



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

Office of the Center Counsel, ACT-7  
Wm. J. Hughes Technical Center  
609.485.7088

Subject: **ACTION:** Confidential Financial Disclosure  
Reports

Date: September 9, 2004

From: Center Counsel, ACT-7

Reply to Brenda Martello:  
Attn. of: 609-485-7088  
FAX: 609-485-4920

To: Employees Required to File Confidential Financial  
Disclosure Reports

Federal regulations require us to collect confidential financial disclosure reports from employees whose jobs meet certain criteria, set forth in the regulations of the Office of Government Ethics (OGE), 5 CFR 2634.904. Your manager has identified you as meeting at least one of these criteria. **This year, OGE requires that the attached OGE 450 form must be used. The short form (450A) is not authorized for use this year.**

The reporting period runs from October 1, 2003 to September 30, 2004. **Therefore, your report cannot be dated or filed prior to October 1, 2004.** Your must, however, complete your report not later than October 31, 2004, and return it to the person your supervisor has designated to receive the reports, in a sealed envelope indicating that it contains your report. That person will forward your report and those of other reporting employees in your organization, unopened, to this office for review. Your report will not be reviewed within your own organization. A blank form is attached. Employees may also access the forms electronically on the Technical Center's website, [http://www.tc.faa.gov/legal/Docs\\_Forms.html](http://www.tc.faa.gov/legal/Docs_Forms.html). You must retain a copy of your completed report for future reference.

Read the directions on the form carefully and note especially the following points:

1. If you are reporting an interest in a mutual fund, put down the name of the company, and the name of the individual fund; "Fidelity Magellan," for example.
2. When reporting an interest in a stock, give us the name of the company, not the code used by the exchange on which the stock is traded.
3. You must report your spouse's employer as a source of income. For example: "General Motors, Inc., (spouse's employment), salary (no amount needed)."

4. If you are reporting an interest in a corporation, identify the name of the corporation and the nature of your interest. For example: "General Foods, Inc., common stock."

5. There is no need to report assets having values below certain amounts as indicated on the form. **This does not mean, however, that it is permissible to own an interest in an airline or aircraft manufacturing company, or in any company in the business of supplying components or parts to the airlines or aircraft manufacturers.** If you do own any such interest, or if you have any questions as to whether a financial interest is prohibited, contact me at once.

6. Be sure to number each page and to put your name and organization (**Routing Symbol**), as well as the other information required, at the top of each page. **Sign and date your report.**

7. There are five parts to the report. Each has a box marked "None". Be sure to check that box if you have nothing to report in any category.

8. You do not have to report personal saving accounts, certificates of deposit, money market mutual funds and accounts, U.S. Government obligations, and U.S. Government securities.

Your report will be reviewed for completeness and for conflicts of interest. You will be contacted if any questions arise about your report. Your report will not be disclosed except as may be necessary for investigative or enforcement purposes, in which case it would be disclosed only to persons on an official "need to know" basis. If you have any questions, please contact Brenda Martello at x5-7088.

Thomas E. Flatley, Jr.