

Date Received by Army
Date Reviewed by Army

Page Number
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**Department of the Army**  
 Confidential Conflict-of-Interest Statement for  
 Civilian Aides to the Secretary of the Army (CASAs)

CASA's Name (Print Last, First, MI):	CASA's E-mail:
Home Address:	Home Phone:
Business Address:	Business Phone:

In carrying out your duties as a CASA, you may make recommendations or provide advice to the Secretary or other Army officials concerning public attitude to the Army, which would not ordinarily involve your participation in particular matters. Sometimes, however, such matters may focus on the interests of specific persons or organizations or on a discrete and identifiable class of persons or entities. In such cases, your personal financial interests, affiliations, or relationships with other affected persons or entities may raise conflict-of-interest questions. By providing the information requested on this Statement, you will satisfy a Federal regulatory requirement and help Army personnel identify and resolve potential conflicts. **Privacy Act Statement located on back of this form.**

Please return your completed Statement to the CASA office **prior** to participating in any CASA activity. For each of the four parts below, please provide complete, accurate information for all responsive interests, positions, arrangements, or relationships. **Report information for the twelve month period prior to filing.** If you have none, check the "NONE" box. If you have additional items to report, please include them on additional pages.

CASA'S CERTIFICATION	
I certify that the information I have provided on this Statement and all attached information or reports are true, accurate, and complete to the best of my knowledge. I also understand that I must contact the CASA Manager or a Secretariat Ethics Official if a conflict exists or arises during my term of service. I also will not divulge any classified, privileged, or non-public information I may become aware of during my term.	
Signature	Date

CERTIFICATION BY REVIEWER/RESPONSIBLE DOD OFFICIAL	
Based on my review of this Statement, I certify that:	
<input type="checkbox"/> No conflicts identified. <input type="checkbox"/> Waiver will be sought by separate document pursuant to 18 USC § 208 (b)(1) because the interest is not so substantial as to be deemed likely to affect the integrity of the services that the Army may expect from the CASA. <input type="checkbox"/> Other actions taken (explain).	
CASA Program Employee Signature	Date
Final Reviewer Signature	Date

### Part 1: Financial Investment Interests

If NONE, please check this box: NONE [ ]		
<p><b>Report for you, your spouse, and your dependent children</b>            Stocks, securities, bonds, real estate, or similar financial interests (including those held in IRAs, 401(k)s or similar financial instruments) in any nongovernmental entity that may be affected by how the Army performs its mission. "Nongovernmental entities" used in this Part and the following Parts include any Army contractor or grantee, entity seeking to do business with the Army, or entity doing business in a community that may be affected by an Army action, such as BRAC relocation and reorganization actions. For example, report your stock in ABC, Inc., an Army contractor, by reporting the name of the company and identifying the nature of the interest as stock.</p> <p><b>Do NOT report mutual funds (including sector funds), Federal Government benefits or interests, banking accounts, or personal residences.</b></p>		
Identify specific entity	Identify nature of the interest	No longer held
1.		
2.		
3.		
4.		
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10.		
11.		
12.		
13.		

### Part 2. Employment Positions and Interests

If NONE, please check this box: NONE [ ]			
<p><b>Report for you and your spouse</b>            Employers, partnership interests, and employer-related interests (such as positions, salaries, fees, commissions and other earned income, defined pension benefit plan, deferred compensation, and similar interests) in any nongovernmental entity that may be affected by how the Army performs its mission. For example, report your position with an Army contractor where you earn salary and participate in a defined pension plan.</p> <p><b>Do NOT report other Federal Government positions.</b></p>			
Identify name of employer or entity Include city and state if not easily known	Identify position	Identify interest	No longer held
1.			
2.			
3.			
4.			
5.			
6.			

### Part 3. Other Positions and Arrangements

If NONE, please check this box: NONE [ ]			
<p><b>Report only for yourself</b></p> <p>Any nongovernmental entity that may be affected by how the Army performs its mission and with which (1) you are now "connected", (2) you are negotiating to become "connected", or (3) you have an arrangement to become "connected" in the future. <b>"Connected" means serving with an entity as an employee, officer, director, trustee, general partner, agent, attorney, consultant, contractor, or active participant.</b> For example, report your service as a Conference Chair for an Army association planning a conference to which Army personnel are invited.</p> <p><b>Do NOT report an entity that you reported in 2., above, Federal Government positions or arrangements, or religious, social, fraternal or political "connections."</b></p>			
Identify organization or entity	Identify type of position, arrangement, or other connection	Identify interest or issue involved	No longer held
1.			
2.			
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### Part 4. Other Interests or Relationships

If NONE, please check this box: NONE [ ]			
<p>Any known current (or within the last year) business or financial interests, affiliations, or relationships, including those of your relatives and friends with whom you have a close personal relationship (for example, spouse, parents, non-dependent children), that are either parties to Army matters or have interests that could be affected by how the Army performs its mission. For example, report that your brother owns a laundry/dry cleaning service with several locations surrounding an Army installation scheduled to close due to BRAC realignment.</p> <p><b>Do NOT report any interests already reported.</b></p>			
Identify organization or entity	Identify type of position, arrangement, or other connection	Identify interest or issue involved	No longer held
1.			
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Identify investment or employment interests, other positions and arrangements, and other interests or relationships	Identify type of position, arrangement or connection	Identify interest or issue

<p align="center"><b>Privacy Act Statement</b></p> <p align="center">required by section (e)(3) of the Privacy Act</p> <p>Title I of the Ethics in Government Act of 1978 (5 U.S.C. App.), Executive Order 12674, and 5 C.F.R. Part 2634, Subpart I, of the Office of Government Ethics regulations require the reporting of this information. The primary use of the information on this form is for review by officials of the Army to determine compliance with applicable Federal conflict of interest laws and regulations. This confidential report will not be disclosed to any requesting person unless authorized by law, including routine uses at OGE/GOVT-2, executive branchwide Privacy Act system of records. Failure to file this form will preclude your service as a CASA.</p>	<p align="center"><b>Penalties</b></p> <p>Falsification of information or failure to file or report information required to be reported may be grounds for your dismissal as a CASA. Knowing and willful falsification of information required to be reported could subject you to criminal prosecution.</p>
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