

Financial Disclosure Checklist

Employee Name: _____ Date: _____

Part A: Determination of Need to File	
Employees whose duties and responsibilities require that they participate personally and substantially through decision or the exercise of significant judgment in making a Government decision or taking Government action in the following ways:	
<input type="checkbox"/>	Contracting or procuring, including the negotiation, approval, evaluation, or award of contracts; the oversight of activities performed under contracts, including administering, monitoring, auditing, or inspecting of contractors and contract activities
<input type="checkbox"/>	Evaluating or selecting grant proposals; administering or monitoring grants or agreements, including Space Act Agreements
<input type="checkbox"/>	Using or disposing of excess property
<input type="checkbox"/>	Establishing or enforcing safety standards and procedures (e.g., facility managers)
<input type="checkbox"/>	Holding positions that require the exercise of judgment in making Government decisions or taking actions on such decisions that may have a direct and substantial economic impact on the interest of any non-Federal entity
<input type="checkbox"/>	Holding positions that are otherwise identified as requiring the employee to file a report to avoid a real or apparent conflict of interest, and to carry out the purposes behind any statute, Executive order, rule, or regulation applicable to or administered by that employee (e.g., employees whose duties involve investigating violations of criminal or civil law)
<input type="checkbox"/>	All Special Government Employees (i.e., Experts and Consultants), other than those who must file an OGE 278
<input type="checkbox"/>	Intergovernmental Personnel Act detailees, other than those who must file an OGE 278
The following employees must file an OGE Form 278:	
<input type="checkbox"/>	All presidential nominees
<input type="checkbox"/>	Senior Executive Service (SES)
<input type="checkbox"/>	Scientist/Professional (ST)
<input type="checkbox"/>	Senior Level employees (SL)
<input type="checkbox"/>	Excepted appointment and SGEs whose positions are classified above GS-15 or whose basic pay is more than 120% of a GS-15.
All employees, regardless of grade, serving as members, evaluators, or advisers to the following boards or committees must file an OGE Form 450 or OGE Form 278:	
<input type="checkbox"/>	Source Evaluation Boards or Committees (SEBs)
<input type="checkbox"/>	Inventions and Contributions Boards
<input type="checkbox"/>	Proposal Evaluation Panels (PEPs) for Announcement for Proposals (AFPs)
<input type="checkbox"/>	Performance Evaluation Boards or Committees administering the award fee of a contract (PEBs)

Part B: Steps to Document Disclosure Requirement	
Annual Filers	
Once Determination Is Made By The Supervisor Of Need To File	
<input type="checkbox"/>	AO - Supervisor has reviewed Part A and determined employee needs to file a disclosure report.
<input type="checkbox"/>	AO - Create PD in ePDS and select financial disclosure requirement.
<input type="checkbox"/>	BA - Initiate and process FPPS action (such as reassignment, promotion, PD update) indicating the financial disclosure requirement in the action and on the PD.
NSSC receives FPPS action and PD and notifies filer to complete OGE 450 or OGE 278 (if applicable) within 30 days from filer's effective date.	
Filers log in to EPTS (https://eptsfiler.nssc.nasa.gov/index.cfm?event=welcome) and completes OGE 450 or OGE 278.	
<input type="checkbox"/>	BA and AO - Each October/November, review annual report of all financial disclosure filers in your organization provided by the NSSC and verify that all annual filers remain in positions that require filing
Temporary (One-Time) Filers	
<input type="checkbox"/>	NSSC will add to EPTS and update the filer's EPTS profile by selecting the One-Time Filer field and OGE 450 Active Filer field under the Primary Center Roles.

□	NSSC will inform filer that he/she has been requested to participate in an activity requiring disclosure (e.g., SEB or PEB) and send link to EPTS: https://eptsadmin.nssc.nasa.gov/index.cfm?event=welcome .
Filer logs in to EPTS (https://eptsfiler.nssc.nasa.gov/index.cfm?event=welcome) and completes OGE 450 or OGE 278	
Note: If OGE 450 is needed immediately, Legal will update EPTS profile and mark the One-Time Filer field and OGE 450 Active Filer field. Legal will notify the filer of the need to complete OGE 450 (e.g., due to OP's request to participate in a procurement activity).	
□	<p>Each October/November, review one-time filer list in your organization provided by the NSSC and verify that all one-time filers remain in positions that require filing.</p> <ol style="list-style-type: none"> 1. If filer remains as one-time filer for consecutive years, the AO should check with the supervisor to discuss whether filer's PD should be revised and whether the employee's status needs to change to annual filer. 2. If One-Time Filer still has activities that require filing, check the One-Time Filer field and the OGE 450 Active Filer field. 3. If One-Time Filer no longer is required to file, AO need will uncheck the One-Time Filer field and the OGE 450 Active Filer field.