



UNITED STATES MARINE CORPS

MARINE CORPS BASE
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MARINE CORPS BASE QUANTICO BULLETIN 5500

From: Commander
To: Distribution List

Subj: CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

Ref: (a) DoD 5500.07-R, Joint Ethics Regulation
(b) 18 U.S.C. § 208
(c) 5 CFR 2635.502

Encl: (1) Determining Annual Confidential Financial Disclosure Filers
(2) Common Errors in Preparation of the OGE Form 450
(3) Milestones for Filing OGE Form 450 and completing ethics training

1. Situation. This Bulletin establishes procedures and guidelines for filing the confidential financial disclosure report (OGE Form 450) for Marine Corps activities who receive ethics support from the Quantico Area Counsel Office (QACO). The financial disclosure system protects covered employee by identifying and preventing potential criminal conflicts of interest, and apparent conflicts prohibited by the references. The process should focus on individuals in key positions with significant responsibilities affecting outside parties. The goal is to identify those individuals who have the greatest risk for potential conflicts of interest. The OGE Form 450 is the standardized report used by required filers in the Executive Branch of the Federal Government.

2. Mission. As required by reference (a), certain military and civilian personnel must file an OGE Form 450 and receive ethics training on an annual basis.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. QACO will support Marine Corps Combat Development Command (MCCDC) and its subordinate organizations, to include Capabilities Development Directorate (CDD), Operations Analysis Division (OAD), Marine Corps Warfighting Laboratory

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(MCWL), and Training and Education Command (TECOM). QACO will also support Marine Corps Base, Quantico (MCBQ), Marine Corps Intelligence Activity (MCIA), Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS), Wounded Warrior Regiment (WWR), Marine Corps Network Operations and Security Command (MCNOSC), Marine Corps Operational Test and Evaluation Activity (MCOTEA), and Joint Non-Lethal Weapons Directorate (JNLWD).

(2) Concept of Operations. The QACO is available to provide ethics training to all government personnel even if they file their OGE Form 450 with another Counsel or Ethics office.

b. Subordinate Element Missions

(1) Unit Commanders and Division Directors will appoint an Action Officer (AO) for this project and forward the name to their division supervisors and to the QACO (C 050), MCCDC/MCBQ/QACO gloria.sarmiento.mil, (703) 784-2405, by no later than Friday, 22 November 2013.

(2) Supervisors will:

(a) notify all identified employees (see paragraph 1(a), enclosure (1) "Who must file"), of their requirement to file this report;

(b) forward list of all identified employees to the AO;

(c) collect and review all reports to determine that each item is completed and that there are no actual or apparent conflicts of interest with applicable laws or regulations; and

(d) upon completion of the review, sign and date the reports and forward to the division AO.

(e) encourage employees to promptly submit their OGE Form 450 so that supervisors will have time to review the reports and request clarification if necessary.

(f) ensure that all reports are submitted to the Ethics Counselor (EC) at the QACO (C 050), by fax or paper copy, beginning on Wednesday, 1 January 2014, and no later than Friday, 14 February 2014.

(3) AO will:

(a) act as the liaison between the division and the QACO EC;

(b) collect all forms ensuring that the headings are complete; and

(c) ensure the appropriate signatures and forward them as a group to the QACO EC.

4. Administration and Logistics

a. Enclosure (1) provides guidance concerning who must file an OGE Form 450. Please keep in mind that the employee's immediate supervisor has primary responsibility for determining whether the duties of the position require filing this report. All filers must complete ethics training either on-line or attend ethics training given by the QACO no later than Tuesday, 31 December 2013.

b. All filers must use the current edition of the form located at: http://www.dod.mil/dodgc/defense_ethics/. Click on Ethics Resource Library, click on Forms, then scroll down to OGE Form 450 (Dec 2011 edition). Reports submitted on an outdated version of the form will not be accepted. Please note the listing of common errors in preparation of the OGE Form 450 at enclosure (2).

c. In person training will be provided by the QACO on Thursday and Friday, 19 and 20 December 2013, enclosure (3).

d. The OGE Form 450 report covers the period from 1 January 2013 through 31 December 2013.

Note: Although this version of the form is capable of accepting digital signatures, the Department of Defense has not authorized any activities to accept forms with digital signatures. For the 2013 filing season, each filer must place an actual signature on the form and submit a paper copy of the form to QACO.

e. Once an OGE Form 450 is filed with the QACO, it is safeguarded to protect the filer's privacy. This is a confidential report, protected under the Privacy Act, and may be used only for the purposes stated in the instructions on the form.

5. Command and Signal

a. Command. This Bulletin does not apply to the following tenant activities: FBI Academy, Fourth Light Armored Reconnaissance Battalion, Marine Corps Recruiting Command (MCRC), Manpower and Reserve Affairs (M&RA), Marine Corps Air Facility (MCAF), Marine Corps Systems Command (MCSC), Marine Corps Tactical System Support Activity East (MCTSSA), Marine Helicopter Squadron One (HMX-1), Marine Corps Embassy Security Group (MCESG), National Geospatial-Intelligence Agency (NGIA), and the Naval Criminal Investigative Service (NCIS). These activities should coordinate with their Counsel or Ethics Office

for instructions on how to comply with financial disclosure reporting requirements and completing their ethics training.

b. Signal. This Bulletin is effective the date signed.

/s/
DAVID W. MAXWELL

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