



FACT SHEET

Tips for Completing Your New Entrant Confidential Financial Disclosure

DESCRIPTION

These tips are distributed to new entrants when they are instructed to file a new entrant confidential financial disclosure.

PURPOSE

The purpose of the tip sheet is to reduce technical errors, reduce over-reporting, advise employees how to disclose reportable assets in ways that sufficiently identify reportable assets, and give employees clear instructions for filing.

PRODUCT ADAPTABILITY

This tip sheet should be easily transferable to other agencies. Filing procedures and contact information differ from agency to agency, but we have found that plain language instructions, including examples, has substantially improved the quality of new entrant disclosure and reduced review time.

AGENCY CONTACT

Seth Kaufman, Senior Counsel

seth.kaufman@oig.dot.gov

202-366-2462