



ASPR

Showing Off Your Assets

From Yes to Success
Module 3

Financial disclosure is another way the government can monitor and reduce conflicts of interest. You will learn whether you need to file, which form you should file, instructions on completing and submitting the forms, and annual training requirements.

In This Module

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Financial Disclosure

- Financial disclosure is used to avoid conflicts of interest between your official duties in the government and your private financial interests.
- There are two types of financial disclosure:
 - Confidential: This is only seen by ASPR ethics officials and is due each year by February 15.
 - Public: This is available to the public and is due each year by May 15.

Who Should File the Confidential Form

- Supervisors and team leads
- Positions where supervisors determine it is necessary
- Employees who:
 - Execute contracts or procurements.
 - Award grants, subsidies, or licenses.
 - Regulate or audit any non-federal organization.
 - Perform duties where the final decision has a direct economic effect on the interests of any non-federal organization.

How You File the Confidential Form

- **NOTE:** If you click on any links in this module you will need to re-open the module through the link in the email you received.
- The Confidential Financial Disclosure Report ([OGE Form 450](#)) is the official form for filing your financial disclosure.
 - Learn more about completing this form with [instructions](#).
- Download the form and instructions on the *Evaluation and Forms* page of this module. Complete the form and attach to this page.

Who Should File the Public Form

- Senior Executive Service employees
- Some mid-level employees, depending on duties and sensitivities

How You File the Public Form

- The Executive Branch Personnel Public Financial Disclosure Report ([OGE Form 278e](#)) is the official form for filing your financial disclosure.
- **NOTE:** You need to create an account in the Office of Government Ethics [Integrity system](#) to be able to submit your form.
- Learn more about completing this form with these [instructions](#).
- Download the form and instructions on the *Evaluation and Forms* page of this module. Complete the form and attach to this page.

Training Requirements

- As a Financial Disclosure filer, you are required to take Annual Ethics Training, which is due December 31.
- The ethics branch will notify you when training is available to be completed.

Contact Information

- [ASPR Ethics Branch](#)

Please complete this module by clicking on to the [Evaluation and Forms page](#).