

Instructions for Completing Form OGE 450

Please carefully read the instructions below before you submit your OGE 450 (Excel form) as the report must be complete and accurate to be accepted. The information must be typed directly into the form; handwritten form **will not be accepted**. If you have any questions or need assistance, please contact an OEI Ethics Specialist at FDA-AC-Ethics-Forms@fda.hhs.gov.

You may view Completing the OGE Form 450: Confidential Financial Disclosure for Special Government Employees training video that goes through filling out the form, step-by-step, at <https://youtu.be/yTA006SAb2A>.

Cover Page	<p>Please complete the following section on the cover page:</p> <ul style="list-style-type: none"> • Name (Last, First, Middle Initial) • Email address (ethics staff may contact you if have questions or need additional information) • Position/Title: SGE [state the committee you are on] • Agency: FDA • Branch/Unit: [state center/office in FDA responsible for your committee] • Work Phone: Provide a phone number where you may be reached during business hours • Reporting Status: Be sure “New Entrant” is checked and provide your most recent “Date of Appointment” (date you officially joined FDA) • Make sure the box “Special Government Employee” is checked • Select “Yes” or “No” for Part I through IV. DO NOT complete Part V. All Parts checked “Yes” must have entries on the Excel form
Part I (Asset and Income Sections)	<p><u>Assets held and income sources (not amounts) during the past 12 months</u></p> <ul style="list-style-type: none"> • Do not forget to include the source(s) of income and assets of your spouse as well as the assets of any dependent children • Assets and income sources must be fully identified, provide the ticker symbol for any security holdings • Underlying assets (except diversified mutual funds) of investment accounts (including brokerage accounts, pensions, retirement accounts, IRAs, 529s etc.) are reported • If retirement accounts (e.g. 401K, 403B, TIAA CREF) maintained by a former employer are reported on Part I AND the former employer is still contributing to the account, they must also be reported on Part IV • Report source of Honorarium, if applicable • Partnerships--address and business activity shown (city and state) • Real estate--address reported (city and state) • If you report any other earned income from an outside position, then the position is reported on Part I AND Part III • Assets which produced greater than \$1,000 in income (e.g. capital gains, dividends) but currently worth less than \$1,000 must be reported even if they are no longer held (e.g. sold)
Part II (Liability)	<p><u>Liabilities that had a value > \$10,000 at the end of the past 12 months must be reported (Note: student loans, mortgages, and loans from financial institutions made at publicly available terms do NOT have to be reported).</u></p> <ul style="list-style-type: none"> • Name of creditor listed • Address of creditor reported (city and state) • Type of liability shown

Part III (Position)	<p><u>Outside Positions (outside of Federal government) Held During the Past 12 Months.</u></p> <ul style="list-style-type: none"> • Report any position that you held with an organization other than the United States Government at any time during the reporting period. Reportable positions include those of an officer, director, general partner, limited partner with an active role, proprietor, representative, executor, trustee, employee, or consultant of any for-profit or non-profit organization. This would include a member with an active role in a limited liability company and any managing member. You are not required to report positions held with a religious, social, fraternal or political organization. Also, do not report any positions with a non-Federal entity that you hold as part of your approved official job duties. • Organization name and location (city and state must be listed) • Organization type (refer to examples) • Position held reported (indicate if you are considered an employee of the entity, as employees are granted an exemption for certain conflicts of interest) • If position no longer held, check box • Compensated outside positions listed in Part III (Outside Positions) must also be reflected in Part I (Income) as an income source if over \$1,000 was received during the past 12 months
Part IV (Agreement)	<p><u>Agreements or Arrangements with former and future employers.</u></p> <ul style="list-style-type: none"> • List any continuing ties you may have with your prior employer, such as a leave of absence, continued participation in a health or pension plan, etc. • Report defined contribution pension in which the former employer is still contributing to the account). • Report underlying holdings, including company stock, sector funds, and other reportable assets held in the plan in Part I (Asset). • Parties to agreement or arrangement shown (include location – city and state)
Part V (Gift)	<p><u>Do not</u> complete Part V, Gifts. SGEs are not required to complete this part.</p>
Review, Sign and Submit	<p><u>Final check before submission</u></p> <ul style="list-style-type: none"> • Check the Cover Page to ensure each Part has a “Yes” or “No” checked. All Parts checked “Yes” must have entries on the excel form. • Print, sign and date Cover Page. • Take a picture of the Cover Page and save as a JPEG, name the file OGE 450 Cover_Last Name, First Name • Type your name on the “Signature of Employee” and date on “Date” field of the Cover Page on the excel form. • Submit the excel OGE 450 form, the wet signature cover page and any attachments with subject line: 2026 Annual OGE 450_Last Name, First Name to FDA-AC-Ethics-Forms@fda.hhs.gov by the deadline provided by ethics staff. • <u>Do not</u> complete Part V (Gifts) <p>If you have any questions or need assistance, please contact an OEI Ethics Specialist at FDA-AC-Ethics-Forms@fda.hhs.gov.</p>