

**TEXAS MILITARY DEPARTMENT
CONFLICT OF INTEREST DISCLOSURE FORM**

Employee's Name (<i>Print last, first, middle initial</i>)	
Position/Title	
Agency	
Reporting Status	Initial Report
	Annual Report
	Update to previous disclosure
Work Phone:	Email Address:

Step 1: Read the instructions for Parts I through V on the following pages.

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

	Check Here for YES	Check Here for NO
I. I have reportable assets or sources of income for myself or other qualifying family members. See instructions and definitions.	<input type="checkbox"/>	<input type="checkbox"/>
II. I have reportable liabilities (debts) for myself or other qualifying family members. See instructions and definitions.	<input type="checkbox"/>	<input type="checkbox"/>
III. I have reportable agreements or arrangements for myself or other qualifying family members. See instructions and definitions.	<input type="checkbox"/>	<input type="checkbox"/>
IV. I have other reportable gifts, benefits or income for myself or other qualifying family members. See instructions and definitions.	<input type="checkbox"/>	<input type="checkbox"/>

Step 3: If you initialed "Yes" for any statement, you must describe the reportable interests that you have in the corresponding Part (I, II, III, or IV) of the form.

Step 4: Sign and date the form.

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

I certify that the statements I have made on this form and all attached statements are true, complete, and correct to the best of my knowledge.	
Signature of Employee	Date (mm/dd/yyyy)
I conclude that the filer is in compliance with applicable laws and regulations, except as noted in the "comments" box below.	
Title of Reviewer	Date (mm/dd/yyyy)
Email Address	Phone Number

I. Reportable information: Assets and Income

Specific stock, bond, sector mutual fund, type/location of real estate, etc. <i>(Indicate the full name of each specific asset or investment. You may add the ticker symbol to the full name)</i> Name of Employer or Business; Source of Fees, Commissions, or Honoraria <i>(briefly describe)</i> Distinguish any entry for a family member by preceding it with "FM," or "J" for jointly held, and briefly describe the arrangement.	If No Longer Held, Initial Here
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

II. Liabilities

Report Your Liabilities:	Do Not Report
- A liability owed at any time during the reporting period, other than a loan from a financial institution or business entity granted on terms made available to the general public - A loan from an individual, such as a friend or a business associate	- Any liability, such as a mortgage, a student loan, or a credit card during the reporting period, other than a account, from a financial institution or business entity granted on loan from a financial institution or business terms made available to the general public - Loans secured by automobiles, household furniture, or appliances, unless the loan exceeds the purchase price of the item it secures - Liabilities that you owe to your spouse or to the parent, sibling, or child of you, your spouse, or your dependent child
Name of creditor <i>(indicate city and state of creditor)</i>	Type of liability <i>(personal loan, margin account, etc.)</i>
1	
2	
3	
4	

5	
6	
7	
8	
9	
10	

III: Agreements or Arrangements

Report Your Agreements or Arrangements for:	Do Not Report
<ul style="list-style-type: none"> • Continuing participation in an employee pension or benefit plan maintained by a former employer • A leave of absence • Future employment, including date you accepted employment offer • Continuation of payment by a former employer (including severance payments) 	<ul style="list-style-type: none"> • Any agreement or arrangement related to your employment by the State of Texas • Similar family agreements or arrangements related to employment by the State of Texas

Entity with which you have an agreement or arrangement <i>(include city and state where entity is located)</i>	Terms of Agreement or Arrangement
1	
2	
3	
4	

IV. Gifts

Report Yourself:	Do Not Report:
<ul style="list-style-type: none"> - Any gift, favor, or service, regardless of value that might reasonably tend to influence the officer or employee in the discharge of official duties or that the officer or employee knows or should know is being offered with the intent to influence the officer's or employee's official conduct. 	<p>Any gift where there is no reasonable connection between the receipt or offer of the gift and the employee's official duties</p>

Entity or Person <i>(include city and state of organization)</i>	Description of Gift	Approximate Value	Disposition if any
1			
2			
3			
4			

GUIDELINES FOR COMPLETING THE TEXAS MILITARY DEPARTMENT CONFLICT OF INTEREST DISCLOSURE FORM

This disclosure statement is required to ensure compliance with recent amendments to Section 2261.251 of the Texas Government Code and to provide notice that some conflicts, if they become actual conflicts, are violations of the Texas Penal Code. This disclosure statement is intended to increase transparency and accountability in agency contracting and procurement. New statutes direct that each state agency employee or official who is involved in procurement or in contract management for a state agency shall disclose to the agency any potential conflict of interest specified by state law or agency policy that is known by the employee or official with respect to any contract with a private vendor or bid for the purchase of goods or services from a private vendor by the agency.

State employees shall not:

1. Accept or solicit any gift, favor, or service that might reasonably tend to influence the officer or employee in the discharge of official duties or that the officer or employee knows or should know is being offered with the intent to influence the officer's or employee's official conduct;
2. Accept other employment or engage in a business or professional activity that the officer or employee might reasonably expect would require or induce the officer or employee to disclose confidential information acquired by reason of the official position;
3. Accept other employment or compensation that could reasonably be expected to impair the officer's or employee's independence of judgment in the performance of the officer's or employee's official duties;
4. Make personal investments that could reasonably be expected to create a substantial conflict between the officer's or employee's private interest and the public interest;
5. Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the officer's or employee's official powers or performed the officer's or employee's official duties in favor of another.

It is a criminal offense for a Texas Military Department employee to:

1. Solicit, accept, or agree to accept an honorarium in consideration for services that the public servant would not have been requested to provide but for the public servant's official position or duties;
2. Who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions of government if he solicits, accepts, or agrees to accept any benefit from a person the public servant knows is interested in or likely to become interested in any contract, purchase, payment, claim, or transaction involving the exercise of his discretion.

Who must file?

State employees that are, or plan to be directly involved in acquiring goods or services for the Texas Military Department, contract managers, chief procurement officers, or procurement directors must provide information on the enclosed form. The form does not require disclosure of any financial interests clearly unrelated to Texas Military Department contracting and procurement.

If you, your spouse, your dependent children or other family members, within the first degree of consanguinity or affinity, have any of the qualifying interests mentioned above, you must report those conditions. If you have investment accounts but do not exercise any discretion over the sale or purchase of investments in the account (e.g., 401(k), mutual funds, sector mutual funds, blind trusts 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 only be used for legitimate purposes and will not be disclosed to any requesting person unless authorized by law.

Definitions

1. Affinity in the First Degree – Related by marriage. Spouse, mother/father-in-law, son/daughter-in-law (includes “step” relatives).

2. Business entity - 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.

3. Consanguinity in the First Degree - Individual Blood Relation. Mother, father, child.

4. Substantial interest in the business entity –

- (1) has a controlling interest in the business entity;
- (2) owns 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 more than 1 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.