



# United States Department of the Interior

OFFICE OF THE SOLICITOR  
Washington, D.C. 20240

November 21, 2013

IN REPLY REFER TO:

To: All Department of the Interior Employees

From: Melinda Loftin, Director, Departmental Ethics Office and Designated Agency Ethics Official 

Subj: DETERMINATION CONCERNING EXCLUSIONS FROM FILING THE OGE FORM 450  
CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

1. I have determined that more Department of the Interior employees are filing the OGE Form 450 Confidential Financial Disclosure Report (OGE Form 450) than is necessary to protect the integrity of Department of the Interior programs. Supervisors are reminded that when subordinates are unlikely to be involved in a real or apparent conflict of interest, when they are subject to a substantial degree of supervision, or when they exercise control over matters that would be inconsequential to Department of the Interior integrity, they should not be required to file an OGE Form 450.

2. Pursuant to 5 C.F.R. § 2634.904 I have the authority to exclude any individual or class of individuals, including Special Government Employees, from filing an OGE Form 450 when I determine that filing a 450 is unnecessary because the duties of the position make remote the possibility that the incumbent will be involved in a real or apparent conflict of interest. I have determined that the following classes of individuals shall be excluded from filing the OGE Form 450:

- a. Micro-purchasers who make annual purchases totaling less than the simplified acquisition threshold as defined in the Federal Acquisition Regulation (currently \$150,000);
- b. Special Government Employees who are not involved in: contracting or procurement; administering or monitoring grants, subsidies, licenses, or other Federally conferred financial or operational benefits; regulating or auditing any non-Federal entity; or other activities in which the final decision or action will have a direct and substantial economic effect on the interests of any non-Federal entity;
- c. Employees at the GS-12 level and below.

3. This determination does not preclude individual supervisors from requiring subordinates to file the form when, in the supervisor's judgment, the subordinate has duties involving the exercise of significant independent judgment over matters without substantial supervision and review, and that the possibility of the employee having a real or apparent conflict of interest is not remote. Further, this determination excluding some employees from filing the OGE Form 450 does not apply to employees who hold contracting warrants.

4. If you have any questions regarding this matter, please contact Rich Grant, Deputy Designated Agency Ethics Official, at (202)208-2151.