

ADVANCED FINANCIAL DISCLOSURE REVIEW



**Standards of Conduct Office
Office of General Counsel
Department of Defense**

Rev. Oct. 2013

Your Job: Review Forms



GENERAL INFORMATION

Applies to 450 & 278



Standard of Review - OGE Audit



STOP THE CLOCK!



Report should stand alone –
annotate revisions & clarifications



Help & educate filers

OGE 450 REVIEW

Preliminary Information



Right Version (Dec. 2011)



Signed & Dated



Report Status & Right Reporting
Period (new entrant or annual)

OGE 450 REVIEW

Preliminary Information



Appointment dates for entrants



Timely dates (not before 12/31)



Ensure supervisor reviews for
conflicts



OGE 450 REVIEW

Preliminary Information



“Date received” entered



Document Initial Review date

TIP: Annotate report with “IR”



“Yes/No” Boxes



OGE 450 REVIEW

Common Problems & Errors



OGE 450 REVIEW

Common Problems & Errors (cont'd)



Report all assets which meet reporting thresholds, even if it meets a conflict of interest exemption!



Annotate all changes on report.

OGE 450 REVIEW

Common Problems & Errors (cont'd)



No information on partnerships
or small business ventures



OGE 450 REVIEW

Common Problems & Errors (cont'd)



Fail to properly identify pension benefits, especially underlying assets in accounts, pension plans (IRA, 401K, 403B, TIAA-CREF, etc.)



OGE 450 REVIEW

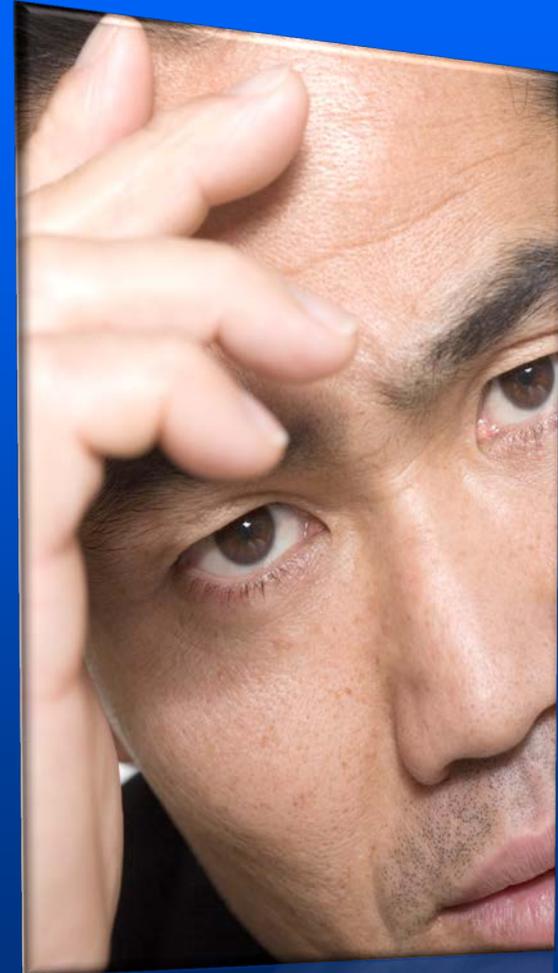
Common Problems & Errors (cont'd)



Do I control my pension?



Mutual funds - family and fund names



OGE 450 REVIEW

Common Problems & Errors (cont'd)



Managed brokerage
accounts



Variable annuities and life
insurance



Family assets - Trusts



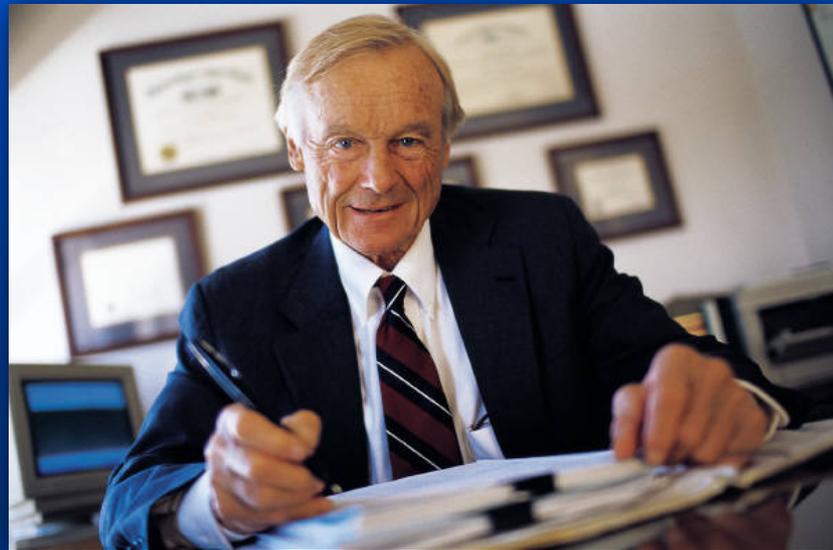
OGE 450 REVIEW

Common Problems & Errors (cont'd)



Over-Reporting

TIP: Annotate report with "OR" or "NR"



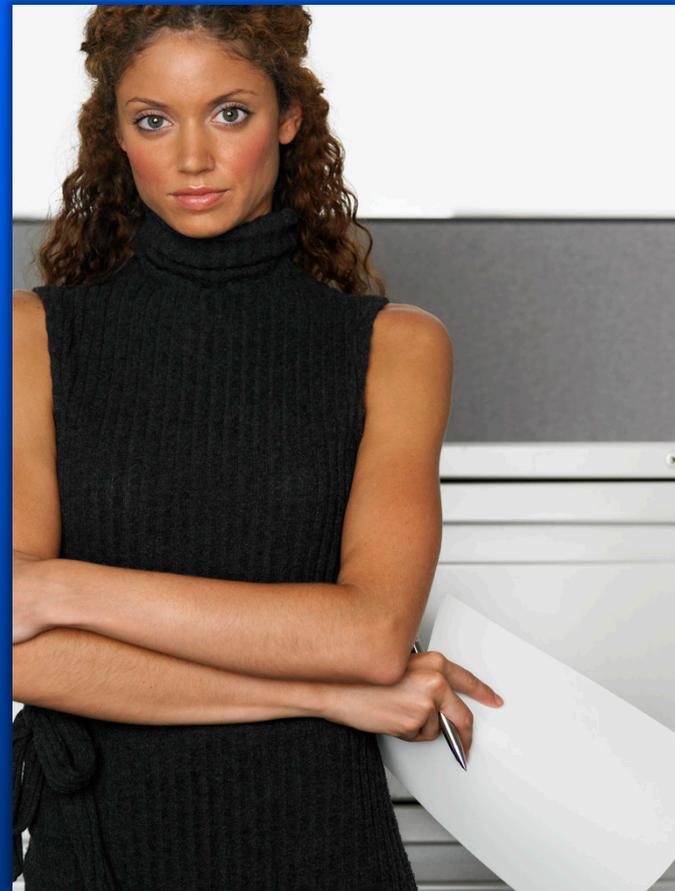
OGE 450 REVIEW

Common Problems & Errors (cont'd)



Do not include:

- Personal residence
- Commercially available liabilities – e.g., mortgage on personal residence
- 31 U.S.C. § 1353 non-Federal travel support



COMMON PROBLEMS & ERRORS

Cross-Pollination



Fail to check
“Yes” or “No”
boxes



COMMON PROBLEMS & ERRORS

Cross-Pollination (cont'd)



Liability – mortgages on rental property



Outside Positions



Arrangements & Agreements

COMMON PROBLEMS & ERRORS

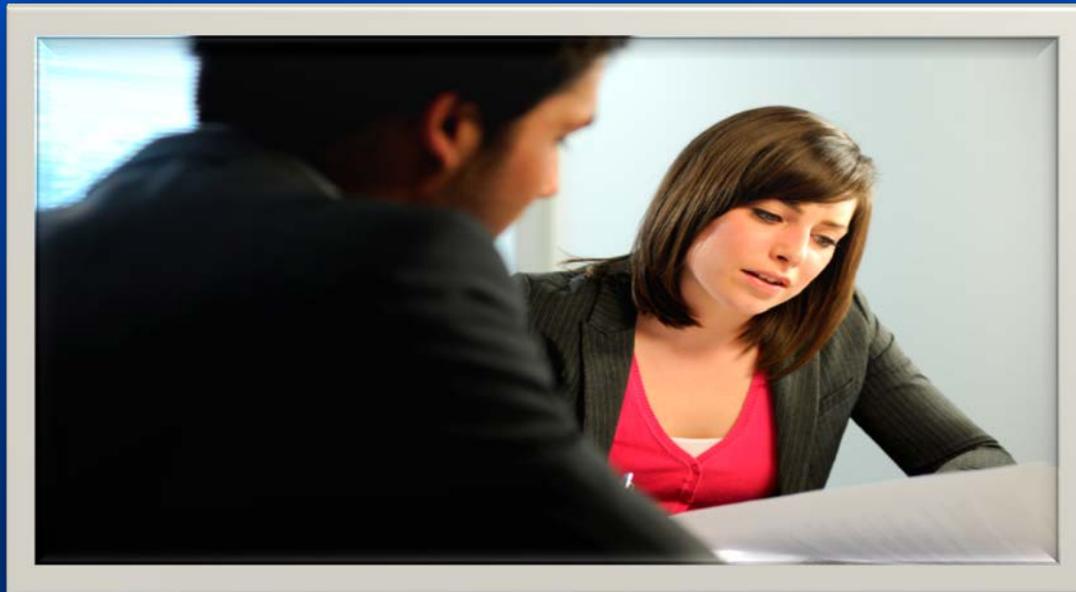
Substantive Review



Report should be complete before substantive review



Understand filer duties



SUBSTANTIVE REVIEW

Remedies



Letters of Warning



Disqualification
Statements



Ethics
Agreement



*I need a
break!*



OGÉ 278 REVIEW



Standard of Review – OGE 278



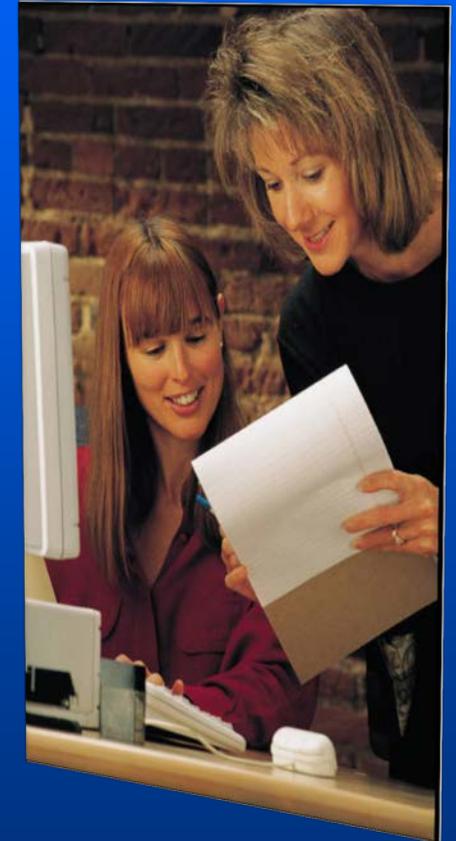
Stop the Clock!



Compare, Compare, Compare!
with previous OGE 278



Worksheet



OGE 278 REVIEW

Preliminary Information



Right Version – Dec. 2011



Right Category



Appointment/Termination Dates



Signature and the right year

OGE 278 REVIEW

Preliminary Information



Ensure supervisor reviews for conflicts



Document date received



Document initial review date



DAEO or deputy signs

OGE 278 REVIEW

Common Problems & Errors



Report, even if value below conflict exemption value!



Annotate corrections



Value and other differences



OGE 278 REVIEW

Common Problems & Errors

Schedule A



Value ranges (assumptions)



Income Type & Range



Cash Accounts - \$5,000+



OGE 278 REVIEW

Common Problems & Errors

Schedule A



Stock Options



Pensions – Defined benefit
or contribution?



Limited Partnerships

OGE 278 REVIEW

Common Problems & Errors

Schedule A



Managed Accounts



Spouse and dependents



Reporting sold stock

OGE 278 REVIEW

Transactions

Schedule B

- Reconcile Schedule A changes on Schedule B



OGE 278 REVIEW

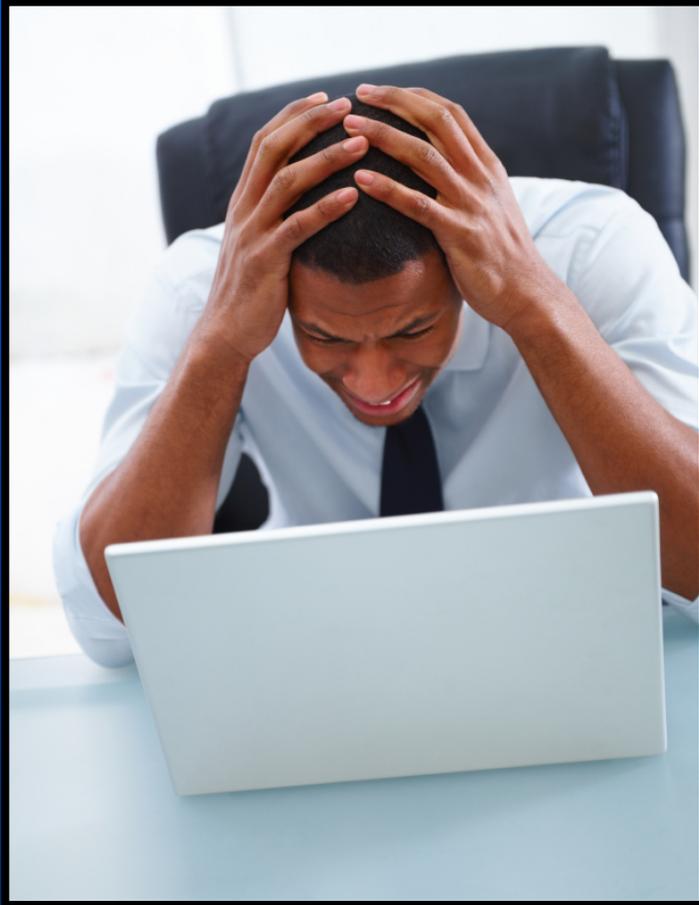
Schedule B-D

- Schedule C
 - Part I – include all liabilities which were in excess of \$10,000 during reporting period; except credit cards
 - Part II – usually for pension plans, leave of absence or post-Gov't employment
- Schedule D
 - Part I – is there approval?
 - Part II – Only for new entrant to identify possible client conflicts.

OGE 278 REVIEW

Common Problems & Errors

Schedule A



Under-Reporting

Over-Reporting

TIP: Annotate report with
"OR" or "NR"



Cross- Pollination



OGE 278 REVIEW

Cross-Pollination



Agreements - pensions



Outside Positions



Compensation - \$5,000+



OGE 278 REVIEW

Remedies

Final Step: Resolve all conflicts

- Disqualification
- Ethics Agreement
- Letters of Warning



EXERCISE & QUESTIONS?

