



National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS
39529-6000
www.nssc.nasa.gov

NASA Shared Services Center Service Delivery Guide

NSSDG-1910-0001 Revision 5.0

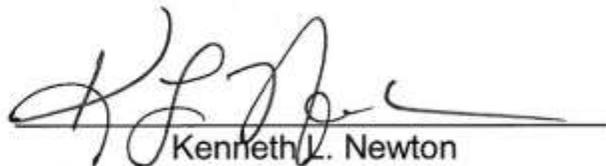
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FINANCIAL DISCLOSURE

Responsible Office: Human Resources Services Division

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 2 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Approved by



Kenneth L. Newton
Director, Service Delivery Directorate

7/11/14
Date

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 3 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

DOCUMENT HISTORY LOG

Status (Basic/Revision/ Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	06/05/2006	Basic release
Revision	2.0	08/31/2011	<ul style="list-style-type: none"> Added new process steps resulting from the creation of the Ethics Program Tracking System Version 3 for OGE Form 450 and OGE Form 278 filing. Document originated under NSSC-HR-SDG-0020. Renumbered on 02/14/11 to align with SDNS numbering system adopted in March 2010. Consolidated the Financial Disclosure-Annual (25.1), Initial Movement of Employee to Position Requiring Reporting (25.2), and Termination (25.3) Service Delivery Guides into NSSDG-1910-0001 Revision 2.0. Renamed SF-278 Report to conform to the new OGE Form 278.
Revision	3.0	11/30/2012	<ul style="list-style-type: none"> Incorporated the OGE Form 278-T, Periodic Transaction Report and process steps
Revision	4.0	08/01/2014	<ul style="list-style-type: none"> Updated Termination Reminder Process. Updated Notification Reminder content. Created Acronym List per new template format.
Revision	5.0	12/16/2015	<ul style="list-style-type: none"> Updated to reflect new form number from 278 to 278e

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 4 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 5 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

TABLE OF CONTENTS

1.0	Background.....	7
2.0	Purpose	7
3.0	Applicability/Scope.....	7
4.0	Privacy Information	7
5.0	Records	7
6.0	Cancellation/Supersession of Previous Documents	7
	ANNUAL REPORTING	8
	Who Must File	8
	Confidential Financial Disclosure Report, OGE Form 450.....	8
	Public Financial Disclosure Report, OGE Form 278e.....	8
	When the Report Must Be Filed.....	9
	OVERVIEW OF ANNUAL REPORTING (OGE FORM 450)	10
	Roles & Responsibilities	10
	OVERVIEW OF ANNUAL REPORTING (OGE FORM 278e)	15
	Roles & Responsibilities	15
	PERIODIC TRANSACTION REPORTING	19
	Who Must File	19
	When the Report Must Be Filed.....	19
	OVERVIEW OF PERIODIC TRANSACTION REPORTING (OGE FORM 278-T).....	20
	Roles & Responsibilities	21
	INITIAL MOVEMENT OF EMPLOYEE TO POSITION REQUIRING REPORTING	23
	Who Must File	23
	Confidential Financial Disclosure Report, OGE Form 450 for NASA Employees	23
	Confidential Financial Disclosure Report, OGE Form 450 for Special Government Employees	23
	Special Government Employees Serving on NASA Advisory Committees	23
	Public Financial Disclosure Report, OGE Form 278e.....	24
	When the Report Must Be Filed.....	25

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 6 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

OVERVIEW OF INITIAL MOVEMENT OF EMPLOYEE TO POSITION REQUIRING REPORTING (OGE FORM 450)	26
Roles & Responsibilities	27
OVERVIEW OF INITIAL MOVEMENT OF EMPLOYEE TO POSITION REQUIRING REPORTING (OGE FORM 278e)	31
Roles & Responsibilities	32
TERMINATION REPORTING OF EMPLOYEE FROM COVERED POSITION	36
Who Must File	36
OVERVIEW OF TERMINATION OF EMPLOYEE FROM COVERED POSITION (OGE FORM 278e)	37
Roles & Responsibilities	38
GOALS.....	41
SYSTEM COMPONENTS.....	42
CUSTOMER CONTACT CENTER STRATEGY	43
APPENDIX A - ACRONYM LIST.....	44

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 7 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

1.0 Background

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) is responsible for notifying employees required to file Executive Branch Personnel Public Financial Disclosure Report forms (U.S. Office of Government Ethics (OGE) Form 278e) or Confidential Financial Disclosure Report Executive Branch forms ((OGE Form 450), providing electronic filing solution through the Ethics Program Tracking System (EPTS), and providing the Center's Legal Office with information regarding employees who were provided and filed forms.

2.0 Purpose

Public and confidential financial disclosure serves to prevent conflicts of interest and to identify potential conflicts by providing for a systematic review of the financial interests of both current and prospective officers and employees. These reports assist agencies in administering their ethics programs and providing counseling to employees.

3.0 Applicability/Scope

The NSSC Financial Disclosure Team uses EPTS and works closely with Center Human Resources Offices (HROs), Center Administrative Officers (AOs), Center Legal Offices, and the Office of General Counsel (OGC) to identify and notify employees who are required to file financial disclosure reports. The Financial Disclosure Team sends filer notifications, ensures filers complete reports properly while ensuring forms are routed in EPTS, provides completed forms to the Center's Legal Office for review, and archives finalized documents.

4.0 Privacy Information

All participants involved must ensure protection of all data covered by the Privacy Act.

5.0 Records

Financial Disclosure reports and supporting ethics documentation that are received and uploaded to EPTS during the reporting of an employee's disclosure is included in the Human Resources (HR) Master Records Index.

6.0 Cancellation/Supersession of Previous Documents

This revision supersedes Revision 3.0.

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 8 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

ANNUAL REPORTING

Who Must File

The Ethics in Government Act of 1978 subjected senior executives and other high-ranking officials to financial disclosure as part of the post-Watergate ethics reform. This statute was amended by the Ethics in Government Act of 1989, which was part of the post-Operation III Wind ethics reforms, and applied financial disclosure requirements to some General Schedule employees. Both types of financial disclosure are regulated by OGE and are Government-wide requirements. NASA has issued NASA Policy Directive (NPD) 1900.9E to provide guidance on the application of these rules. The federal regulation reference is 5 C.F.R. § 2634.

Confidential Financial Disclosure Report, OGE Form 450

The duties and responsibilities of an employee's position require them to file the Confidential Financial Disclosure Report to avoid involvement in a real or apparent conflict of interest. All deputy directors, associate directors, division directors, contract officers, program managers, and others in similar positions, who make decisions affecting non-federal entities, meet the criteria for filing the Confidential Financial Disclosure Report. See NPR 1900.3B, Chapter 4, for a detailed explanation of positions subject to filing Confidential Financial Disclosure Reports.

Public Financial Disclosure Report, OGE Form 278e

The following individuals are subject to filing an OGE Form 278e:

- a. Candidates for nomination or election to the office of President or Vice President.
- b. Presidential nominees to positions requiring the advice and consent of the Senate, other than those nominated for judicial office or as a Foreign Service Officer, or for appointment to a rank in the uniformed services at a commissioned officer's pay grade of O-7 or above.
- c. The following newly elected or appointed officials:
 - The President;
 - The Vice President;
 - Officers and employees, including Special Government Employees (SGEs) whose positions are classified above GS-15 of the General Schedule, or the rate of basic pay for which is fixed, other than under the

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 9 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

General Schedule, at a rate equal to or greater than 120% of the minimum rate of basic pay for GS-15 of the General Schedule;

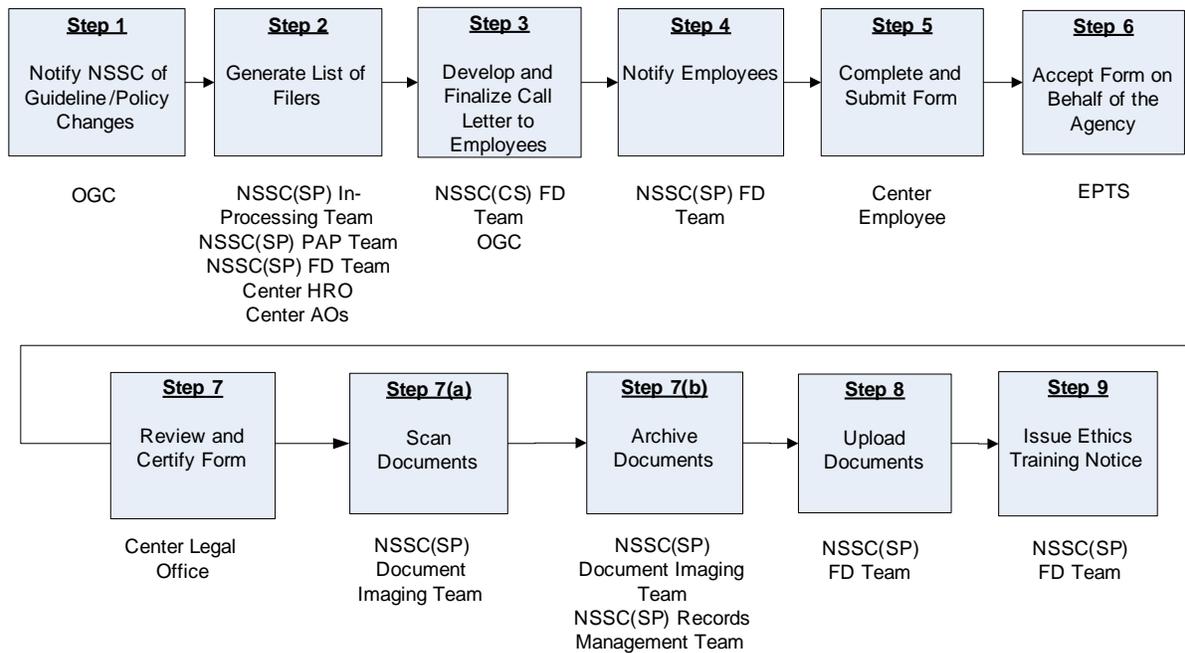
- Members of the uniformed services in commissioned officer pay grade O-7 or above;
 - Officers or employees in any other positions determined by the Director of the OGE to be of equal classification to above GS-15;
 - Administrative law judges;
 - Employees in the excepted service in positions which are of a confidential or policy-making character, unless by regulation their positions have been excluded by the Director of the OGE;
 - The Postmaster General, the Deputy Postmaster General, each Governor of the Board of Governors of the U.S. Postal Service and officers or employees of the U.S. Postal Service or Postal Rate Commission in positions for which the rate of basic pay is equal to or greater than 120% of the minimum rate of basic pay for GS-15 of the General Schedule;
 - The Director of the OGE and each designated agency ethics official; and
 - Civilian employees in the Executive Office of the President (other than SGEs) who hold commissions of appointment from the President.
- d. Incumbent officials holding positions referred to in section II.c. of the form if they have served 61 days or more in the position during the preceding calendar year.
- e. Officials who have terminated employment after having served 61 days or more in a calendar year in a position referred to in section II.c. of the form and have not accepted another such position within 30 days thereafter.

When the Report Must Be Filed

Public Financial Disclosure Reports are filed annually on or about May 15. New and terminating public filers must also file a new/termination report within 30 calendar days after assuming the position. Depending on the timing of the termination, a single combined report may be filed to meet the annual and termination requirements. The period covered by the annual report is normally the previous calendar year. Confidential Financial Disclosure Reports are filed annually on or about February 15. New employees, in covered positions or employees who move into covered positions, must file a new entrant report within 30 calendar days of beginning the new position, unless their previous position was also a covered position.

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 10 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

PROCESS 1 - OVERVIEW OF ANNUAL REPORTING (OGE FORM 450)



Roles & Responsibilities

Process 1 – Overview of Annual Reporting (OGE Form 450)		
Roles & Responsibilities	Action	Tips/Notes
Step 1 OGC Notify NSSC of Guideline/Policy Changes	The OGC is responsible for ensuring that NSSC is aware of any changes to Financial Disclosure (FD) regulations or call guidelines. To ensure consistency, OGC shall provide NSSC guidance, updated requirements and changes as affected. Output: Changes to Call Guidelines/Regulations.	NSSC will review the OGE Web site quarterly to identify changes that could impact the NASA process. Relevant policy directives: NPD 1900.9E NPR 1900.3B CH.4 5 C.F.R. § 2634

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 11 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Process 1 – Overview of Annual Reporting (OGE Form 450)		
Roles & Responsibilities	Action	Tips/Notes
		Also see: www.usoge.gov .
<p><u>Step 2</u></p> <p>NSSC (Service Provider (SP)) In-Processing Team NSSC (SP) Personnel Action Processing (PAP) Team NSSC (SP) FD Team Center HRO Center Supervisor Center AOs</p> <p>Generate List of Filers</p>	<p>Centers are responsible for identifying individuals as filers when employees move into positions that are covered by the FD regulations. The Center HRO and Supervisor review the Standard Form (SF) 52 and the Position Description to determine if the FD requirement is appropriate for the new entrant. The Center HRO indicates the appropriate coding in the Electronic Position Description System (ePDS) and the NSSC SP PAP Team updates Federal Personnel Payroll System (FPPS) accordingly.</p> <p>Because of the wide variety of persons who may need to file OGE Form 450 (determined by their responsibilities), Centers will need to confirm that the 450 annual filing list and supervisory review designations in EPTS is complete.</p> <p>The NSSC (SP) FD Team sends the call letter to the appropriate organizational AO requesting that they generate a report from EPTS and provides the report to the supervisors to identify who should file.</p> <p>The Center AOs notify the Center HRO to initiate an incident ticket with supporting documentation to the NSSC if the filer's designation needs to be removed or added. The NSSC (SP) PAP Team updates FPPS as required and NSSC (SP) FD Team updates EPTS when the FPPS data report is updated.</p> <p>Output: Filers from EPTS Listed.</p>	<p>NSSC (SP) FD Team must ensure that the OGE Form 450 list is updated in sufficient time to enable notification to all filers on or about January 15 of each year.</p> <p>Employees who need to file OGE Form 450s can also be determined from supervisor review of position descriptions.</p> <p>Decision is made on position, not person.</p>

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 12 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Process 1 – Overview of Annual Reporting (OGE Form 450)		
Roles & Responsibilities	Action	Tips/Notes
<p>Step 3</p> <p>NSSC (Civil Servant (CS)) FD Team OGC</p> <p>Develop and Finalize Call Letter to Employees</p>	<p>NSSC CS) FD Team develops a draft call letter for OGE Form 450 filers for the OGC to review. Call letters will be drafted in sufficient time to enable review and approval before the planned notification date to filers. OGC reviews and approves the call letters, and notifies NSSC (CS) FD Team of approved final. NSSC (CS) FD Team provides the final to NSSC (SP) FD Team to finalize the call letter and ensure it is properly formatted and loaded into EPTS.</p> <p>Output: Call Letters Finalized.</p>	<p>Ensure that draft call letters are prepared in sufficient time to ensure approval before the planned distribution date.</p> <p>The OGC will approve the notification.</p> <p>NSSC (SP) FD Team will send the approved letter.</p>
<p>Step 4</p> <p>NSSC (SP) FD Team</p> <p>Notify Employees</p>	<p>The NSSC (SP) FD Team sends a notice through EPTS to filers on or about January 15. NSSC (SP) FD Team resolves technical issues with the employees and sends reminder notices through EPTS to employees of the filing deadline as needed.</p> <p>Output: Employees Notified.</p>	<p>NSSC (SP) FD Team will send three e-mails (initial notice and two reminder e-mails) to filers before notifying the Center Legal Office of noncompliance.</p> <p>Employees must file OGE Form 450 on or about 30 days after initial notice. OGC can grant extension upon request by employee, if requested in advance of the filing deadline.</p>
<p>Step 5</p> <p>Center Employee</p> <p>Complete and Submit Form</p>	<p>The employee follows the instructions in the notification to access the electronic form in EPTS. Questions about completion of the form will be directed to the NSSC (SP) FD Team for resolution and directed to OGC as needed. The employee finalizes and signs the form electronically which is then routed automatically through the system.</p>	<p>Employees coming from another confidential filing position are exempt from this requirement.</p>

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 13 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

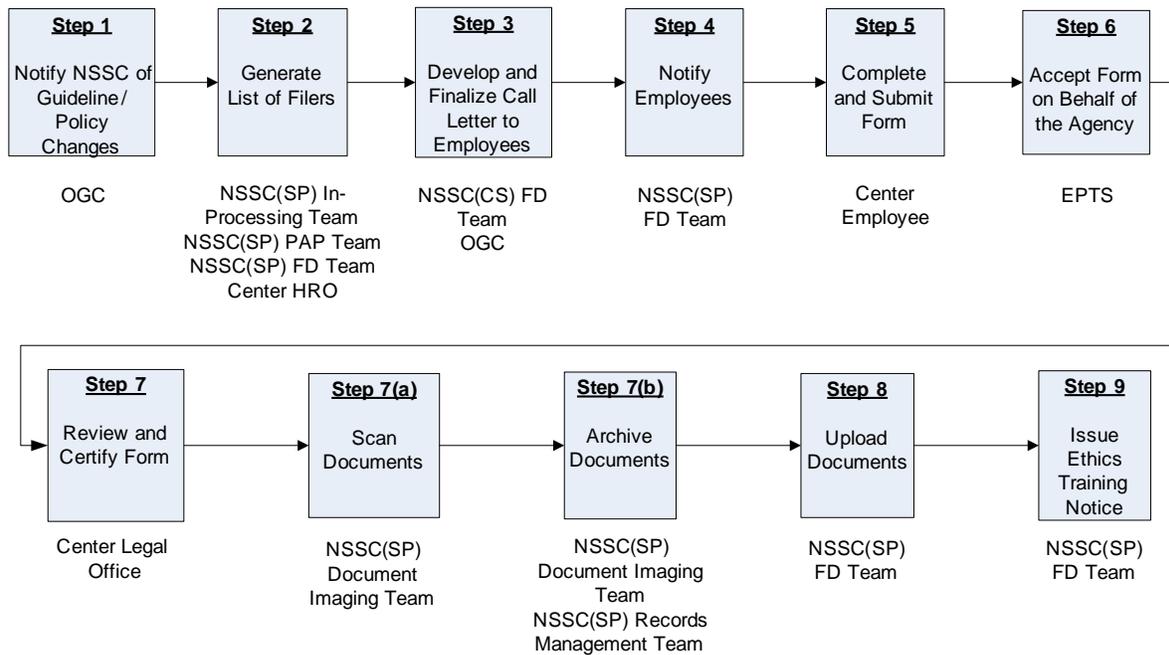
Process 1 – Overview of Annual Reporting (OGE Form 450)		
Roles & Responsibilities	Action	Tips/Notes
	<p>Output: Form Signed.</p>	<p>NSSC (SP) FD Team monitors EPTS to ensure that filers complete and submit forms within the appropriate time parameters.</p> <p>OGE Form 450 can be mailed to the NSSC on a case-by-case basis. This should only occur when electronic filing is not available, communication between the filer and NSSC has occurred and approval has been granted by the Center Legal Office.</p> <p>NSSC provides help desk and technical support to filers.</p>
<p>Step 6</p> <p>EPTS</p> <p>Accept Form on Behalf of the Agency</p>	<p>EPTS accepts completed forms on behalf of the Agency. Forms submitted manually will be uploaded to EPTS by the NSSC (SP) FD Team. The forms are automatically time stamped and routed to the appropriate Center Legal Office for final review.</p>	<p>If a Center Legal Office requires a supervisory review for an OGE Form 450, that step can be automated in EPTS to occur after the employee electronically signs the form.</p> <p>NSSC (SP) FD Team reviews manual forms for</p>

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 14 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Process 1 – Overview of Annual Reporting (OGE Form 450)		
Roles & Responsibilities	Action	Tips/Notes
	Output: Record Updated in EPTS and Form Forwarded to Center Legal Office.	completeness and elevates concerns to applicable Center Legal Office.
Step 7 Center Legal Office Review and Certify Form	The Center Legal Office reviews submissions to determine if conflicts exist and what resolutions are required. If there are potential conflicts, the Center Legal Office prepares and submits a Cautionary Letter to the employee via EPTS. Output: Documents Finalized, EPTS Record Completed and Cautionary Letters Submitted.	
Step 7(a) NSSC (SP) Document Imaging Team Scan Documents	NSSC (SP) Document Imaging Team scans all received forms and letters into TechDoc and submits an NSSC Service Request (NSR) to NSSC (SP) FD Team to upload documents into EPTS. Output: Forms and Cautionary Letters Scanned and routed to NSSC (SP) FD Team.	
Step 7(b) NSSC (SP) Document Imaging Team NSSC (SP) Records Management Team Archive Documents	NSSC (SP) Document Imaging routes hard copy forms to NSSC (SP) Records Management Team to file forms with the original signature or approved electronic signature for a retention period of six years according to General Records Schedule 25.2. Output: Forms routed to NSSC (SP) Records Management Team. Forms and letters archived.	Forms are routed to NSSC (SP) Records Management only after documents have been scanned into TechDoc.
Step 8 NSSC (SP) FD Team Upload Documents	NSSC (SP) FD Team receives NSR from NSSC (SP) Document Imaging Team and uploads documents into EPTS. Output: Documents Uploaded to EPTS.	
Step 9 NSSC (SP) FD Team Issue Ethics Training Notice	NSSC (SP) FD Team issues a training notification for the ethics training requirement via EPTS. Upon completion, System for Administration, Training, and Educational Resources for NASA (SATERN) electronically updates EPTS. Output: Notification Issued.	As determined by OGC, training should begin on or about September 15 and should be completed no later than October 31.

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 15 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

PROCESS 2 – OVERVIEW OF ANNUAL REPORTING (OGE FORM 278E)



Roles & Responsibilities

Process 2 – Overview of Annual Reporting (OGE Form 278e)		
Roles and Responsibilities	Action	Tips/Notes
Step 1 OGC Notify NSSC of Guideline/Policy Changes	The OGC is responsible for ensuring that NSSC is aware of any changes to FD regulations or call guidelines. To ensure consistency, OGC shall provide NSSC guidance, updated requirements, and changes as affected. Output: Changes to Call Guidelines/Regulations.	NSSC will review the OGE Web site quarterly to identify changes that could impact the NASA process. Relevant policy directives: NPD 1900.9E NPR 1900.3B CH.4 5 C.F.R. § 2634 Also see: www.usoge.gov

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 16 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Process 2 – Overview of Annual Reporting (OGE Form 278e)		
Roles and Responsibilities	Action	Tips/Notes
<p>Step 2</p> <p>NSSC (SP) In-Processing Team NSSC (SP) PAP Team NSSC (SP) FD Team Center HRO</p> <p>Generate List of Filers</p>	<p>Centers are responsible for identifying individuals as filers when employees move into positions that are covered by the FD regulations. The Center HRO reviews the SF 52 and the Position Description to determine if the financial disclosure requirement is appropriate. If an OGE Form 278e is required, the Center HRO indicates the appropriate coding in ePDS, and the NSSC (SP) PAP Team updates FPPS accordingly.</p> <p>Output: List of Filers from EPTS.</p>	<p>OGE Form 278e filers are required to file a Public Financial Disclosures Report consistent with 5 C.F.R. § 2634.202</p> <p>Decision is made on position, not person.</p>
<p>Step 3</p> <p>NSSC (CS) FD Team OGC</p> <p>Develop and Finalize Call Letter to Employees</p>	<p>NSSC (CS) FD Team develops a draft call letter via EPTS for OGE Form 278e filers for the OGC to review. Call letters will be drafted in sufficient time to enable review and approval before the planned notification date to filers. OGC reviews and approves the call letters, and notifies NSSC (CS) FD Team of the approved final. NSSC (CS) FD Team provides the final to NSSC (SP) FD Team to finalize the call letter and ensure it is properly formatted and loaded into EPTS.</p> <p>Output: Call Letters Finalized</p>	<p>Ensure that draft call letters are prepared in sufficient time to ensure approval before the planned distribution date.</p> <p>The OGC will approve the notification.</p> <p>NSSC (SP) FD Team will send the approved letter.</p>
<p>Step 4</p> <p>NSSC (SP) FD Team</p> <p>Notify Employees</p>	<p>The NSSC (SP) FD Team sends a notice through EPTS to filers, on or about March 15. NSSC (SP) FD Team resolves technical issues with the employees and sends reminder notices through EPTS to employees of the filing deadline as needed.</p> <p>Output: Employees Notified.</p>	<p>Employees required to file an OGE Form 278e will be notified of filing deadline on or about March 15 of each year.</p> <p>NSSC (SP) FD Team will send the amount of reminders to filers, as requested by OGC, before notifying them of noncompliance.</p> <p>Filer faces \$200.00 fine if the OGE Form 278e is not filed within 30 days from the due date or within 30 days of the latest extension date.</p>

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 17 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Process 2 – Overview of Annual Reporting (OGE Form 278e)		
Roles and Responsibilities	Action	Tips/Notes
<p><u>Step 5</u></p> <p>Center Employee</p> <p>Complete and Submit Form</p>	<p>The employee follows the instructions in the notification to access the electronic form. Questions about completion of the form will be directed to the NSSC (SP) FD Team for resolution and directed to OGC as needed. The employee finalizes and signs the form electronically which is then routed automatically through the system.</p> <p>Output: Form Signed.</p>	<p>Employees coming from another public filing position are exempt from this requirement.</p> <p>NSSC (SP) FD Team monitors EPTS to ensure that filers complete and submit forms within the appropriate time parameters.</p> <p>Annual OGE Form 278e can be mailed to the NSSC on a case-by-case basis. This should only occur when electronic filing is not available, communication between the filer and NSSC has occurred, and approval has been granted by the Center Legal Office.</p> <p>NSSC provides help desk and technical support to filers.</p>
<p><u>Step 6</u></p> <p>EPTS</p> <p>Accept Form on Behalf of the Agency</p>	<p>EPTS accepts completed forms on behalf of the Agency. Forms submitted manually will be uploaded to EPTS by the NSSC (SP) FD Team. The forms are automatically time stamped and routed to the appropriate Center Legal Office for final review.</p> <p>Output: Record Updated in EPTS and Form Forwarded to Center Legal Office.</p>	<p>NSSC (SP) FD Team reviews manual forms for completeness and elevates concerns to applicable Center Legal Office.</p>
<p><u>Step 7</u></p> <p>Center Legal Office</p> <p>Review and Certify Form</p>	<p>The Center Legal Office reviews submissions to determine if conflicts exist and what resolution is required. If there are potential conflicts, the Center Legal Office prepares and submits a Cautionary Letter to the employee via EPTS.</p> <p>Output: Documents Finalized, EPTS Record Completed and Cautionary Letters Submitted.</p>	<p>Positions requiring intermediate review will be forwarded to the Center Legal Office for review prior to the OGC review.</p>

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 18 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Process 2 – Overview of Annual Reporting (OGE Form 278e)		
Roles and Responsibilities	Action	Tips/Notes
<u>Step 7(a)</u> NSSC (SP) Document Imaging Team Scan Documents	NSSC (SP) Document Imaging Team scans all received forms and letters into TechDoc and submits a NSR to NSSC (SP) FD Team to upload documents into EPTS. Output: Forms and Cautionary Letters Scanned and routed to NSSC (SP) FD Team.	
<u>Step 7(b)</u> NSSC (SP) Document Imaging Team NSSC (SP) Records Management Team Archive Documents	NSSC (SP) Document Imaging routes hard copy forms to NSSC (SP) Records Management Team to file forms with the original signature or approved electronic signature for a retention period of six years according to General Records Schedule 25.2. Output: Forms routed to NSSC (SP) Records Management Team. Forms and letters archived.	Forms are routed to NSSC (SP) Records Management only after documents have been scanned into TechDoc.
<u>Step 8</u> NSSC (SP) FD Team Uploads Documents	NSSC (SP) FD Team receives NSR from NSSC (SP) Document Imaging Team and uploads documents into EPTS. Output: Documents Uploaded to EPTS.	
<u>Step 9</u> NSSC (SP) FD Team Issue Ethics Training Notice	As requested, the NSSC (SP) FD Team issues a training notification for the ethics training requirement via EPTS. Upon completion, SATERN electronically updates EPTS. Output: Notification Issued.	As determined by OGC, training should begin on or about September 15 and should be completed no later than October 31.

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 19 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

PERIODIC TRANSACTION REPORTING

Who Must File

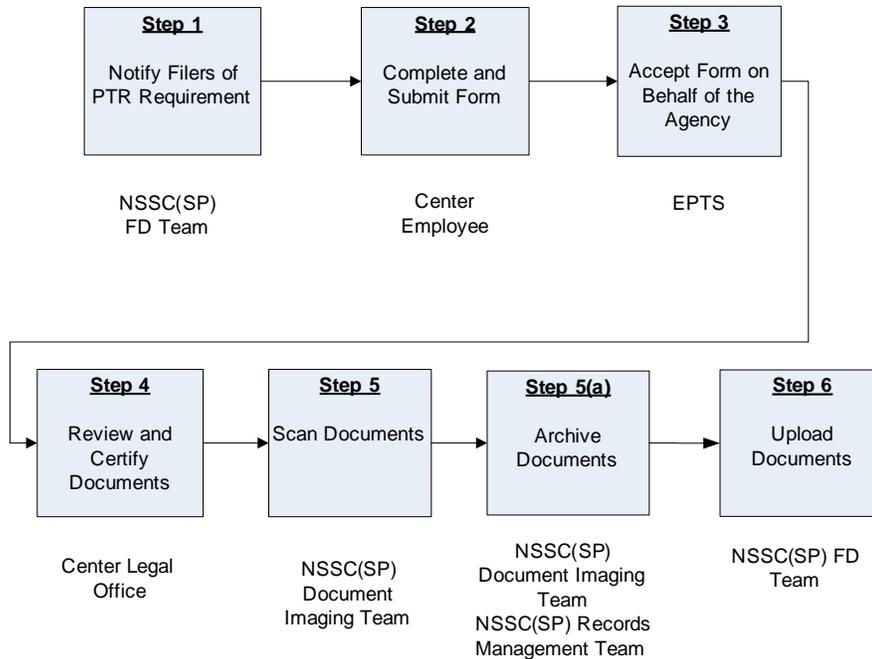
The Stop Trading on Congressional Knowledge (STOCK) Act of 2012, Pub. L. No. 112-105 (2012) requires certain 278e filers who are required to file an Incumbent Executive Branch Personnel Public Financial Disclosure Report, OGE Form 278e to file any purchase, sale or exchange of stocks, bonds, commodities futures which exceed \$1,000. This periodic transaction reporting requirement covers only transactions occurring on or after July 3, 2012. The Periodic Transaction Reporting (PTR) requirement does not cover candidates for the offices of President or Vice President or nominees for presidentially appointed, Senate-confirmed positions.

When the Report Must Be Filed

Transactions which meet the aforementioned criteria must be filed within 30 days of being notified of the transaction but no later than 45 days of making the transaction. Filers must complete the PTR, OGE Form 278-T to complete this requirement.

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 20 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

PROCESS 3 – OVERVIEW OF PERIODIC TRANSACTION REPORTING (OGE FORM 278-T)



NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 21 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Roles & Responsibilities

Process 3 – Overview of Periodic Transaction Reporting (OGE Form 278-T)		
Roles and Responsibilities	Action	Tips/Notes
<p>Step 1</p> <p>NSSC (SP) FD Team</p> <p>Notify Filers of PTR Requirement</p>	<p>NSSC (SP) FD Team accesses a data list in EPTS to identify and manually add new filers based on the FPPS data report. While notifying the filer of the OGE Form 278e New Entrant requirement, NSSC (SP) FD Team informs new filers of the PTR requirement when sending 278e New Entrant notifications through EPTS.</p> <p>Output: Filers Notified of PTR Requirement.</p>	
<p>Step 2</p> <p>Center Employee</p> <p>Complete and Submit Form</p>	<p>If applicable, the employee accesses the EPTS Filer Web site and clicks the File Periodic Transaction Report tab to access the electronic OGE Form 278-T. Questions about completion of the form will be directed to the NSSC (SP) FD Team for resolution and directed to OGC as needed. The employee finalizes and signs the form electronically which is then routed automatically through the system.</p> <p>Output: Form Signed.</p>	<p>NSSC provides help desk and technical support to filers.</p> <p>Filers requiring instructions on how to complete the electronic Periodic Transaction Report, OGE Form 278-T may access instructions on the NSSC FD Web site at www.nssc.nasa.gov/financialdisclosure under the References section.</p> <p>The OGC can give an extension for OGE Form 278e filers upon request by employee, if requested in advance of due date.</p>

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 22 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Process 3 – Overview of Periodic Transaction Reporting (OGE Form 278-T)		
Roles and Responsibilities	Action	Tips/Notes
<p>Step 3</p> <p>EPTS</p> <p>Accept Form on Behalf of the Agency</p>	<p>EPTS accepts completed forms on behalf of the Agency. Forms submitted manually will be uploaded to EPTS by the NSSC (SP) FD Team. The forms are automatically time stamped and routed to the appropriate Center Legal Office for final review.</p> <p>Output: Record Updated in EPTS and Form Forwarded to Center Legal Office.</p>	<p>NSSC (SP) FD Team reviews manual forms for completeness and elevates concerns to applicable Center Legal Office.</p>
<p>Step 4</p> <p>Center Legal Office</p> <p>Review and Certify Form</p>	<p>The Center Legal Office reviews submissions to determine if conflicts exist and what resolution is required. If there are potential conflicts, the Center Legal Office prepares and submits a Cautionary Letter to the employee via EPTS.</p> <p>Output: Documents Finalized, EPTS Record Completed and Cautionary Letters Submitted.</p>	<p>Positions requiring intermediate review will be forwarded to the Center Legal Office for review prior to final review.</p>
<p>Step 5</p> <p>NSSC (SP) Document Imaging Team</p> <p>Scan Documents</p>	<p>NSSC (SP) Document Imaging Team scans all received forms into TechDoc and submits an NSR to NSSC (SP) FD Team to upload documents into EPTS.</p> <p>Output: Forms and Cautionary Letters Scanned and routed to NSSC (SP) FD Team.</p>	
<p>Step 5(a)</p> <p>NSSC (SP) Document Imaging Team</p> <p>NSSC (SP) Records Management Team</p> <p>Archive Documents</p>	<p>NSSC (SP) Document Imaging routes hard copy forms to NSSC (SP) Records Management Team to file forms with the original signature or approved electronic signature for a retention period of six years according to General Records Schedule 1-24b.</p> <p>Output: Forms routed to NSSC (SP) Records Management Team. Forms and letters archived.</p>	<p>Forms are routed to NSSC (SP) Records Management only after documents have been scanned into TechDoc.</p>
<p>Step 6</p> <p>NSSC (SP) FD Team</p> <p>Uploads Documents</p>	<p>NSSC (SP) FD Team receives NSR from NSSC (SP) Document Imaging Team and uploads documents into EPTS.</p> <p>Output: Documents Uploaded to EPTS.</p>	

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 23 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

INITIAL MOVEMENT OF EMPLOYEE TO POSITION REQUIRING REPORTING

Who Must File

The Ethics in Government Act of 1978 subjected senior executives and other high-ranking officials to FD as part of the post-Watergate ethics reform. This statute was amended by the Ethics in Government Act of 1989, which was part of the post-Operation III Wind ethics reforms, and applied FD requirements to some General Schedule employees. Both types of FD are regulated by OGE and are Government-wide requirements. NASA has issued a NASA Policy Directive (NPD) 1900.1D to provide guidance on the application of these rules. The federal regulation reference is 5 C.F.R. § 2634.

Confidential Financial Disclosure Report, OGE Form 450 for NASA Employees

The duties and responsibilities of an employee's position require them to file the Confidential FD Report to avoid involvement in a real or apparent conflict of interest. All deputy directors, associate directors, division directors, contract officers, program managers, and others in similar positions who make decisions affecting non-federal entities meet the criteria for filing the Confidential FD Report. See NPR 1900.3B, Chapter 4, for a detailed explanation of positions subject to filing Confidential FD Reports.

Confidential Financial Disclosure Report, OGE Form 450 for Special Government Employees

As defined in 18 U.S.C. 202 (a), an SGE is anyone who is retained, designated, appointed, or employed to perform temporary duties, with or without compensation, for a period not to exceed 130 days during any consecutive 365-day period. If an employee is not expected to work in excess of 60 days in a calendar year, the employee is not required to file an OGE Form 450. If the employee does work in excess of 60 days within a calendar year, the employee must file an OGE Form 450.

Special Government Employees Serving on NASA Advisory Committees

NASA advisory committees are those entities which are partly comprised of non-Federal officials and which are formed for the purpose of giving advice or recommendations to a Federal official. These groups include the Aerospace Safety Advisory Panel and the NASA Advisory Council. Non-Federal officials serving on advisory committees are normally appointed as SGEs and are required to file FD reports prior to appointment

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 24 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

and annually thereafter while continuing to serve. The OGC reviews FD reports, including those serving as SGEs on NASA advisory committees, as set forth in NPD 1900.9D. Specifically for advisory committees, forms are also reviewed by the Committee's Executive Secretary. The Committee's Executive Secretary serves a key role as the designated NASA employee with both knowledge of a particular committee's agenda and the opportunity to counsel and advise OGC to caution participating members, should the committee's activities lead it in a direction where potential conflicts may arise. In order to protect both NASA and the SGEs serving on a committee, the Executive Secretary must have personal knowledge of the potential conflicts among the members and must participate in the conflict review. SGEs shall file FD reports prior to initial appointment or a reappointment which occurs in a future calendar year. Once appointed, SGEs are not required to file a new report for each new committee appointment which occurs during the same calendar year.

Public Financial Disclosure Report, OGE Form 278e

The following individuals are subject to filing an OGE Form 278e:

- a. Candidates for nomination or election to the office of President or Vice President.
- b. Presidential nominees to positions requiring the advice and consent of the Senate, other than those nominated for judicial office or as a Foreign Service Officer, or for appointment to a rank in the uniformed services at a commissioned officer's pay grade of 0-7 or above.
- c. The following newly elected or appointed officials:
 - The President;
 - The Vice President;
 - Officers and employees (including SGEs) whose positions are classified above GS-15 of the General Schedule, or the rate of basic pay for which is fixed, other than under the General Schedule, at a rate equal to or greater than 120% of the minimum rate of basic pay for GS-15 of the General Schedule;
 - Members of the uniformed services in commissioned officer pay grade 0-7 or above;
 - Officers or employees in any other positions determined by the Director of the Office of Government Ethics to be of equal classification to above GS-15;
 - Administrative law judges;

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 25 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

- Employees in the excepted service in positions which are of a confidential or policy-making character, unless by regulation their positions have been excluded by the Director of the OGE;
 - The Postmaster General, the Deputy Postmaster General, each Governor of the Board of Governors of the U.S. Postal Service and officers or employees of the U.S. Postal Service or Postal Rate Commission in positions for which the rate of basic pay is equal to or greater than 120% of the minimum rate of basic pay for GS-15 of the General Schedule;
 - The Director of the OGE and each designated agency ethics official; and
 - Civilian employees in the Executive Office of the President (other than SGEs) who hold commissions of appointment from the President.
- d. Incumbent officials holding positions referred to in section II.c. of the form if they have served 61 days or more in the position during the preceding calendar year.
- e. Officials who have terminated employment after having served 61 days or more in a calendar year in a position referred to in section II.c. of the form and have not accepted another such position within 30 days thereafter.

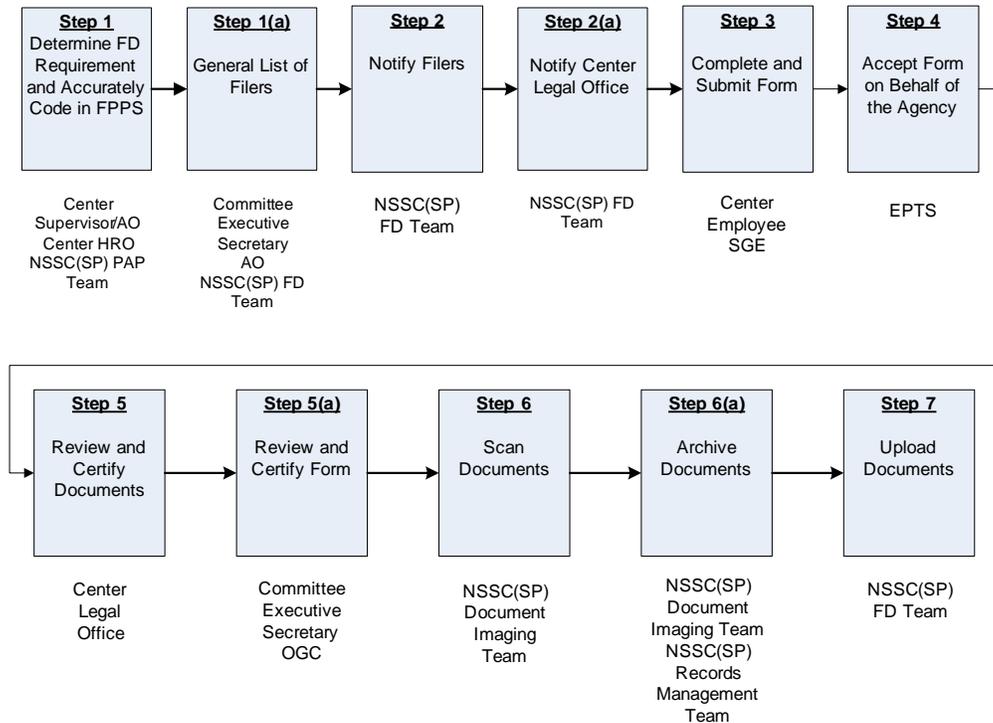
When the Report Must Be Filed

In addition to the annual filing requirement, employees must file a FD report within 30 days after moving from a position (or duties) that did not require FD reporting to a position (or duties) that requires reporting. For potential OGE Form 450 filers, upon movement to a new position (or new duties), the Supervisor determines if the position meets the criteria for FD and identifies requirement on PD cover sheet in the electronic Position Description System (ePDS). If the position meets the criteria, the Supervisor/AO will inform the Center HRO. The Center HRO is then responsible for notifying the NSSC (SP) PAP Team to update the Federal Personnel Payroll System (FPPS) as appropriate. NSSC (SP) FD Team will run regular reports in the EPTS to identify new entries that require completion of the OGE Form 450 or the OGE Form 278e.

SGEs shall file FD reports prior to initial appointment or a reappointment which occurs in a future calendar year. Once appointed, SGEs are not required to file a new report for each new committee appointment which occurs during the same calendar year. If an SGE files a new entrant report during the months of September or October, the new entrant report may also serve as the annual report due on or about November 30 of that same year.

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 26 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

PROCESS 4 – OVERVIEW OF INITIAL MOVEMENT OF EMPLOYEE TO POSITION REQUIRING REPORTING (OGE FORM 450)



NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 27 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Roles & Responsibilities

Process 4 – Overview of Initial Movement of Employee to Position Requiring Reporting (OGE Form 450)		
Roles and Responsibilities	Action	Tips/Notes
<p>Step 1</p> <p>Center Supervisor/AO</p> <p>Center HRO</p> <p>NSSC (SP) PAP Team</p> <p>Determine FD Requirement and Accurately Code in FPPS</p>	<p>The Center HRO and Supervisor review the SF 52 and the Position Description to determine if the FD requirement is appropriate for the new entrant. The Center HRO indicates the appropriate coding (Code I) in ePDS on the Position Description cover sheet and the NSSC (SP) PAP Team updates FPPS accordingly.</p> <p>Output: 450 FD Designation in FPPS.</p>	<p>Relevant policy directives:</p> <p>NPD 1900.9D NPR 1900.3B CH.4 5 C.F.R. § 2634</p> <p>Also see: www.usoge.gov Affected employees can also be determined from supervisor review of position descriptions.</p> <p>Decision is made on position, not person.</p>
<p>Step 1(a)</p> <p>Committee Executive Secretary</p> <p>AO</p> <p>NSSC (SP) FD Team</p> <p>Generate List of Filers</p>	<p>Committee Executive Secretary and AOs identify and maintain SGEs filing designation for their respective advisory committees for which they serve.</p> <p>Output: List of Filers from EPTS.</p>	<p>Committee Executive Secretary and AOs must ensure the SGE filing list is updated in sufficient time to enable notification to all filers on or about October 30 of each year as determined by OGC.</p> <p>Executive Secretaries must ensure SGEs' identifies are enabled prior to the first notification being sent.</p>
<p>Step 2</p> <p>NSSC (SP) FD Team</p> <p>Notify Filers</p>	<p>NSSC (SP) FD Team accesses a data list in EPTS weekly to identify and manually add new filers based on the FPPS data report. NSSC (SP) FD Team notifies new filers of his/her requirement to file an OGE Form 450 and the filing deadline based on the FPPS data list and sends notifications to the filer through EPTS.</p> <p>Output: Filer Manually Added to EPTS, Filer Notified of Requirement.</p>	<p>NSSC (SP) FD Team will manually add each filer to EPTS based on the data list from FPPS if there are no discrepancies (i.e., Pay Plan other than GS, filer designation different than what is identified in the Workforce Transformation Tracking System (WTTTS)). If NSSC (SP) FD Team identifies discrepancies,</p>

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 29 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

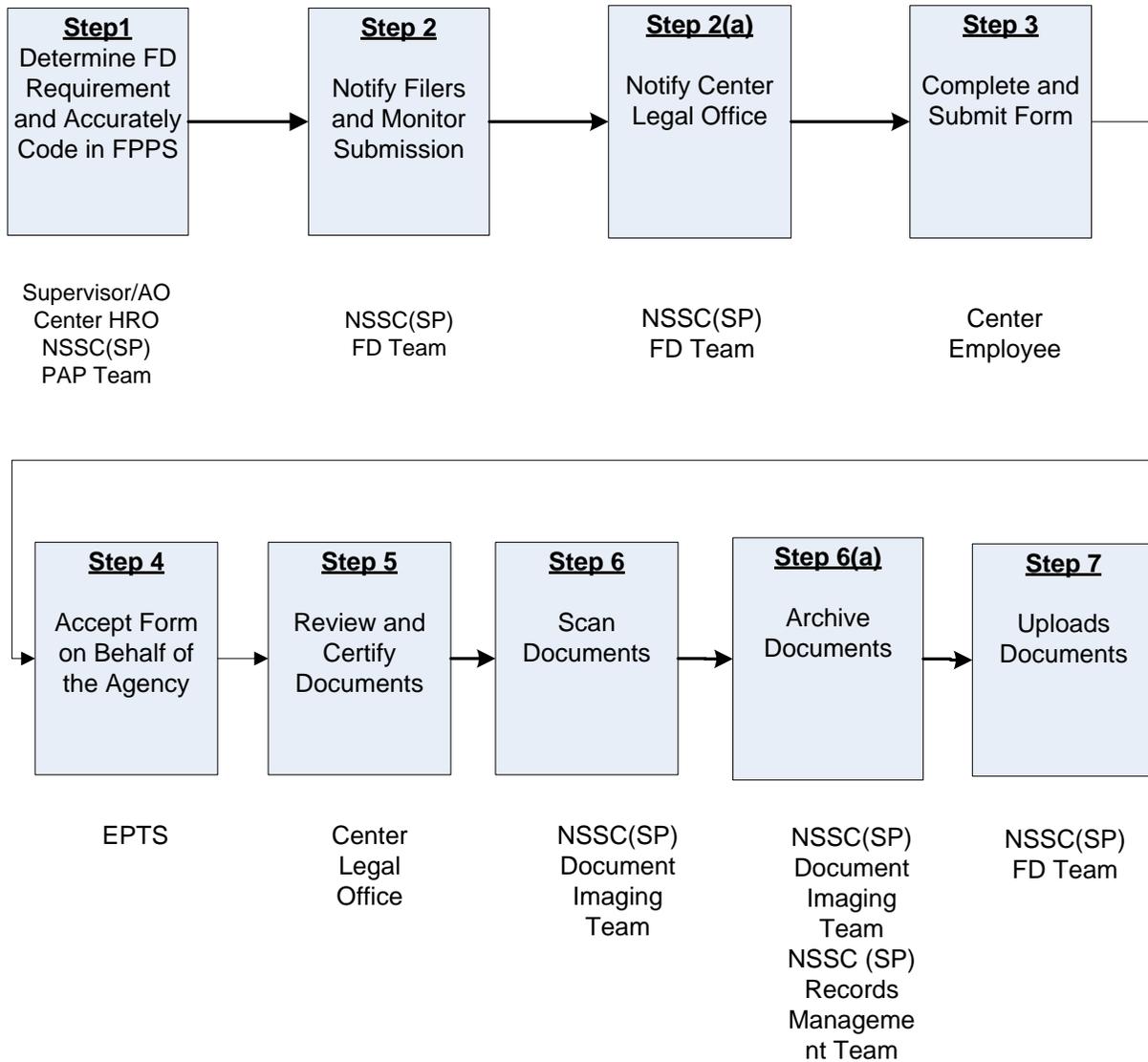
Process 4 – Overview of Initial Movement of Employee to Position Requiring Reporting (OGE Form 450)		
Roles and Responsibilities	Action	Tips/Notes
	Output: Forms Signed.	granted by the Center Legal Office. NSSC provides help desk and technical support to filers.
<u>Step 4</u> EPTS Accept Form on Behalf of the Agency	EPTS accepts form on behalf of the Agency. Forms submitted manually will be uploaded to EPTS by the NSSC (SP) FD Team. The form is automatically routed to the appropriate Center Legal Office. Output: Record Updated in EPTS and Form Forwarded to Center Legal Office.	If a Center Legal Office requires a supervisor review for an OGE Form 450, that step is automated in EPTS. NSSC (SP) FD Team reviews manual forms for completeness and elevates concerns to the Center Legal Office.
<u>Step 5</u> Center Legal Office Review and Certify Documents	The Center Legal Office reviews submissions to determine if conflicts exist and if resolutions are needed. If there are potential conflicts, the Center Legal Office prepares and submits a Cautionary Letter to the employee via EPTS. Output: Documents Finalized, EPTS Record Completed and Cautionary Letters Sent.	
<u>Step 5(a)</u> Committee Executive Secretary OGC Review and Certify Form	The Committee Executive Secretary performs supervisory review of reports submitted by SGEs to determine if conflicts exist and if resolutions are needed. Once the form has been reviewed and certified by the Committee Executive Secretary, the form is automatically routed to OGC for final review. If potential conflicts exist, OGC prepares and submits a Cautionary Letter to the SGE via EPTS. Output: Documents Finalized, EPTS Record Completed and Cautionary Letters Sent.	

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 30 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Process 4 – Overview of Initial Movement of Employee to Position Requiring Reporting (OGE Form 450)		
Roles and Responsibilities	Action	Tips/Notes
<u>Step 6</u> NSSC (SP) Document Imaging Team Scan Documents	NSSC (SP) Document Imaging Team scans all received forms and letters into TechDoc and submits an NSR to NSSC (SP) FD Team to upload documents into EPTS. Output: Forms and Cautionary Letters Scanned and routed to NSSC (SP) FD Team.	
<u>Step 6(a)</u> NSSC (SP) Document Imaging Team NSSC (SP) Records Management Team Archive Documents	NSSC (SP) Document Imaging routes hard copy forms to NSSC (SP) Records Management Team to file forms with the original signature or approved electronic signature for a retention period of six years according to General Records Schedule 25.2. Output: Forms routed to NSSC (SP) Records Management Team. Forms and letters archived.	Forms are routed to NSSC (SP) Records Management only after documents have been scanned into TechDoc.
<u>Step 7</u> NSSC (SP) FD Team Upload Documents	NSSC (SP) FD Team NSR from NSSC (SP) Document Imaging Team and uploads documents into EPTS. Output: Documents Uploaded to EPTS.	

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 31 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

PROCESS 5 – OVERVIEW OF INITIAL MOVEMENT OF EMPLOYEE TO POSITION REQUIRING REPORTING (OGE FORM 278E)



NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 32 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Roles & Responsibilities

Process 5 – Overview of Initial Movement of Employee to Position Requiring Reporting (OGE Form 278e)		
Roles and Responsibilities	Action	Tips/Notes
<p><u>Step 1</u></p> <p>Center HRO NSSC (SP) PAP Team</p> <p>Determine FD Requirement and Accurately Code in FPPS</p>	<p>The Center HRO reviews the SF 52 and the Position Description to determine if the FD requirement is appropriate for the new entrant. If an OGE Form 278e is required, the Center HRO indicates the appropriate coding in ePDS and the NSSC (SP) PAP Team updates FPPS accordingly.</p> <p>Output: 278e FD Designated in FPPS.</p>	<p>Relevant policy directives:</p> <p>NPD 1900.9D NPR 1900.3B CH.4 5 C.F.R. § 2634</p> <p>Also see: www.usoge.gov</p> <p>Decision is made on position, not person.</p>
<p><u>Step 2</u></p> <p>NSSC (SP) FD Team</p> <p>Notify Filers and Monitor Submission</p>	<p>NSSC (SP) FD Team accesses a data list in EPTS to identify and manually add new filers based on the FPPS data report. NSSC (SP) FD Team notifies new filers of his/her requirement to file an OGE Form 278e and the filing deadline based on the FPPS data list and sends notifications to the filer through EPTS.</p>	<p>If NSSC (SP) FD Team identifies no discrepancies in EPTS, skip Step 2 (b) and proceed to Step 3.</p> <p>NSSC (SP) FD Team will manually add each filer to EPTS based on the data report from FPPS if there are no discrepancies (i.e., Pay Plan is General Schedule, filer designation different than what is identified in WTTS).</p> <p>Filers are subject to a \$200.00 fine if OGE Form 278e is not filed within 30 days of the due date or within 30 days of the latest extension date granted by NASA.</p> <p>The OGC can give an extension for OGE Form 278e filers upon request by employee, if requested in advance of due date.</p>

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 34 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Process 5 – Overview of Initial Movement of Employee to Position Requiring Reporting (OGE Form 278e)		
Roles and Responsibilities	Action	Tips/Notes
<p><u>Step 3</u></p> <p>Center Employee</p> <p>Complete and Submit Form</p>	<p>The employee completes and signs the OGE FORM 278e electronically in EPTS. The forms are routed automatically through the system.</p> <p>Output: Forms Signed.</p>	<p>If employees are coming from another public-filing position outside of NASA and have already completed a FD, they are exempt from this requirement. However, a copy of that form must be received by the NSSC.</p> <p>NSSC provides help desk and technical support to filers.</p>
<p><u>Step 4</u></p> <p>EPTS</p> <p>Accept Form on Behalf of the Agency</p>	<p>EPTS accepts form on behalf of the Agency. Forms submitted manually will be uploaded to EPTS by the NSSC (SP) FD Team. The forms are automatically routed to the appropriate Center Legal Office.</p> <p>Output: Record Updated in EPTS and Form Forwarded to Center Legal Office.</p>	<p>NSSC (SP) FD Team reviews manual forms for completeness and elevates concerns to Center Legal Office.</p>
<p><u>Step 5</u></p> <p>Center Legal Office</p> <p>Review and Certify Documents</p>	<p>The Center Legal Office reviews submissions to determine if conflicts exist and if resolutions are needed. If there are potential conflicts, the Center Legal Office prepares and submits a Cautionary Letter to the employee via EPTS.</p> <p>Output: Documents Finalized, EPTS Record Completed and Cautionary Letters Sent.</p>	<p>Positions requiring intermediate review will be forwarded to the Center Legal Office for review prior to the OGC review.</p>
<p><u>Step 6</u></p> <p>NSSC (SP) Document Imaging Team</p> <p>Scan Documents</p>	<p>NSSC (SP) Document Imaging Team scans all received forms and letters into TechDoc and submits an NSR to NSSC (SP) FD Team to upload documents into EPTS.</p> <p>Output: Forms and Cautionary Letters Scanned and routed to NSSC (SP) FD Team.</p>	

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 35 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Process 5 – Overview of Initial Movement of Employee to Position Requiring Reporting (OGE Form 278e)		
Roles and Responsibilities	Action	Tips/Notes
<u>Step 6(a)</u> NSSC (SP) Document Imaging Team NSSC (SP) Records Management Team Archive Documents	NSSC (SP) Document Imaging routes hard copy forms to NSSC (SP) Records Management Team to file forms with the original signature or approved electronic signature for a retention period of six years according to General Records Schedule 25.2. Output: Forms routed to NSSC (SP) Records Management Team. Forms and letters archived.	Forms are routed to NSSC (SP) Records Management only after documents have been scanned into TechDoc.
<u>Step 7</u> NSSC (SP) FD Team Uploads Documents	NSSC (SP) FD Team receives NSR from NSSC (SP) Document Imaging Team and uploads documents into EPTS. Output: Documents Uploaded to EPTS.	

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 36 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

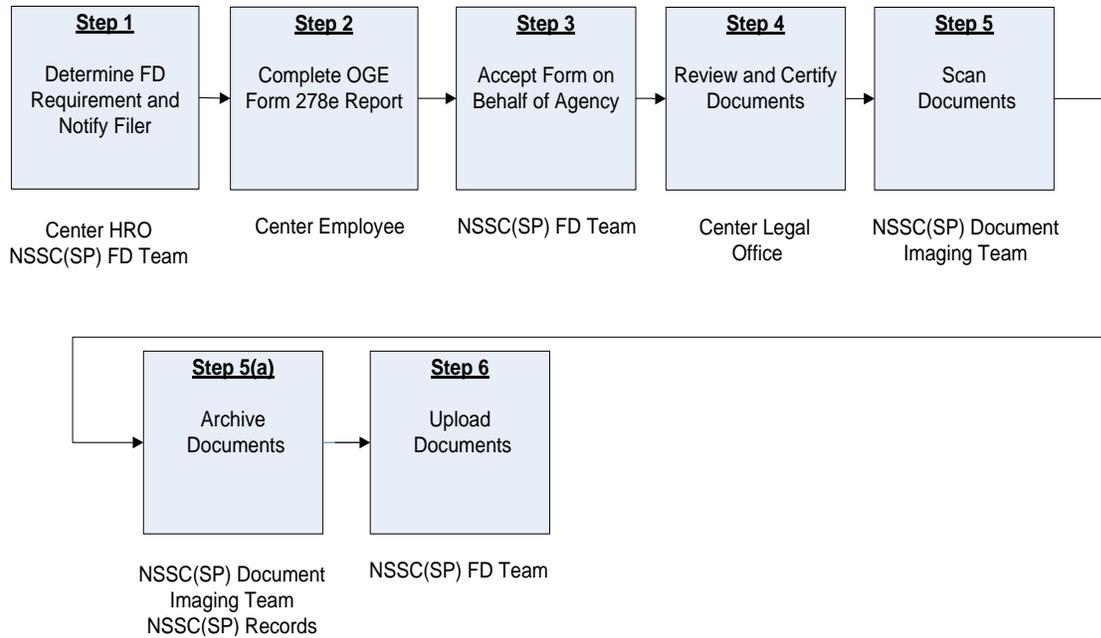
TERMINATION REPORTING OF EMPLOYEE FROM COVERED POSITION

Who Must File

Employees, who are required to file an Executive Branch Personnel Public Financial Disclosure Report OGE Form 278e, are also required to file this report upon termination from a covered position. This includes: all Senior Executive Service (SES), presidential appointees, Commissioned Corps O-7 and above, SGEs whose annualized salary is more than 120% of Grade 15, Step 1, and employees appointed under the Scientist/Professional and Senior Level mechanisms. Upon termination, or notification of pending termination, the NSSC (SP) will provide an OGE Form 278e to the terminating employee, with instructions on how to file the electronic notice and who to contact should the employee have any questions. The NSSC (SP) FD Team will notify the employee about their filing deadline and potential for a fine should the form not be filed timely. NSSC (SP) FD Team pulls a weekly loss report in the WTTS and runs regular reports in the EPTS to identify all separated or terminated filers.

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 37 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

PROCESS 6 – OVERVIEW OF TERMINATION OF EMPLOYEE FROM COVERED POSITION (OGE FORM 278E)



NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 38 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Roles & Responsibilities

Process 6 – Overview of Termination of Employee from Covered Position		
Roles and Responsibilities	Action	Tips/Notes
<p><u>Step 1</u></p> <p>Center HRO NSSC (SP) FD Team</p> <p>Determine FD Requirement and Notify Filer</p>	<p>Center HRO publishes a loss in WTTS of a pending termination or resignation of an employee who is required to file an OGE Form 278e. Once the NSSC (SP) FD Team is aware of the pending termination or resignation, the NSSC (SP) FD Team notifies the terminating employee in writing about their requirement to file an OGE Form 278e. When electronic filing is available, the NSSC (SP) FD Team provides a Web link to the employee to access the OGE Form 278e and instructions for electronic filing in the EPTS. Additionally, information is provided about the filing deadline and the potential for a fine should the employee not file a report or not file a timely report.</p> <p>Output: Employee Identified and Filer Notified.</p>	<p>The employee has 30 days from the date of termination or resignation to file an OGE Form 278e.</p> <p>Filer faces a \$200.00 fine if the OGE Form 278e is not filed within 30 days.</p> <p>Employees moving to another public filer position are exempt from this requirement.</p> <p>Questions about completion of the form will be directed to the NSSC (SP) FD Team for resolution and directed to OGC as needed for substantive legal questions or advice.</p>

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 39 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Process 6 – Overview of Termination of Employee from Covered Position		
Roles and Responsibilities	Action	Tips/Notes
<p>Step 2</p> <p>Center Employee</p> <p>Complete OGE Form 278e Report</p>	<p>The employee accesses the OGE Form 278e from either the EPTS Web site or, if filing manually, from the NSSC Customer Service Web site. The employee must complete and sign the form for submission. Should the employee have any technical questions, they are directed to the NSSC (SP) FD Team for resolution. If the OGE FORM 278e has not been submitted within 30 days of the employee's termination/resignation, the NSSC (SP) FD Team follows up with the employee to remind the employee of the submission deadline. When the form is submitted manually, NSSC (SP) FD Team reviews the form for completeness and resolves any issues with the applicable Center Legal Office. If NSSC (SP) FD Team does not receive the completed report after sending the initial notice and three reminders, the NSSC (SP) FD Team will notify the OGC.</p> <p>Output: Completed OGE Form 278e.</p>	<p>Once the 30-day window has passed and employee has not filed, NSSC (SP) FD Team must follow up with the former employee a minimum of two times (initial notice and two reminder letters) prior to notifying the OGC and/or Chief Counsel of non-compliance.</p> <p>NSSC provides help desk and technical support to filers.</p>
<p>Step 3</p> <p>NSSC (SP) FD Team</p> <p>Accepts Form on Behalf of the Agency</p>	<p>NSSC accepts form on behalf of the Agency through EPTS. Forms submitted manually will be uploaded to EPTS by the NSSC (SP) FD Team. The form is automatically routed to the appropriate Center Legal Office.</p> <p>Output: Record Updated in EPTS and Form Forwarded to Center Legal Office.</p>	<p>NSSC (SP) FD Team reviews manual forms for completeness and elevates concerns to the applicable Center Legal Office.</p>
<p>Step 4</p> <p>Center Legal Office</p> <p>Review and Certify Documents</p>	<p>The Center Legal Office reviews submissions to determine if any conflicts exist and if resolutions are needed. If there are potential conflicts, the Center Legal Office prepares and submits a Cautionary Letter to the employee via EPTS.</p> <p>Output: Documents Finalized, EPTS Record Complete and Cautionary Letters Sent.</p>	<p>Positions requiring intermediate review will be forwarded to the Center Legal Office for review prior to the OGC review.</p>

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 40 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

Process 6 – Overview of Termination of Employee from Covered Position		
Roles and Responsibilities	Action	Tips/Notes
<u>Step 5</u> NSSC (SP) Document Imaging Team Scan Documents	NSSC (SP) Document Imaging Team scans all received forms and letters into TechDoc and submits an NSR to NSSC (SP) FD Team to upload documents into EPTS. Output: Forms and Cautionary Letters Scanned and routed to NSSC (SP) FD Team.	
<u>Step 5(a)</u> NSSC (SP) Document Imaging Team NSSC (SP) Records Management Team Archive Documents	NSSC (SP) Document Imaging routes hard copy forms to NSSC (SP) Records Management Team to file forms with the original signature or approved electronic signature for a retention period of six years according to General Records Schedule 25.2. Output: Forms routed to NSSC (SP) Records Management Team. Forms and letters archived.	Forms are routed to NSSC (SP) Records Management only after documents have been scanned into TechDoc.
<u>Step 6</u> NSSC (SP) FD Team Uploads Documents	NSSC (SP) FD Team receives NSR from NSSC (SP) Document Imaging Team and uploads documents into EPTS. Output: Documents Uploaded to EPTS.	

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 41 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

GOALS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
NSSC (SP) FD Team	Call Letter to Center AO to Update OGE Form 450 Filer List	Center AO	On or about November 1
Center HRO	Finalized List of Filers	NSSC (SP) FD Team	Within three weeks of receiving the request for update of filers
NSSC (CS) FD Team	Finalized Call Letter	Employees	OGE Form 450 filers notified on or about January 15; reminder on or about January 30. OGE FORM 278e filers notified on or about March 15; reminder on or about April 15. Final reminder on/or about five days from due date
NSSC (SP) PAP Team	FPPS with Designation Updated	FPPS	Within one day of coding SF 52
NSSC (SP) FD Team	Report from EPTS	Employee	Notify employee within 24 hours of receiving new filer from weekly report
NSSC (SP) FD Team	Document Receipt Date Input	EPTS	Within two days of receipt
NSSC (SP) FD Team	Reminder notices	Employee	Total of three reminders (one initial notification and three reminder notices)

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 42 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

SYSTEM COMPONENTS

Existing Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
Remedy	NSSC Internal Work Tracking System	NSSC	N/A
TechDoc	Electronic Library	NSSC	N/A
FPPS	Agency Personnel and Payroll System	NSSC	EPTS
WTTS	Captures Vacancies, Tracks Recruiting Requirements and Activities, Captures Information on Employees Prior to Entering on Duty	NSSC	ePDS
SATERN	Learning Management	Internal and External NSSC Customers	EPTS
EPTS	EPTS for all NASA OGE Form 450 and OGE Form 278e	Internal and External NSSC Customers	FPPS, SATERN, Access Launchpad, and WebTADS
Access Launchpad	User Authentication	Internal and External NSSC Customers	EPTS
WebTADS	Time and Attendance	Internal and External NSSC Customers	EPTS
ePDS	Creation, maintenance, and storage of NASA Position Descriptions	Internal and External NSSC Customers	WTTS

New Systems

IT System Title	IT System Description	Access Requirements	IT System Interfaces
N/A	N/A	N/A	N/A

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 43 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

CUSTOMER CONTACT CENTER STRATEGY

Each activity requires a clearly defined Customer Contact Center strategy which answers the question, "Who will answer the call and handle the request?" and defines the escalation parameters for the activity. Because of the varied nature of the NSSC's activities and volume of transactions, each activity has a unique Customer Contact Center strategy. Refer to the NSSC Customer Contact Center Service Delivery Guide for the Customer Contact Center strategy concerning this activity.

NSSC Service Delivery Guide	NSSDG-1910-0001	Revision 5.0
	Number	
	Effective Date:	August 1, 2014
	Expiration Date:	August 1, 2017
Page 44 of 44		
Responsible Office: Human Resources Services Division		
Subject: Financial Disclosure		

APPENDIX A - ACRONYM LIST

ACRONYM	DEFINITION
AO	Administrative Officer
CS	Civil Servant
ePDS	Electronic Position Description System
EPTS	Ethics Program Tracking System
FD	Financial Disclosure
FPPS	Federal Personnel Payroll System
GS	General Schedule
HR	Human Resources
HRO	Human Resources Officer
NASA	National Aeronautics and Space Administration
NPD	NASA Policy Directive
NSR	NSSC Service Request
NSSC	NASA Shared Services Center
OGC	Office of General Counsel
OGE	Office of Government Ethics
PAP	Personnel Action Processing
PTR	Periodic Transaction Report
SATERN	Systems for Administration, Training, and Educational Resources
SES	Senior Executive Service
SF	Standard Form
SGE	Special Government Employee
SP	Service Provider
STOCK	Stop Trading on Congressional Knowledge
WTTS	Workforce Transformation Tracking System