



FACT SHEET

NSF eFile

DESCRIPTION

An Ethics Program Management Tool that allows employees to file financial disclosure reports, extension requests, and follow-up information. The system sends Filer's: filing notifications, filing reminders, filing delinquency, submission confirmations, certification memos and extension approvals or denials. Reviewers receive copies of all notifications, submission confirmations, extension requests, approvals, denials, and internal administrative reminders. The system has several libraries related to review and tracking of financial disclosure forms as well as management of the ethics program. One library contains an electronic ethics folder for each employee where all advice provided by ethics staff is filed to ensure consistent advice from all staff. Another library contains filer background information and current ethics training status information. Other libraries contain advisory committee files, board files, and other subject files that are important to the day-to-day functions of the ethics program.

PURPOSE

Better organization and management of ethics program. Allows ethics staff to review disclosures, grant or deny extensions, request follow-up information, send reports to each other when consultation is required and certify reports.

PRODUCT ADAPTABILITY

Very transferable. Does not incorporate any alternative systems unique to NSF. System is actually independent of any form used, and the report form can be modified as required - such as the requirement to move from the SF-278 to OGE Form 278. This will be an easy transition for NSF at very little cost.

AGENCY CONTACT

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