

<b>STATEMENT OF EMPLOYMENT AND FINANCIAL INTERESTS</b> (For use by GSA employees) "IMPORTANT-Read Privacy Act Statement on reverse side of this form."	1. NAME (Last, first, initial)		2. DATE OF APPOINTMENT IN PRESENT POSITION
	3. POSITION TITLE		4. SERVICE OR STAFF OFFICE, DIVISION AND BRANCH

**SECTION I - EMPLOYMENT AND FINANCIAL INTERESTS**

List the names and addresses of all corporations, companies, firms, or other business enterprises, partnerships, nonprofit organizations, and educational, or other institutions

- (a) with which you are connected as an employee, officer, owner, director, member, trustee, partner, adviser, or consultant; or
- (b) in which you have any continuing financial interests, through a pension or retirement plan, shared income, or other arrangement as a result of any current or prior employment or business or professional association; or
- (c) in which you have any financial interest through the ownership of stock, stock options, bonds, securities, or other arrangements including trusts. If none, write NONE.

NAME AND ADDRESS* OF ORGANIZATION	KIND OF ORGANIZATION (Use Section I designations where applicable)	POSITION IN ORGANIZATION (Use Section I designations if applicable)	NATURE OF FINANCIAL INTEREST (e.g. Stock, Prior business income) (Use Section I (b) and (c) designations, if applicable)

**SECTION II - CREDITORS**

List the names and addresses of your creditors other than those to whom you may be indebted by reason of a mortgage on property which you occupy as a personal residence or to whom you may be indebted for current and ordinary household and living expenses, such as household furnishings, automobile, education, vacation, and similar expenses. If none, write NONE.

NAME AND ADDRESS* OF CREDITOR	CHARACTER OF INDEBTEDNESS (e.g., Personal Loan, Note, Security)

**SECTION III - INTERESTS IN REAL PROPERTY**

List your interest in real property or rights in lands, other than property which you occupy as a personal residence. If none, write NONE.

NATURE OF INTEREST (e.g., Ownership, Mortgage, Lien, Investment Trust)	TYPE OF PROPERTY (e.g., Residence, Hotel, Apartment, Farm, Undeveloped Land)	ADDRESS* (If Rural, give RFD or County and State)

**SECTION IV - INFORMATION REQUESTED OF OTHER PERSONS**

If any information is to be supplied by another person, e.g. trustee, attorney, accountant, or relative, please indicate the name and address of each such person, the date upon which you requested that the information be supplied and the nature of subject matter involved. If none, write NONE.

NAME AND ADDRESS*	DATE OF REQUEST	NATURE OF SUBJECT MATTER

I certify that the statements I have made are true, complete and correct to the best of my knowledge and belief.	SIGNATURE OF EMPLOYEE	DATE
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## SUPERVISOR'S EVALUATION

I have reviewed the statement in light of the present and prospective duties of the individual to ensure that both actual and apparent conflicts of interest are avoided. My evaluation is:

Reported affiliation/financial interests are unrelated to assigned or prospective duties, and no conflicts appear to exist.

Assigned duties require participation in matters involving or which may involve reported affiliations/financial interests.

This conflict or apparent conflict will be resolved by:  Change in assigned duties;

Divestiture of the interests and relief of incumbent from all related duties pending divestiture;  Disqualification;

Other (Explain). A copy of my advice is attached. Notice of completed corrective action will follow.

SIGNATURE OF SUPERVISOR	PRINT OR TYPE NAME AND TITLE	DATE
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## DEPUTY STANDARDS OF CONDUCT COUNSELOR/REVIEW

As a duly designated Deputy Standards of Conduct Counselor, I have examined the foregoing Statement and Evaluation.

I concur with the supervisor's evaluation.

I do not concur with the supervisor's evaluation and recommend the following action.

NOTE: Account of final action will be dated, signed and attached hereto by the undersigned.

SIGNATURE	DATE
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## NOTICE TO GSA EMPLOYEES

### STATEMENT OF EMPLOYMENT AND FINANCIAL INTERESTS

"SUBMITTED IN CONFIDENCE"

In compliance with the Privacy Act of 1974, as amended, the following information is provided:

Authority for the solicitation of the information:  
Executive Order 11222.

Disclosure of the above information by you is voluntary; but the possible effects upon you of not providing information may be:

disqualification for the position for which you applied or which you currently hold, or other appropriate action.

Principal purpose for collecting the information:

to obtain information to determine possible conflict or apparent conflict of interests between your Federal position (or prospective position) and the private financial interests of yourself, spouse, minor children and members of immediate household.

Routine uses which may be made of the information:

Transfers to Federal, state, local, or foreign agencies, when relevant to civil, criminal or regulatory investigations or prosecutions, or pursuant to a request by any appropriate supervisor within GSA, or other agencies in connection with the hiring, use, retention, or grievance of an employee, the issuance of a security clearance, the award

or administration of a contract, or the issuance of license, grant, or other benefit, and to committees of the Congress.

The reverse side of this document is GSA Form 2157 which you are to prepare in duplicate. Return the original to your appropriate supervisor for review promptly. You should use a sealed envelope, marked "In Confidence" for this purpose. Retain a copy for your own reference. If you require advice or assistance in completing the form, consult a Deputy Standards of Conduct Counselor.

You should review the administrative order: Standards of Conduct (ADM 7900.9) for additional information.

If any of the required information, including holdings placed in trust, is not known to you but is known to another person you should request that other person to submit the information on your behalf and should report such request in Section IV of your statement.

Names of the Deputy Standards of Conduct Counselors available to assist you can be obtained from the nearest office of the GSA General Counsel or the Director, Office of Ethics.

Every person designated to submit a Statement of Employment and Financial Interests is required to submit annually a complete up-to-date statement not later than July 31 with information current as of June 30 each year.

## STATEMENT OF EMPLOYMENT AND FINANCIAL INTERESTS

### *ADDITIONAL INSTRUCTIONS*

*You are not required to submit any information relating to your connection with, or interest in, a professional society or a charitable, religious, social, fraternal, recreational, public service, civic, or political organization or any similar organization not conducted as a business enterprise and is not engaged in the ownership or conduct of a business enterprise. Educational and other institutions doing research and development or related work involving grants of money from or contracts with the Government are deemed to be "business enterprises" for purposes of this report and should be included.*

Any interest including employment of a spouse, minor child, or other member of your immediate household shall be reported in this statement. Employment is widely interpreted to include not only full-time but part-time and summer employment. "Member of your immediate household" includes only those blood relations who are full-time residents of your household. Indicate whose interest you are reporting by writing (O) for yourself, (S) for spouse, (C) for minor child, (M) for member of immediate household. If that information is to be supplied by others, it should be so indicated in Part IV. When reporting an interest in real estate in Section III, exclude your secondary personal residence such as a retirement or summer home unless it is income producing.

You need not report investments in Federal, state, or local government bonds and notes and investments in shares of a widely diversified mutual fund or regulated investment company. These financial interests are deemed too remote or inconsequential to affect the integrity of your service. You must at all times avoid acquiring financial interests, or taking any action that could create a real or apparent conflict of interests.

When completing this statement a "no change" or "not applicable" comment is not acceptable. Write the word "NONE" when appropriate. A complete statement is required even if it reflects no change since the last statement. There is no exception regarding the reporting of financial interests because of nominal dollar values.