

NOTICE TO PUBLIC FINANCIAL DISCLOSURE (SF-278) FILERS WHO ARE LEAVING NASA

As a **Public Financial Disclosure (SF-278)** filer, you must file a final SF-278 Termination Report within 30 days of your last day of employment with NASA. This report is mandatory for all SF-278 filers. Failure to file this report within 30 days after your separation from NASA can result in a \$200.00 fine.

Note that there is an exception to this requirement if you are transferring to another public filer position with another Federal Agency within 30 days of leaving NASA. Although you will not need to file a final SF-278, you will need to inform the NASA Shared Services Center (NSSC) at 1-877-677-2123 or by e-mail at: nssc-contactcenter@nasa.gov so that your record can be updated. You may want to request a copy of your last SF-278 to provide to your new Agency.

You may file this final termination report either electronically or in paper copy. Please choose the option of filing as a “termination filer” and fill in your last official day of NASA employment as the “termination date.” After you complete the form, please remember to sign and date it.

OPTION 1: Electronic Filing of Termination SF-278

We encourage you to file your SF-278 electronically using the Ethics Program Tracking System (EPTS). When filing electronically, you can complete your final filing requirement within 30 days before you separate from NASA. To file electronically, please go to: <https://eptsfiler.nssc.nasa.gov>.

You will be asked to enter your Agency User ID (**AUID; e.g., jsmith1**) and Password to log in to your form. Once you have logged into EPTS, click the **Do you need to file a SF-278 Public Financial Disclosure Termination report?** link.

- If you do not remember your **Agency User ID**, you can click on the “I Don’t Know My Agency User ID” link on the login page. (Your Agency User ID is what you usually use to log into your NASA computer.) You may also click on <https://eauth-msfc.idp.nasa.gov/amserver/fid.tiles> to search the Access Launchpad User Directory.
- If you do not remember your **Password**, you can click on the “I Forgot My Password” link on the login page. (Your Password is the same one you may already use for other NASA systems including IdMAX, SATERN, NAMS, NAAS, AWMS, HCIE, i-View, and WTTS.) You may also click on the following link: https://eauth-msfc.idp.nasa.gov/amserver/fpw_auid_form.tiles.

- If you need personal assistance obtaining your Agency User ID and/or Password, please call the **Access Launchpad Help Desk at 1-866-419-6297**.

Choose the option for "Termination Filer" and fill in your last day as a NASA employee as the "Termination Date." When you file electronically, your form is easy to complete because it will be pre-populated with your previous financial information for you to edit and update. There are instructions on the form itself as to how to complete it.

If you are unable to file electronically through EPTS, experience any difficulties or have any additional questions, you should immediately contact the NASA Shared Services Center at 1-877-677-2123 or by e-mail at: nssc-contactcenter@nasa.gov for assistance.

OPTION 2: Filing a Paper Copy of Termination SF-278

You may download the SF-278 from the NSSC Customer Service Web site located at: <https://www.nssc.nasa.gov/customerservice>. From the **Employee Services** tab, select the **Financial Disclosure** option. Scroll to the bottom of the Financial Disclosure page, and under the Forms heading, click the **SF-278** link. There are extensive instructions on the form. Please remember to sign and date your form.

Please print, complete, sign, date, and mail your paper form to:

NASA Shared Services Center
Attn: Human Resources/Financial Disclosure
Building 1111
C Road
Stennis Space Center, MS 39529

If you mail your form, we recommend that you obtain a tracking number to ensure your package is received by the NSSC. You may also submit your termination SF-278 to your local Chief Counsel's Office.

WHERE TO GET HELP:

Please direct substantive questions about how to properly report your holdings to your Center Ethics Advisor Point of Contact (POC). For a list of Center Ethics Advisor POCs, please visit: <https://eptsfiler.nssc.nasa.gov/index.cfm?event=legalPOCs>.

For technical and any other questions, please contact the NASA Shared Services Center at 1-877-677-2123 or by e-mail at: nssc-contactcenter@nasa.gov for assistance.

Thanks for your prompt attention to fulfill this important requirement.

NASA Office of General Counsel