

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047**

In Reply Refer To:
1400-410 (HR-220) P

September 24, 2002

EMS TRANSMISSION 09/25/2002
Information Bulletin No. HR-2002-105

To: All Designated Filers

From: Director, National Human Resources Management Center

Subject: Confidential Financial Disclosure Report and Supplement to the OGE-450 and
OGE-450A Instructions for All Department of the Interior Employees

DD: 10/31/02

In accordance with Office of Government Ethics at 5 CFR §2634.903, attached for you to complete are copies of the Executive Branch Confidential Financial Disclosure Report (OGE 450), Confidential Certificate of No New Interests (OGE Optional Form 450A), and Supplement to the OGE Form 450 Financial Disclosure Report (Form DI-1993), for the period covering October 1, 2001, through September 30, 2002. Forms must be returned to this office by **October 31, 2002**.

Specific instructions for completing the forms are as follows:

1. **OGE Form 450:**

- Use this form if you are a new entrant or otherwise need to file the OGE Form 450, i.e., you have changed jobs within the BLM or have acquired new reportable financial interest since filing your *most recent* confidential financial disclosure report.
- Report all assets, *regardless of value*, held by you, your spouse, and dependent child(ren) for investment or the production of income at any time during the reporting period. For those holdings you are required to report, provide specific information. For example, list the specific name of the mutual fund, i.e. Twentieth Century Ultra Investors. You are not required to list the underlying holdings.

- Do not report assets or income related to accounts in banks and loan associations; credit unions, and similar depository financial institutions; money market funds and accounts; U.S. Government obligations, such as Treasury bonds, bills, notes, U.S. savings bonds; and U.S. Government-issued securities.
- If you *no longer* have a stock that you listed last year, *continue to list* the stock on OGE Form 450 and *put an “X”* in the “*If no longer held*” block. (See example block in Part I of the OGE Form 450.)
- “Position/Title” is the official title on your position description. Do not abbreviate or list your duty title. Also, if you have not done so in the past, please attach a copy of your current position description.
- “Date of Appointment” is the date you were assigned to your current position. It is not the date you were appointed to federal government or the BLM.
- “Signature of Employee” must be an original signature. Copies are not acceptable. The signature of the Supervisor/Other Intermediate Reviewer is not required.

2. **OGE Optional Form 450-A:**

- You may only use this form if *all* the following criteria are met:
 - i. You have submitted an OGE Form 450 in the past three years;
 - ii. You, your spouse and children, have not acquired new reportable financial interest since filing your most recent OGE Form 450;
 - iii. You have not changed jobs (no new position description or other significant change in duties) at this agency since filing your last OGE Form 450.

3. **Form DI-1993:**

- All filers should read the instructions section of the form.
- *Only* those employees that are assigned duties or responsibilities under the Surface Mining Control and Reclamation Act of 1977 (SMCRA) must sign, date and return the form. (The box in the middle of the Form DI-1993 will be checked if you are one of these employees.)
- If the box is *not* checked, you do not have to sign and return the form. Simply read the instructions section only.

4. **Returning the Forms:**

- The return mail address is:
Bureau of Land Management
Teresa Milner
NHRMC
Mail Stop: HR-220
Denver Federal Center, Bldg. 50
P.O. Box 25047
Denver CO 80225-0047
- Please be sure your OGE 450 or 450-A is signed and dated, and that you have made a copy for your records.
- Please return the DI Form 1993 only if the box has been checked and you are required to sign the form.

5. **Copies of Forms:**

- Copies of the OGE 450, 450-A, and DI-1993 are available for downloading from the DOI Ethics webpage at www.doi.gov/ethics/forms.html. If you do not have Internet access, please contact your servicing personnel office.

6. **Approval of OGE Forms:**

- You will not receive an approval letter from this office.
- You will be contacted if there is a question about your filing of the OGE-450, OGE-450A, or DI-1993. Otherwise, assume your filing has been reviewed and found to be in accordance with Executive Order 12674 and the Surface Mining Control and Reclamation Act of 1977.

7. **If You Believe You Should Not be Required to File:**

- Your State/Center personnel office has determined that you should be a filer. If you disagree, please contact that office.

8. **If You Need an Extension to File:**

- This office must receive forms no later than October 31, 2002.
- Extension to this date may be granted only on a case-by-case basis for good cause.

- To request an extension, e-mail or send a written request outlining your reason for the extension to Teresa Milner, HR-220.

If you fail to submit your report by the suspense date or receive approval for an extension, your supervisor will be notified and administrative action may be taken, up to and including removal from Federal service. If you have questions, please contact Teresa Milner at (303) 236-3569.

Signed by:
Linda D. Sedbrook
Director, NHRMC

Authenticated by:
Luron Porter
Administrative Assistant

3 Attachments

- 1- OGE Form 450 (6 pp)
- 2- OGE Form 450-A (2 pp)
- 3- DI Form 1993 (2 pp)

Distribution

SPO's
Assistant Ethics Counselors
E-mailed Individually to all Recipients