

**TEXAS MILITARY DEPARTMENT
FINANCIAL INTEREST DISCLOSURE FORM**

Step 1: Read the Guidelines on the following page for completing parts I and II of the Substantial Financial Interest Disclosure Form

Step 2: For each statement below, initial in the appropriate box to describe your situation.

Employee's Name <i>(Print last, first, middle initial)</i>	
Position Title	
Agency Texas Military Department	
Work Phone:	Reporting Status:
E-mail address:	<input type="checkbox"/> Annual <input type="checkbox"/> Update to previous disclosure

Part I

	Initial Here for YES	Initial Here for NO
I have reportable assets or sources of income for myself, my spouse or my dependent children.		

Step 3: If you initialed "Yes" you must describe the reportable interests that you have in part II of this form.

Step 4: Sign and date the form at the bottom of this page.

Step 5: Submit the completed form to: ng.tx.txarng.mbx.ethics-office@mail.mil or call 512-782-5057 for assistance.

PART II

Reportable Information: Assets and Income

	Specific stock, bond, sector mutual fund, type/location of real estate, where more than one percent interest is owned etc. (Indicate the full name of each specific asset or investment. You may add the ticker symbol to the full name.) Name of Employer or Business; Source of Fees, Commissions, or Honoraria Include brief description where control over operations exists.) Other required disclosure (Pursuant to attached disclosure)	You may distinguish any entry for a family member by preceding it with S for Spouse, DC for dependent child, or J for jointly held.
1		
2		
3		
4		

Signature	Date
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GUIDELINES FOR COMPLETING THE SUBSTANTIAL FINANCIAL INTEREST DISCLOSURE FORM

This disclosure statement is required to ensure compliance with Section 2261, Government Code. The changes are intended to increase transparency and accountability in agency contracting and procurement. The new statute directs that state agencies are prohibited from contracting for the purpose of goods or services with a private vendor or business entity where the following agency employees or officials have a financial interest. If you are or plan to be directly involved in procurement or contract management, are a member of the agency governing body, governing official, executive director, state contracting attorney, chief procurement officer, or procurement director you must provide information about yourself and your immediate family on the enclosed form. The form does not ask you to disclose any financial interests which are clearly unrelated to potential Texas Military Department contracting and procurement.

If you, your spouse and dependent children or other family member by marriage within the second degree.* If any, either: do not have a substantial interest in any business entity; or have one or more investment accounts but do not exercise any discretion over the sale or purchase of investments in the account (e.g., 401(k), etc.), then initial "NO" in Part I of this form. A financial interest prohibited by this section does not include a retirement plan, blind trust, insurance coverage, or an ownership interest of less than 1 percent. If you do have information which requires disclosure, be as complete as possible in your disclosure. The information you provide will be treated as confidential.

"Business entity" means any entity recognized by law through which business for profit is conducted, including a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, or trust. (Tex. Gov't. Code § 572.002(2)).

- (1) has controlling interest in the business entity;
- (2) owns or controls more than 1 percent of the voting interest in the business entity;
- (3) owns more than \$25,000 of the fair market value of the business entity;
- (4) has a direct or indirect participating interest by shares, stock or otherwise, regardless of whether voting rights are included, in or more than 10 percent of the profits, proceeds, or capital gains of the business entity;
- (5) is a member of the board of directors or other governing board of the business entity;
- (6) serves as an elected officer of the business entity; or
- (7) is an employee of the business entity.

Who Must File?	Texas Adjutant General Executive Director Chief Fiscal Officer Chief Procurement Director or Procurement Director Legal Counsel
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* "Consanguinity" Individual Blood Relation:

1st Degree: Mother, father, child

2nd Degree: Brother, sister grandparents or grandchild.

“Affinity”

1st degree: Spouse, mother/father-in-law, son/daughter-in-law

2nd degree: Brother/sister-in-law, spouse grandparent, spouse grandchild,
grandchild’s spouse or spouse of grandparent

If you do not have any reportable outside positions, then initial “NO” in Part II of this form.

Why must I file? The individuals listed above must file the Substantial Financial Interest Disclosure Form to avoid involvement in a real or apparent conflict of interest regarding the purchase of goods and services. In addition, individuals involved in state procurement or contract management must disclose potential conflicts of interest through process outlined by the state comptroller. Procurement officials are expressly prohibited from awarding contracts with firms where any member of an agency’s governing body, executive director, state contracting attorney, procurement official or respective family member, has a substantial 1 percent financial interest in the firm. The purpose of this report is to assist the Office of the Adjutant General in avoiding employee conflicts between official duties and private financial interest or affiliations. The information you provide will only be used for legitimate purposes and will not be disclosed to any requesting person unless authorized by law. Please ensure that the information you provide is complete and accurate.

When Must I File? The report is due within 30 days of your assuming a position designated for filing, unless your agency request the report earlier or your agency grants you a filing extension. You must update this disclosure on an annual bases and promptly submit a new or amended disclosure if any of the information changes.

New Entrants Reporting Period: Report the required information for the 12 months preceding your filing this form.

Annual Filers: Report the required information for the preceding state fiscal year (Jan. 1 – Dec. 31).

What if I Have Questions: If you have any question about how to complete this form, please contact the State General Counsel Office