

Ethics Program Tracking System (EPTS) Filer

Office of Government Ethics (OGE) Form 278-T, Periodic Transaction Report Instructions

1. Once logged in the EPTS Filer website by going to <https://eptsfiler.nssc.nasa.gov>, click the “File Periodic Transaction Report” tab.

The screenshot shows the EPTS Filer website interface. At the top left is the NASA logo and the text "National Aeronautics and Space Administration NASA SHARED SERVICES CENTER". At the top right is "NSSC Contact Information" with phone and fax numbers. The main header features the "EPTS Ethics Program Tracking System" logo and a "WITHOUT LIVE EMAILS TEST" banner with "version 3.3". Below the header, a navigation bar includes "Home", "File 2012 OGE-278", "File Periodic Transaction Report", "My Forms Archive", and "Help". A "Logout" link is also present. The main content area has a "Home" heading and a prominent blue button that says "Continue Filing Your 2012 OGE-278 Now". Below this, the text reads "PUBLIC FINANCIAL DISCLOSURE REPORT OGE Form 278 Executive Branch Personnel".

2. Click the link to begin filing your report (shown below).

This screenshot is similar to the first one but highlights the "File Periodic Transaction Report" link in the navigation bar. The main content area now features a blue button that says "Click Here to File a New 2012 OGE-278T Periodic Transaction Report".

3. Read the Privacy Act information and click the NEXT link to proceed to the Introduction section.

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Get Started

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Privacy Act

Title I of the Ethics in Government Act of 1978, as amended (EIGA), 5 U.S.C. app. § 101 et seq., and 5 C.F.R. Part 2634 of the U.S. Office of Government Ethics regulations require the reporting of this information. The primary use of the information on this report is for review by Government officials to determine compliance with Federal conflicts of interest and financial disclosure laws and regulations. Pursuant to section 11 of the Stop Trading on Congressional Knowledge Act of 2012, Pub. L. No. 112-105 (2012) (STOCK Act), this report will be posted on your agency's website and/or the website of the U.S. Office of Government Ethics. This report may also be disclosed upon request to any requesting person pursuant to section 105 of EIGA or as otherwise authorized by law. Additional disclosures of the information on this report may be made: (1) to a Federal, State, or local law enforcement agency if the disclosing agency becomes aware of a violation or potential violation of law or regulation; (2) to a court or party in a court or Federal administrative proceeding if the Government is a party or in order to comply with a judge-issued subpoena; (3) to a source when necessary to obtain information relevant to a conflict of interest investigation or decision; (4) to the National Archives and Records Administration or the General Services Administration in records management inspections; (5) to the Office of Management and Budget during legislative coordination on private relief legislation; (6) to the Department of Justice or in certain legal proceedings when the disclosing agency, an employee of the disclosing agency, or the United States is a party to litigation or has an interest in the litigation and the use of such records is deemed relevant and necessary to the litigation; (7) to reviewing officials in a new office, department or agency when an employee transfers from one covered position to another; (8) to a Member of Congress or a congressional office in response to an inquiry made on behalf of an individual who is the subject of the record; and (9) to contractors and other non-Government employees working for the Federal Government to accomplish a function related to an OGE Governmentwide system of records. See also the OGE/GOVT-1 executive branchwide Privacy Act system of records. Knowing and willful falsification of information, or failure to file or report information required to be reported by section 102 of EIGA, may subject you to a civil monetary penalty and to disciplinary action by your employing agency or other appropriate authority under section 104 of EIGA. Knowing and willful falsification of information required to be filed by section 102 of EIGA may also subject you to criminal prosecution.

4. Click the NEXT link or Employee sub-heading to continue to the Employee section.

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Introduction - Instructions for Completing OGE-278T

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[PDF Version of Complete OGE 278-T Instructions](#)

Instructions for Completing the OGE Form 278-T

Who Must File

You must file a periodic transaction report if:

- you are in a position that requires you to file an annual or termination public financial disclosure report (OGE Form 278), and
- you have a reportable transaction as discussed below.

You are not required to file a negative report if you have no reportable transactions

What to Report

Report any purchase, sale, or exchange by you of stocks, bonds, commodity futures, and other securities if the amount of the transaction exceeded \$1,000. You do not need to report: (1) mutual funds and other excepted investment funds; (2) certificates of deposit, savings or checking accounts, and money market accounts; (3) U.S. Treasury bills, notes, and bonds; (4) Thrift Savings Plan accounts; (5) real property; (6) transactions involving securities owned by your spouse or dependent child, provided you are not also an owner of the securities; and (7) transactions that are solely by and between you, your spouse or dependent child.

For each reported transaction:

- Identify the security (e.g., "Central Airlines Co.").
- Mark a column to indicate the type of transaction.
- Provide the date that the transaction occurred.

- Click the NEXT link or Employee sub-heading to continue to the Transactions section to get to the section shown below.
- Modify the fields in the Employee section as shown below.
- Click the NEXT link or Transactions sub-heading to proceed to the Transactions section.

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Employee Information - Entry

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Reporting Individual's Name [Save Changes](#)

Name: JENNIFER (First) (MI) GREER (Last) (Jr., Sr., etc.)

Position for Which Filing

Title of Position: GRAB

Department or Agency: NASA

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The Transactions entry page appears (shown below) for the filer to enter the applicable transactions.

- Enter the information for transactions under each column.
- Click the Save Changes button.
- Click the NEXT link to proceed to the Review/Sign section.

 National Aeronautics and Space Administration
NASA SHARED SERVICES CENTER

NSSC Contact Information
Phone: 1-877-677-2123 (1-877-NSSC123)
Fax: 1-866-779-6772 (1-866-779-NSSC)

EPTS

 Ethics Program Tracking System WITHOUT LIVE EMAILS TEST version 3.3

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Transactions - Entry

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[Transactions - Instructions](#) [View Example](#) [Save Changes](#)

Reporting Period for Transactions: Under the Ethics in Government Act, you need to file a report within 30 days of receiving notification of a transaction, but not later than 45 days after the transaction. Report any purchase, sale, or exchange by you of stocks, bonds, commodity futures, and other securities if the amount of the transaction exceeded \$1,000.

Do not report mutual funds and other excepted investment funds; certificates of deposit, savings or checking accounts, and money market accounts; U.S. Treasury bills, notes, and bonds; Thrift Savings Plan accounts; real property; transactions involving securities owned by your spouse or dependent child, provided you are not also an owner of the securities; and transactions that are solely by and between you, your spouse or dependent child.

[Sort Alphabetically](#)

	Identification of Assets	Transaction Type	Date	Amount of Transaction	
1			(mm/dd/yy)	<input type="checkbox"/> Notification Received More Than 30 Days Ago	Delete

11. Review transactions to ensure no edits are necessary. If edits are necessary, click the edit link next to the Transactions section to make edits to the information.
12. Click the REQUIRED box to view the PDF version of the Periodic Transaction Report prior to signing the report (shown below).
13. Exit out the PDF version of the form.
14. Enter your Launchpad User ID and Password.
15. Click the Sign and Submit your Periodic Transaction Report button (shown below).
16. Ensure you receive a confirmation message once the form is submitted and electronically signed (shown below).

Review and Sign Form

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(Review and Sign)

[Employee Information \(edit\)](#)

[Transactions \(edit\)](#)

Reporting Individual's Name
Name: JENNIFER GREER

Position for Which Filing
Title of Position: TEST

Department or Agency: NASA

	Identification of Assets	Transaction Type	Date	Amount of Transaction
1	TEST	Purchase	04/11/12	\$1,001 - \$15,000 <input checked="" type="checkbox"/> Notification Received More Than 30 Days Ago

REQUIRED: Click Here to View the PDF Version of Your Periodic Transaction Report Form Before Signing

After confirming that the information in the PDF version of your form is correct, enter your Launchpad User ID and Password below to sign and submit your Periodic Transaction Report:

Note: Upon signing your transactions identified in this form, they will be submitted and will no longer be editable.

Launchpad User ID:

(e.g., jsmith1)

Password:

Sign and Submit your Periodic Transaction Report

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OGE-278T Submitted

Thank You for Filing your OGE-278T Online!
Your form has been successfully signed and submitted.

2012 OGE-278T Status: Awaiting Assignment to Final Reviewing Officer

[Print a Copy for Your Records \(optional\)](#)

Note: You may view a copy of your submitted form online at any time by visiting the [My Forms Archive](#) page.