

What Users are Saying About EPTS

OGE-450 Filer, NASA

"In regards to the new on-line procedure for filing form OGE 450: I found the form very easy to use and it was a tremendous improvement over the old, manual way of filing the form, which sometimes got lost and required re-filing. I wanted to thank the NSSC staff for the new procedure - it saves time and effort."

Paralegal Specialist, NASA Kennedy Space Center

"Thank you for making my life easier!!!! You guys think of everything! Thank you for all the hard work."

SF-278 Filer, NASA Shared Services Center

"I test drove the 278 this morning and it looks, feels and handles very well — you and your team are to be commended for a great product!"

NASA Customer

"It was quick, easy and simple to deal with. Over all it was a pretty pleasing experience, I come from a helpdesk environment and this is what quality service is, I will definitely call again should I have any further issues."

OGE-450 Filer, NASA Headquarters

"I just want to congratulate this new effort. It was so easy and it will be so convenient for future updates! At last, my frustrations with the old process were addressed after 5 years. Great work!"

Contact Us

Get started exploring ways EPTS can work for your agency.

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Visit: <http://epts.nssc.nasa.gov/>

- Sign up for a Video Conference
- View detailed presentations
- Browse EPTS FAQs

NSSC homepage:
www.nssc.nasa.gov

NSSC Customer Service page:
www.nssc.nasa.gov/customerservice



www.nasa.gov

National Aeronautics and
Space Administration



Looking to simplify your OGE-450 & SF-278 Filing?



NSSC
NASA Shared Services Center

NSSC-SD-0019 Rev. Basic

Customer Focused

Ethics Program Tracking System (EPTS)

About EPTS

NASA's business solution for tracking and managing Financial Disclosure forms is now available for use by other government agencies. Contact us today to learn how we can increase the efficiency and accuracy of your OGE-450 and SF-278 filing, review, storage and retrieval processes. The Ethics Program Tracking System (EPTS) is a Web-based service that enables users to electronically file, track, and review Federal Financial Disclosure Forms including the Confidential Financial Disclosure OGE-450, Confidential Certificate of No New Interests OGE-450A, and Public Financial Disclosure SF-278.

Advantages for Filers

- The secure, Web-based electronic system allows filers to complete their forms at work or at home
- The electronic system gives filers easy access to instructions and examples to help them complete the form
- Filers can save their work, logout during any part of the process, and log back in to continue filing from where they left off
- After completing the form, filers can sign it digitally then route it to the appropriate legal office for review and no forms need to be mailed, filed, or otherwise physically handled
- The filer's form is stored securely in the electronic system via PDF format for future reference
- Filers may access and print a PDF copy at any time
- After filing once, forms are easier to complete and pre-populated with the filer's previous personal and financial information

Advantages for Reviewers

- All forms are stored and time-stamped instantly in the system
- E-mails can easily be sent through the application; all e-mail is tracked
- Reporting is automated
- Cautionary letters are easy to send and are recorded immediately in the system
- Related ethics documents can be uploaded to a filer's electronic ethics folder



Other Features

- IT and functional support
- Minimum desktop dependencies (Web browser and Adobe Reader)
- Cautionary letter builder quickly populates holdings into customized letter template
- OGE-450A filing capability
- Pre-populates next year's forms
- Ability to interface with existing agency authentication, payroll and training systems
- Can support paper filing/reviewing process when required
- Comprehensive reporting features to improve agency filer management including a quick view of OGE Annual Questionnaire counts
- Compatible on PC and MAC

EPTS for Your Agency

From software customizations and upgrades to outstanding NSSC Customer Contact Center support to functional assistance from our Human Resources and Information Technology experts, NASA's EPTS Service provides everything you need to make your Agency's financial disclosure program an electronically-enabled success.

Service to Federal Agency Customers

- Assistance with the identification of new entrant and termination filers
- Drafting and distributing bulk and individual notifications and reminders
- Administering system user roles
- Performing manual uploads of paper forms
- Answering basic financial disclosure and EPTS questions for filers and Agency legal offices
- Accepting electronically submitted financial disclosure forms on behalf of the Agency
- Branding of the software for your Agency
- Setting up interfaces with your Agency's payroll and training systems to support the new service
- Interfacing with your Agency's centralized authentication mechanism
- Configuring the Administration portion of the software to be used within your firewall
- Developing an Agency-specific self assistance Web site for financial disclosure filing processing
- Contact Center Support

Support for adjudicating will be retained by your Agency Ethics Official to administer and approve Agency forms, policies and procedures.