

DEAR NASA ADVISORY COMMITTEE MEMBER:

Here is a reminder about filing your confidential financial disclosure (OGE 450) form. Filing an annual 450 form is a requirement for service on a Federal advisory committee.

DUE DATE: **December 17<sup>th</sup>** As of December 18<sup>th</sup>, your form is overdue. Although NASA will allow a brief grace period for completion of the forms, please take the time to file your 2012 form now.

HOW TO FILE THE FORM: You may file your OGE 450 electronically OR in paper.

**ELECTRONIC FILING:** Please contact the NASA Shared Services Center (NSSC) (at 1-877-677-2123 or [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)) for instructions on how to file your form in NASA's secure, web-based system. The NSSC can assist you with getting a User Name and Password to log into your form online at <https://eptsfiler.nssc.nasa.gov> .

**PAPER FILING:**

1. PRINT OUT A PAPER COPY OF THE 450 FORM.

- You may access a copy of the paper form at <http://www.oge.gov/Forms-Library/Warning-about-Saving-OGE-Form-450/> ). It is also available on the NASA Office of General Counsel (OGC) website at: [http://www.nasa.gov/offices/ogc/general\\_law/ethics\\_resources\\_page.html](http://www.nasa.gov/offices/ogc/general_law/ethics_resources_page.html) under Ethics Resources.

2. COMPLETE THE PAPER FORM.

- See the Instructions on "How to Complete a Paper Financial Disclosure Form" on the NASA OGC website at: [http://www.nasa.gov/offices/ogc/general\\_law/ethics\\_resources\\_page.html](http://www.nasa.gov/offices/ogc/general_law/ethics_resources_page.html) under Ethics Resources.
- Read the "SGE Tips for Filling out an OGE 450 Form" on the NASA OGC website at: [http://www.nasa.gov/offices/ogc/general\\_law/ethics\\_resources\\_page.html](http://www.nasa.gov/offices/ogc/general_law/ethics_resources_page.html) under Ethics Resources.
- If you have questions about how to properly report your holdings, contact the Headquarters Ethics Team in the NASA Office of General Counsel at 202-358-2465 or [ethicsteam@hq.nasa.gov](mailto:ethicsteam@hq.nasa.gov).

3. SIGN & DATE THE PAPER FORM IN INK.

- There must be an original handwritten signature and date in ink.
- No electronic signatures are acceptable on paper forms.

4. MAIL ORIGINAL, SIGNED & DATED PAPER 450 FORM to:

**NASA SHARED SERVICES CENTER (NSSC)**  
**HR – Financial Disclosures**  
**C Road, Bldg 1111**  
**Stennis Space Center, MS 39529**

- Note that you must mail the original, signed form.
- Scanned copies and faxes are not accepted.
- It is recommended that you use some type of express mail (such as FEDEX, UPS, Express Mail, Etc.) so you can track the delivery.

FOR FURTHER QUESTIONS ON FILING IN PAPER OR ELECTRONICALLY,  
CONTACT:

- NASA Shared Services Center Customer Service Desk (1-877-677-2123 or [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov) ).

Thank you for your service to NASA and for your assistance in completing this important mandatory legal requirement.

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