

COMMON FINANCIAL DISCLOSURE OVER-REPORTING ERRORS

DO NOT REPORT (see form instructions for *exclusions*)

- Street address. Where a location is required, only provide city and state.
- Spouse's name. Just use "(S)" if you want to identify interest as spousal.
- Dependent children names. Just use "(DC)." If you have multiple DCs, use DC1 and DC2, do not use "daughter" and "son."
- Omit interests for a spouse if you live apart with intent to terminate marriage, or where there is a permanent separation agreement in place.

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- Home Address.
- Personal phone number
- Direct office phone number
- Middle name

Assets & Income (Schedule A)

- Amount of (S) earned income
- Source of (S) income which is \$1,000 or less from any one source during the reporting period.
- (DC) earned income (e.g., scholarships, salary, prizes or awards).
- Social Security Number(s).
- Account numbers.
- Number of shares of investment holdings (unless stock options)
- Federally provided benefits (such as TSP, military pension, reserve pay, Government salary, military pay, Social Security payments, Veterans benefits, etc.)
- Personal residence (including second or vacation homes) so long as it was not rented out during reporting period.
- Cash accounts (including money market funds) which are not valued in excess of \$5,000.
- Term life insurance
- Loans to immediate family (parent, child, sibling, or grandchild)

Transactions (Schedule B, Part I)

- Sale or purchase of personal residence (unless rented out during reporting period)
- Cash equivalent transactions, e.g.:
 - ✗ Certificates of Deposit (purchase, sale or maturing)
 - ✗ Money Market Fund transactions
- Federally provided benefit transactions (e.g., TSP transfers).

Gifts & Travel Reimbursements (Sch. B, Part II)

- Gifts given to (S) or (DC), unrelated to position
- Anything where fair market value was paid.
- Gifts received when not a Federal employee
- Gifts received from a relative (see instructions for full list)
- Bequests or other inheritance

Liabilities (Sch. C, Part I)

- Mortgages secured by personal residence (unless rented).
Note: General officers & PAS positions must report mortgage information about any residence they own, including mortgages secured by a personal residence.
- Personal loans to you from immediate family.
- Credit cards if debt balance is \$10,000 or less at end of reporting period.
- Loans secured with personal property (e.g., car or furniture)
- Personal loans to (S) or (DC) from immediate family
- Obligations arising from a divorce or permanent separation.

Outside Positions (Sch. D, Part I)

- Fraternal, social, religious or political positions.
- Positions held because of Govt position (e.g., Govt liaison or representative).
- Non-managing member position with LLCs or LPs (passive investor)

Questions: Call your servicing legal office.

Air Staff & Secretariat personnel, call the Air Force Ethics Office (SAF/GCA): (703) 693-0417