reporting Status”, CHECK (✓) **“New Entrant”**.

- that STC members **must** complete their required ethics training.

C Contact

Direct questions about OGE Form 450 reports and required ethics orientation training to Tonya S. Willis, National Ethics Program Manager **for** FSA by either of the following:

- e-mail to **tonya.willis@dm.usda.gov**
- telephone at 202-720-0055.

Disposal Date	Distribution
December 1, 2011	State Offices, State Offices relay to STC members

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2 OGE Form 450's and Online Ethics Training

A Accessing and Using OGE Form 450's Dated June 2008

OGE Form 450 (June 2008):

- is available at:
 - **www.usoge.gov**; CLICK “**Forms Library**”, CLICK “**Financial Disclosure Form 450**”, scroll down, and CLICK “**OGE Form 450**” (PDF Version)
 - **www.usda-ethics.net**, CLICK “**Forms**”

Note: SED, or their designee, will provide STC members with OGE Form 450, if STC members do **not** have computer access.

- may be electronically filled, using Adobe Reader version 9.1, and then printed

Note: Although OGE Form 450 (June 2008) is capable of accepting digital signatures, USDA Office of Ethics does **not** accept digital signatures at this time. Therefore, each filer **must** print OGE Form 450 (June 2008), place an actual signature on OGE Form 450 (June 2008), and submit the original, signed, OGE Form 450 paper copy.

- should be used in place of **all** previous versions.

Note: STC members are SGE's; therefore, STC members **cannot** use OGE Form 450-A.

B Completing OGE Form 450's

It is **critical** that STC members complete the following steps in order.

Step	Action
1	Read through the entire OGE Form 450.
2	Gather financial records that contain the information requested.
3	Complete, sign, and submit OGE Form 450.

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2 OGE Form 450’s and Online Ethics Training (Continued)

C Required Ethics Orientation Training for STC Members

SED, or their designee, shall ensure that all STC members:

- receive their required ethics orientation training
- complete Exhibit 1.

This year’s training consists of completing an interactive web-based training module. The course, “Ethics Training for Special Government Employees”, contains a summary of ethics laws and rules that apply to SGE’s and is designed to be completed in about 1 hour.

To access the training module go to www.usoge.gov, CLICK “Training”, CLICK “Training Modules”, scroll down, and under “Ethics Training for Special Government Employees”, CLICK “Begin Module”.

D Proof of Training

When training has been completed, CLICK “Click here to confirm your Ethics course completion (to bypass popup blocker hold down Ctrl key)”. Review the learning history to ensure that the ethics course has been recorded. STC member should print and:

- maintain a copy of the computer-generated certificate for their records
- forward a copy to the State AgLearn Administrator to be updated in AgLearn.

3 SED, State AgLearn Administrator, and Administrative/Ethics Officer Responsibilities

A SED Responsibilities

SED, or their designee, shall provide STC members with OGE Form 450, if they do **not** have computer access. Once STC members have completed OGE Form 450, an intermediate review on each STC member’s OGE Form 450 **must** be performed, paying close attention to any activity that may pose a conflict of interest, according to the following table.

Step	OGE Form 450 Reviewing and Processing Instructions
1	Enter date in “Date Received by Agency” box at the top of OGE Form 450.
2	Review entire OGE Form 450 for completeness and accuracy, including the basic contact information.
3	Check to determine if any financial institution-related activities, such as bank ownership, bank stock ownership and any other involvement with a commercial lender or board of directors in Part I or Part III conducts business with FSA. If so, the reviewer must notate the back of OGE Form 450.
4	Initial and date all notations.
5	Sign and date “Signature and Title of Supervisor/Other Intermediate Reviewer” box.

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3 SED, State AgLearn Administrator, and Administrative/Ethics Officer Responsibilities (Continued)

B State AgLearn Administrator Responsibility

State AgLearn administrators will update the AgLearn database to document STC ethics training using **FSA-HQ-STC-Ethics**. This will satisfy the 2011 STC member ethics training requirement.

C Administrative/Ethics Officer Responsibilities

Administrative/ethics officers, or ethics contacts, shall forward intermediate reviewed OGE Form 450's to the Office of Ethics using the following instructions.

Step	OGE Form 450 Forwarding and Shipping Instructions
1	<p>Complete and send an electronic copy of the Excel spreadsheet listing, in alphabetical order, the names and requested information of all current STC OGE Form 450 filers to tonya.willis@dm.usda.gov.</p> <p>Note: OE-Farm will provide an electronic Excel spreadsheet through e-mail to each State administrative/or ethics contact.</p>
2	<ul style="list-style-type: none">• Bundle OGE Form 450's, in alphabetical order, as listed on the electronic Excel spreadsheet provided according to step 1.• Enclose a printed copy of the electronic Excel spreadsheet as a manifest.
3	Include signed copies of the training certifications.
4	<p>Send by express mail, using boxes provided by a secure provider with a tracking system; for example FedEx, USPS, or UPS, to:</p> <p>USDA-Farm, Conservation, and Rural Programs Branch Office of Ethics Attn: Tonya S. Willis 1400 Independence Avenue SW Room 6840-South Building Washington DC 20250-2120.</p>

2011 STC Members Training Certification

Use the following to certify CY 2011 STC member training.

<p>CY 2011 STC Member Training Certification</p> <p>I completed my training requirements on _____. (Date)</p> <p>I certify that I completed the assigned module:</p> <p style="text-align: center;">“Ethics Training For Special Government Employees”</p> <p>and I understand the rules and regulations therein.</p> <p>I agree to follow the rules and principles explained in the training module. I further comprehend that failure to comply with these rules and regulations may lead to disciplinary action or removal from the Federal Service.</p>	
<p>_____</p> <p>(Signature)</p>	<p>_____</p> <p>(Date)</p>
<p>(Please Print)</p>	
<p>Name:</p>	<p>Daytime Phone:</p>
<p>Title/Grade:</p>	<p>Organization/Office:</p>
<p>E-mail Address:</p>	