National Aeronautics and
Space Administration

Goddard Space Flight Center
Greenbelt, Maryland
20771

September 13, 2004

Reply to Attn of: 140

TO: Filers of Confidential Financial Disclosure Report
(OGE Forms 450 and 450A)

FROM: 140/Chief Counsel

SUBJECT: Guidance for Completing OGE Forms 450 and 450A

Federal employees in the Executive Branch are required to file Confidential Financial Disclosure Reports based upon the nature of their duties. You have been identified by your Directorate as having duties which require this filing.

You must complete either a OGE Form 450 or 450A which you may download from the following site:

http://ohr.gsfc.nasa.gov/Forms/OGE/450form.pdf
http://ohr.gsfc.nasa.gov/Forms/OGE/450Aform.pdf

The Reports must be reviewed and approved by attorneys in the Office of Chief Counsel. Incomplete or incorrect reporting has often required attorneys to contact filers for additional information. We cannot approve the Reports without the corrections. Completing the Report in accordance with the following guidance should minimize need for these discussions. **PLEASE PAY PARTICULAR ATTENTION TO THE REPORTING REQUIREMENTS FOR MUTUAL FUNDS AND TAX DEFERRED ACCOUNTS SUCH AS IRA AND 401(K) ACCOUNTS AND CORPORATE PENSION PROGRAMS.** These are the types of interests most frequently reported incorrectly. **PLEASE ALSO NOTE THE EXPLANATION BELOW FOR REPORTING INSURANCE AND/OR ANNUITY POLICIES.**

FORM: Please use OGE 450 Form dated 9/02 or OGE 450A Form dated 3/04

DUE DATE: File by **October 30, 2004. Completed forms should be returned in an envelope marked "EYES ONLY" with the Employee's Name and Code in the upper left hand corner to Beverly Wildoner, Code 140, through the Directorate Coordinators no later than October 30, 2004.**

DATE OF APPOINTMENT: The approximate date you were officially assigned to your current Position.

REPORTING PERIOD: October 1, 2003 through September 30, 2004.

REPORTING STATUS: You are an **ANNUAL FILER** unless duties have been assigned within the preceding 30 days of filing which for the first time require your filing this Report, in which case you are a **NEW ENTRANT FILER**. Even if you filed a Report within the past year as a New Entrant or for such activities as SEBs, this **ANNUAL REPORT** also must be filed.

FILER SIGNATURE: Please sign and date the Report. The signature must be an original signature. **Please do not file, sign or date before October 1, 2004.**

SUPERVISOR SIGNATURE: **NOT REQUIRED - LEAVE BLANK.**

$15,000 STATUTORY EXEMPTION: You **ARE REQUIRED** to report assets otherwise reportable pursuant to the Form's Instructions or this memorandum, whether or not the aggregate value of your interests falls within the statutory exemption of $15,000.

MUTUAL FUNDS: Please note the requirement to specifically identify mutual funds other than money market funds. The specific holding must be reported. For example, those holding interests in the **Dreyfus A Bond Fund** and the **Dreyfus Balanced Fund** must identify the specific titles as separate interests. **IT IS INSUFFICIENT TO REPORT MERELY DREYFUS MUTUAL FUNDS.**

As noted in the Form Instructions, most widely or commonly held mutual funds will qualify as an Excepted Investment Fund (EIF). In those that do not, the Report requires reporting the underlying holdings of, and the nature of income derived from, a Fund. For example, Fund XYZ holds stock in Lockheed Martin, Allied Signal and TRW, is not publicly traded and produces interest/dividends and capital gains. It is not sufficient to report Fund XYZ; each asset must be reported.

INDIVIDUAL RETIREMENT ACCOUNTS/401(k) ACCOUNTS: Individual Retirement Account (IRA) and 401(k) Account are designations for tax purposes and **ARE NOT** themselves reportable interests. The nature of these accounts is that tax is deferred on income; the fact that income is not reported on your tax return does not mean you do not derive income from holdings in these accounts.

EACH ASSET in tax deferred accounts must be **REPORTED INDIVIDUALLY**, as if it were part of a regular account, unless exempted by the Instructions, such as the Thrift Savings Plan. Also, income such as interest, dividends and/or capital gains often is produced by these holdings and must be reported, unless exempted by the Instructions.

Please refer to your account statements if there are questions about your assets or any income

produced during the reporting period.

PENSION FUNDS: Pension funds, including corporate pension funds but excluding the Government's Civil Service Retirement System, must be reported. Normally, you need to identify the name of the sponsoring employer. Please also indicate whether or not a plan is profit sharing or stock bonus. **If you control the specific investments**, you must also list the underlying investments or attach an account statement listing them. In such cases, the underlying assets are subject to treatment as Excepted Investment Funds (EIF) only if a fund meets the definition for EIF explained in the Form's instructions. A number of filers have had to obtain additional information on corporate funds during past reporting periods, based upon the prospectus provided by the companies. If a fund's prospectus does not provide enough information to determine if it qualifies as an EIF, please contact the pension fund's administrator for the information.

ESTATES/TRUSTS: If you are an **executor** or **administrator** of an estate, or if you are a **trustee** for a trust, you are considered to have a reportable interest in the assets of the estate or trust. Those assets are subject to individual reporting, or exemption from reporting, as any other interest you may hold. The only exception is if the trust is an Excepted Trust as defined in the instructions, in which case you would simply identify the trust by name and date of creation and the type of trust.

REPORTING ASSET INCOME: Only designate the actual type of income produced. Do not list "dividend/capital gains" if only dividends were paid.

INSURANCE/ANNUITIES: Reportable insurance policies must include the name of the insurance company, the type (whole, universal, or variable) and if variable the specific investment option chosen such as "growth stock fund". Reportable annuities must include the name of the insurance company, the type (fixed or variable), and if variable the specific investment choices, such as "common stock fund".

OUTSIDE POSITIONS: If you have received administrative approval for outside activity, please attach a copy of that approval to your Report. This may avoid the need for an attorney to discuss the activity with you. Goddard approvals are valid for three years unless the description of the outside activity defines a lesser period of time.

If you have questions, please call an attorney in our Office.

Robert M. Stephens