Government Provided Service for Automating the Financial Disclosure Process

Federal Information Experts

Bridging the gap between Government information and those who put it to work

NTIS
U.S. Department of Commerce
National Technical Information Service

- Paperless Process
  - Automates dissemination, collection and tracking of OGE 450/450A & SF-278 (and other forms if needed)
- Increased Accuracy
  - Interview approach walks filer through data entry
  - Structured validation to ensure all required data is provided
- Automated Review, Analysis and Reporting
  - Promotes thoroughness and accuracy

Purpose and Need

Background

- Concept and initial software design and development in partnership with FAA
- Continuous upgrades to support expanded capabilities and to meet regulations
- Secure government hosting added to complete Software as a Service (SaaS) delivery capability

Application Modules

- Filer Module
  - Provides a simple to use interface to ensure a complete, accurate and timely form completion
- Administrator Module
  - Simplifies the notification and tracking of the entire process – initial invitation emails and scheduled reminders to filers that have not completed activity
- Reviewer Module
  - Streamlines the prohibited screening review and divesture notification process

Application Design Principals

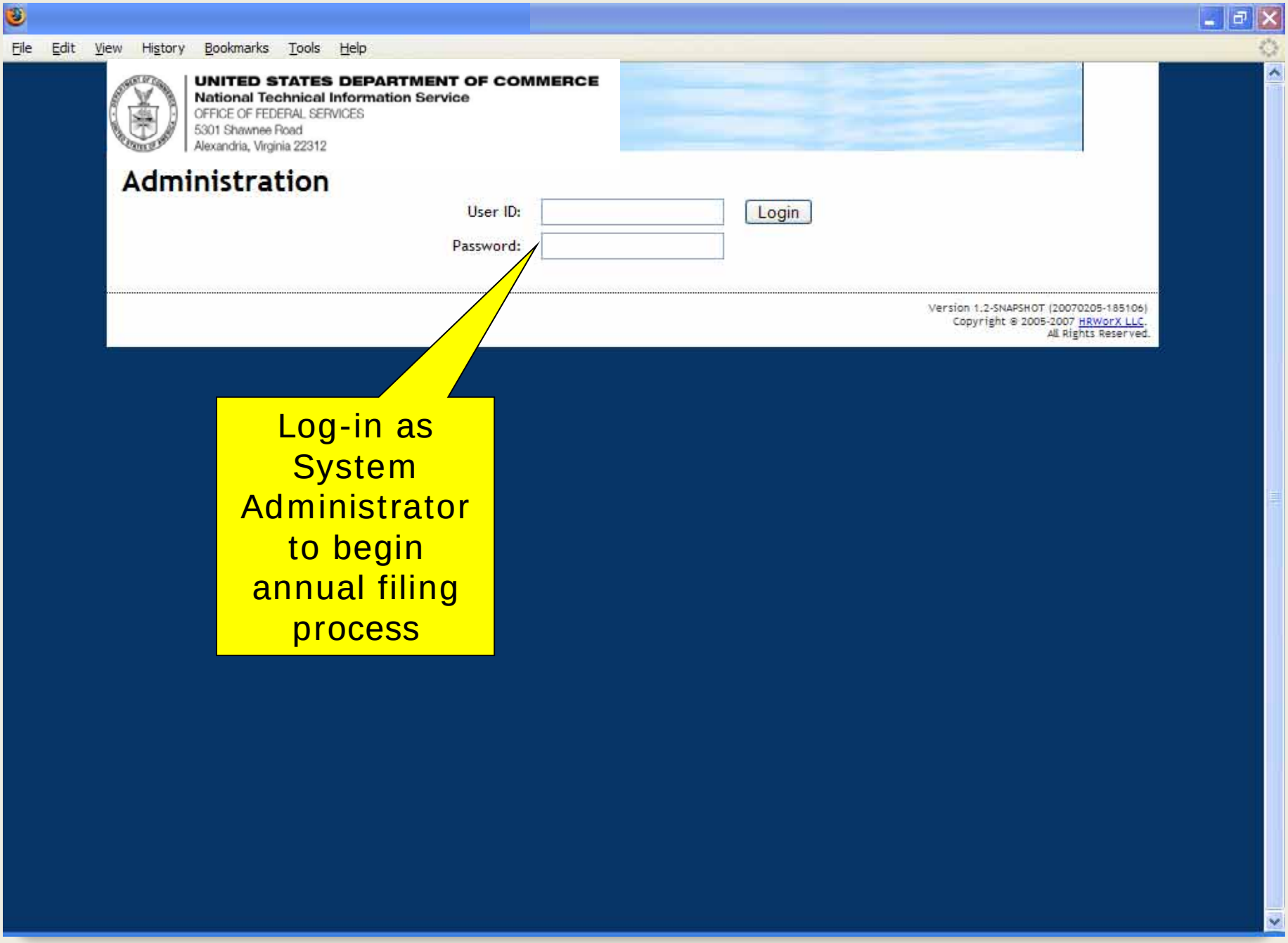
- Simple to use (zero training requirement for filer – minimal for admin.)
- Secure (has been thoroughly tested to meet government requirements)
- Provides a structure around existing OGE guidelines for fulfilling this mandate (simple to modify if rules change – wording and instructions are directly from form) Filer reviews final completed official OGE form.
- Web-based, no special requirements on users PC (Adobe® Reader®). Works across all browsers.
- Section 508 tested

Application Design Principals

- Scalable (capable of handling large volumes of filers from a single installation)
- Partitioning of data to support multi-agency installations from a single instance of the software
- Self-registration feature allows agencies to setup and configure their own instance and configure wording of automated notifications
- Hosted and maintained from existing secure servers at NTIS
- Supports multi-year annual and year-round filings. Can present filers prior year information

Features Presented in Demonstration Screens

- Administrator bulk uploads filers to be notified of requirement, formats email template and schedules emails to be sent.
- Filer email notification and interface for completion of required financial disclosure form by filer.
- Administrator tracking of filers and Authorized Ethics review of completed filings.


File Edit View History Bookmarks Tools Help
UNITED STATES DEPARTMENT OF COMMERCE
National Technical Information Service
OFFICE OF FEDERAL SERVICES
5301 Shawnee Road
Alexandria, Virginia 22312
Administration
User ID:
Login
Password:
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Log-in as System Administrator to begin annual filing process

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Alexandria, Virginia 22312

Main Menu

What do you want to do?

- Status.
- Create, edit, or delete Filers.
- Upload Filers.
- Review Users.
- Work with Emails.
- Create, edit, or dele sers, groups, and roles.
- Create, edit, or delete ide properties.
- Create, edit, or delete E
- Log out.

Select Upload Filers

Current user: admin
Current entity: root

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Upload Filers

Browse...

Upload

Main Menu

Current user: admin
Current entity: root

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Format is .cvs or Spreadsheet.
Template will be provided.
Other formats or integration to existing systems can be reviewed and considered

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Alexandria, Virginia 22312

Main Menu

What do you want to do?

- Status.
- Create, edit, or delete Filers.
- Upload Filers.
- Review Users.
- Work with Emails.
- Create, edit, or delete users, groups, and roles.
- Create, edit, or delete wide properties.
- Create, edit, or delete Em s.
- Log out.

Current user: admin
Current entity: root

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Select work with Emails

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Letters Menu

What types of letters would you like to send?

- Send Reviewer Letters
- Send General Letters
- Edit Reviewer Templates
- Edit General Templates

Main Menu

Current user: admin
Current entity: root

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Select Edit General Templates

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Templates

5 records found.

First Prev 1 Next Last

	Template
○	Final Reminder
○	First Reminder
○	Notification to Filer
○	Notification to Manager Regarding Non-Compliance
○	Second Reminder

New | Edit selected | Delete selected | Search | Clear Search

Letters Mail

Current user: admin
Current entity: root

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Select Notification to Filer

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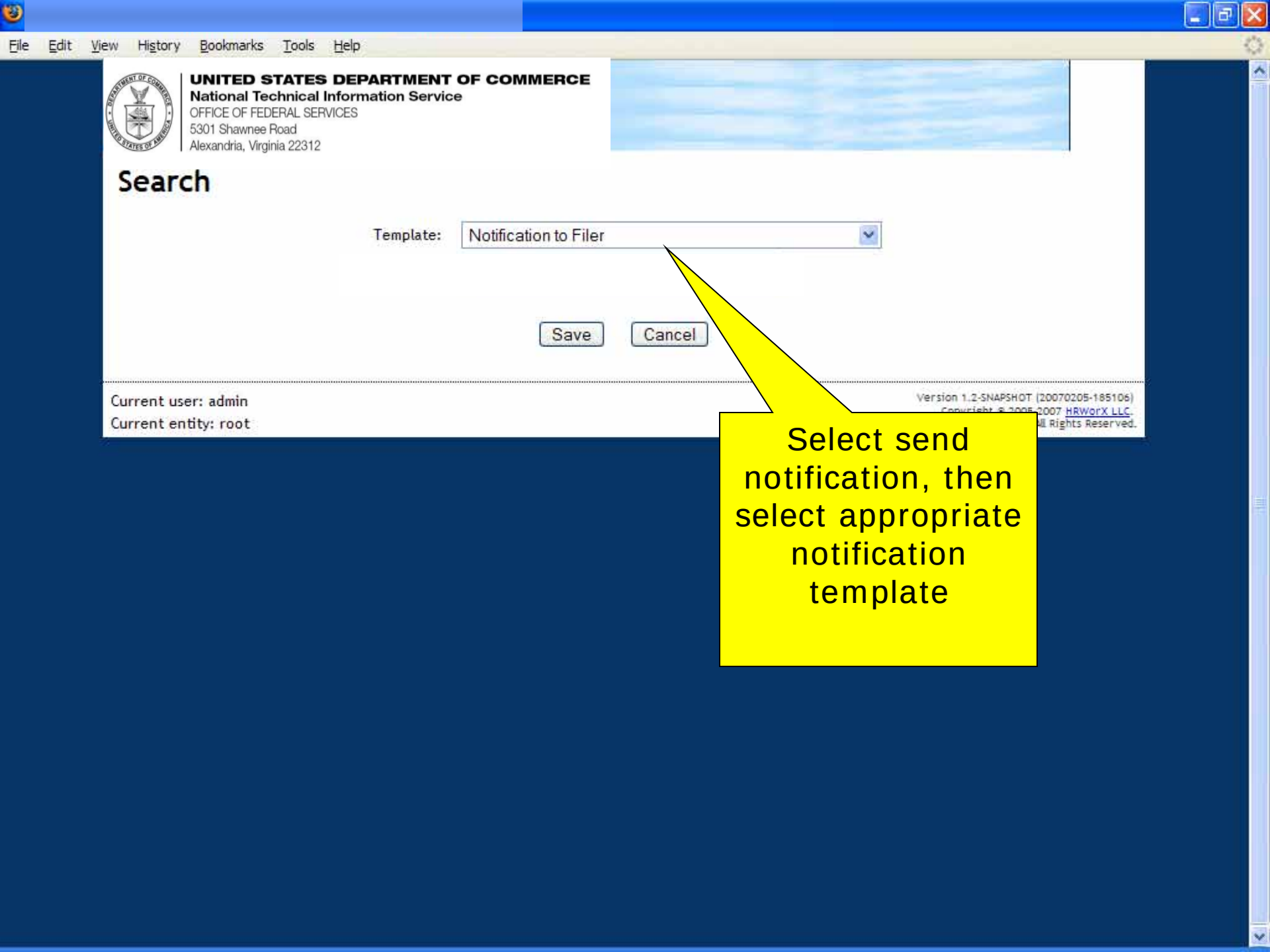
Edit Template

Set up Email Template language and insert merge fields

Template Name:	Invitation Letter Template
From:	fdonlineDemo@hrworx.com
To :	M_FILER_EMAIL
Cc:	
Bcc:	
Subject:	Invitation Letter for FDonline
Template:	Dear M_FILER_NAME, You are required to complete a financial disclosure OGE Form 450 or 450A statement by February 15, 2010. To access the automated financial disclosure application, please click the link below and follow all instructions: M_INVITATION_LINK Once you have completed the form, the system will validate all entries to help ensure that the form has been completed properly. Once the system determines that you have completed all required fields, you will be allowed to submit the form electronically. Remember, the due date for completing this activity is February 15, 2010. If you have any questions you can contact your EPC, M_EPC_NAME at M_EPC_EMAIL

Valid Merge Fields

- M_FILER_EMAIL
- M_FILER_NAME
- M_INVITATION_LINK
- M_DUE_DATE
- M_MANAGER_NAME
- M_MANAGER_EMAIL
- M_EPC_NAME
- M_EPC_EMAIL
- M_LATE_FILER_NAMES


File Edit View History Bookmarks Tools Help
UNITED STATES DEPARTMENT OF COMMERCE
National Technical Information Service
OFFICE OF FEDERAL SERVICES
5301 Shawnee Road
Alexandria, Virginia 22312
Search
Template:
Notification to Filer
Save
Cancel
Current user: admin
Current entity: root
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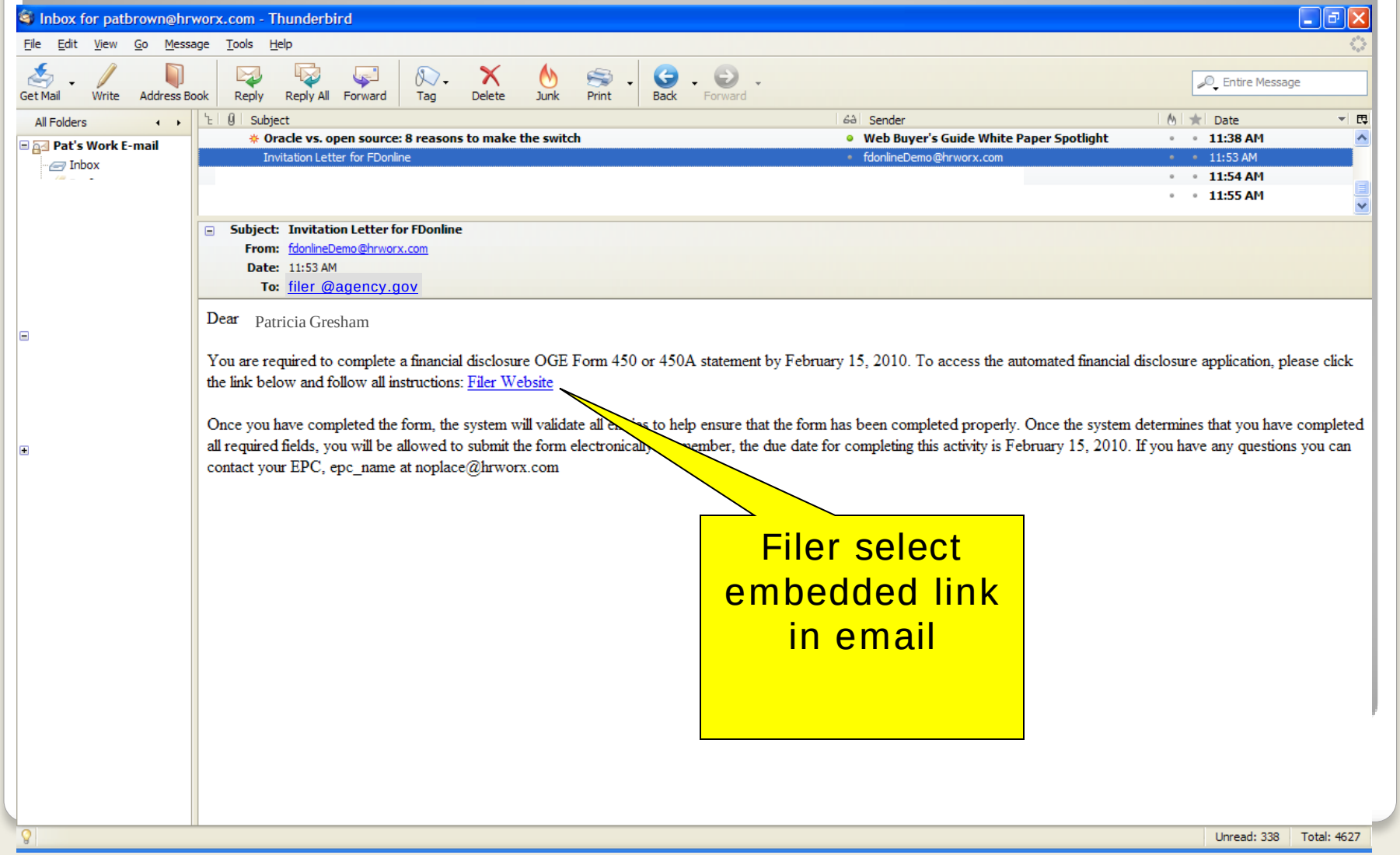
Select send notification, then select appropriate notification template


Inbox for patbrown@hrworx.com - Thunderbird
File Edit View Go Message Tools Help
Get Mail Write Address Book Reply Reply All Forward Tag Delete Junk Print Back Forward
Entire Message
All Folders
Pat's Work E-mail
Inbox
Subject Sender Date
Oracle vs. open source: 8 reasons to make the switch
Web Buyer's Guide White Paper Spotlight
11:38 AM
Invitation Letter for FDonline
fdonlineDemo@hrworx.com
11:53 AM
11:54 AM
11:55 AM
Subject: Invitation Letter for FDonline
From: fdonlineDemo@hrworx.com
Date: 11:53 AM
To: filer @agency.gov
Dear Patricia Gresham
You are required to complete a financial disclosure OGE Form 450 or 450A statement by February 15, 2010. To access the automated financial disclosure application, please click the link below and follow all instructions: Filer Website
Once you have completed the form, the system will validate all entries to help ensure that the form has been completed properly. Once the system determines that you have completed all required fields, you will be allowed to submit the form electronically. Remember, the due date for completing this activity is February 15, 2010. If you have any questions you can contact your EPC, epc_name at noplace@hrworx.com
Filer select embedded link in email
Unread: 338 Total: 4627

File Edit View History Bookmarks Tools Help

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Alexandria, Virginia 22312

Registration Page

Welcome to the Electronic OGE 450/450A Program. This web-based tool will guide you through the process of completing your annual financial disclosure requirement.

Access to the system is based on your government email address (e.g. John.Doe@ .gov) and a unique password that you create. Please enter the password your would like to use for this account, below. The password is case sensitive and will need to be entered, upon re-entry, exactly as it was created.

User Id: pgresham@ntis.gov

Password:

Retype password:

Save

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First step is to create secure password
(configurable to agency security requirements)

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Choose Filing Period

Please choose your filing period.

Choose an existing filing: Choose

OR

Create a new filing for the year 2010 New

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Select prior filing or create new filing.
(Can pull prior year data to current year filing)

File Edit View History Bookmarks Tools Help
What To Expect
The Electronic OGE Form 450 system will automatically walk you through filling out your Financial Disclosure Form (OGE 450) or, if you are eligible, OGE Optional Form 450A.
The system will let you know what you are to report and what is not necessary to report. After all the necessary questions are answered, you will electronically submit the form. You will also print the completed form and return it in a sealed envelope to your Designated Ethics Counselor. For Regions and Centers, the Designated Ethics Counselor is your Regional/Center Counsel. For Headquarters, the Designated Ethics Counselor is AGC-400. You will also be able to save the form for your own records. You are strongly urged to retain a copy for your own records.
Save & Exit
Go Back
Continue
Help
OGE Instructions
OGE 450 Form
OGE 450A Form
Penalties
Public Burden Information
Why Must I File?
When Must I File?
What is the Reporting Period?
What if I have Questions?
My OGE Form
Change Password
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View Data
Simple to follow instructions, help and navigation buttons

File Edit View History Bookmarks Tools Help

Getting Around

How It Works

This application is set up as a series of step by step screens which will guide you through the process of completing the OGE Form 450/450A. Each screen follows the format of the OGE Form 450/450A, e.g. Part I is for Assets and Income. As you navigate through the application, you will have easy access to OGE instructions by selecting the appropriate OGE instructions link on the right hand side of each page.

On the bottom of the screen there are navigation buttons to help direct you through the application. Once you have entered all of your information, you will have an opportunity to view your completed OGE 450/450A Form before you submit it. In order to view your completed form, you will need to have Adobe Acrobat Viewer installed and operating. Click Here to test if Adobe Acrobat is installed and working on your computer. If not, you can click on the Adobe icon below for a free download.

Saving Information

At any time you can select "save and exit" and your data will be saved. W ou return, you will be able to start from where you left off or start from the be to review your previously entered data. Each time you move from screen to data will be saved. So if you lose your connection for some reason, don' data that you entered up to that screen will be saved.

Reviewing Information

When you have entered all of your data, you can view, print and save th Form 450/450A document. Once you submit your final form, you will not back into your account without proper authorization from your agency

Save & Exit Go Back Continue

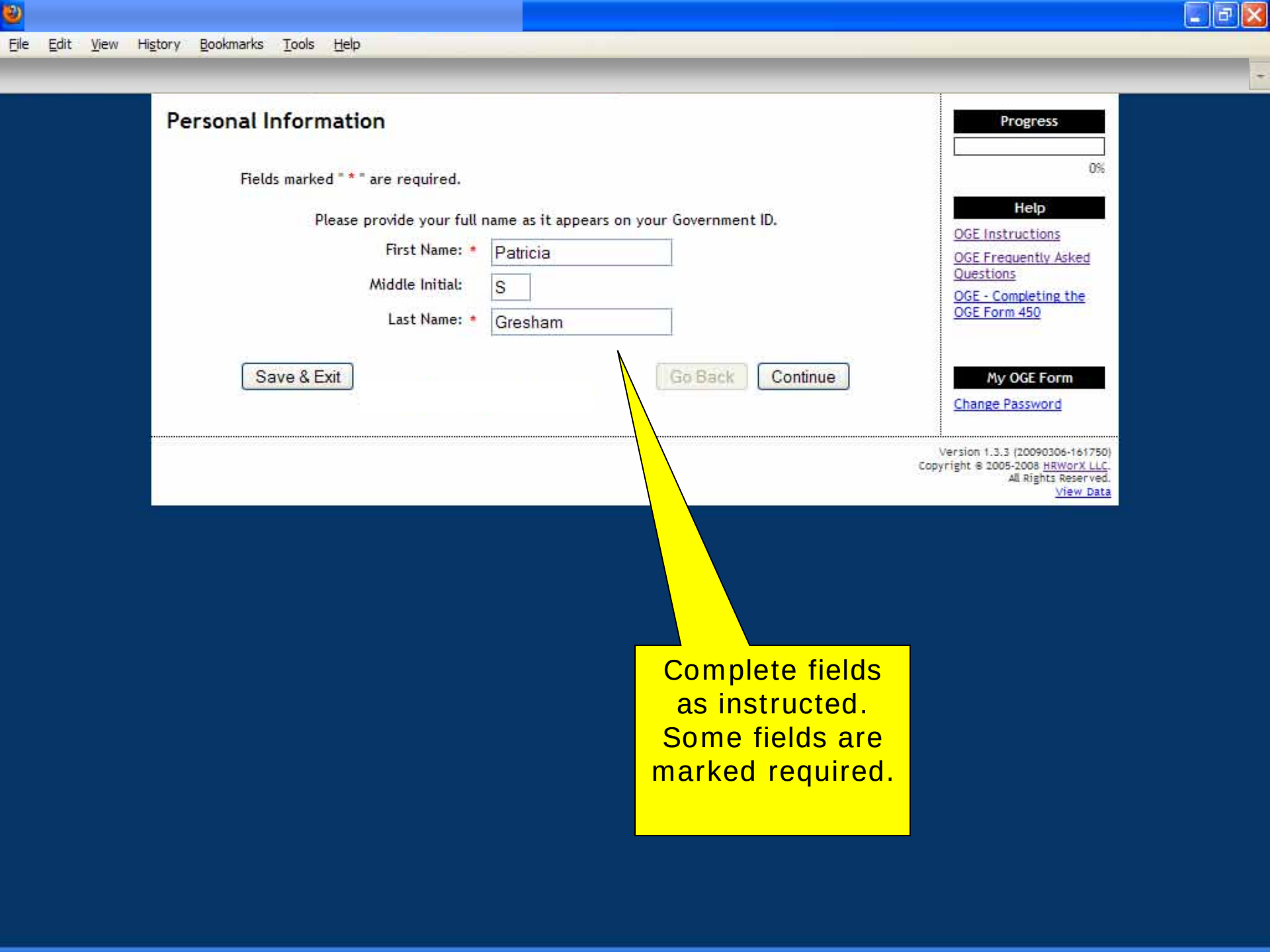
Help

OGE Instructions
OGE 450 Form
OGE 450A Form
Penalties
Public Burden Information
Why Must I File?
When Must I File?
What is the Reporting Period?
What if I have Questions?

My OGE Form

Change Password

You can test AdobeÒ ReaderÒ before getting started


File Edit View History Bookmarks Tools Help
Personal Information
Fields marked " * " are required.
Please provide your full name as it appears on your Government ID.
First Name: * Patricia
Middle Initial: S
Last Name: * Gresham
Save & Exit
Go Back
Continue
Progress
0%
Help
OGE Instructions
OGE Frequently Asked Questions
OGE - Completing the OGE Form 450
My OGE Form
Change Password
Version 1.3.3 (20090306-161750)
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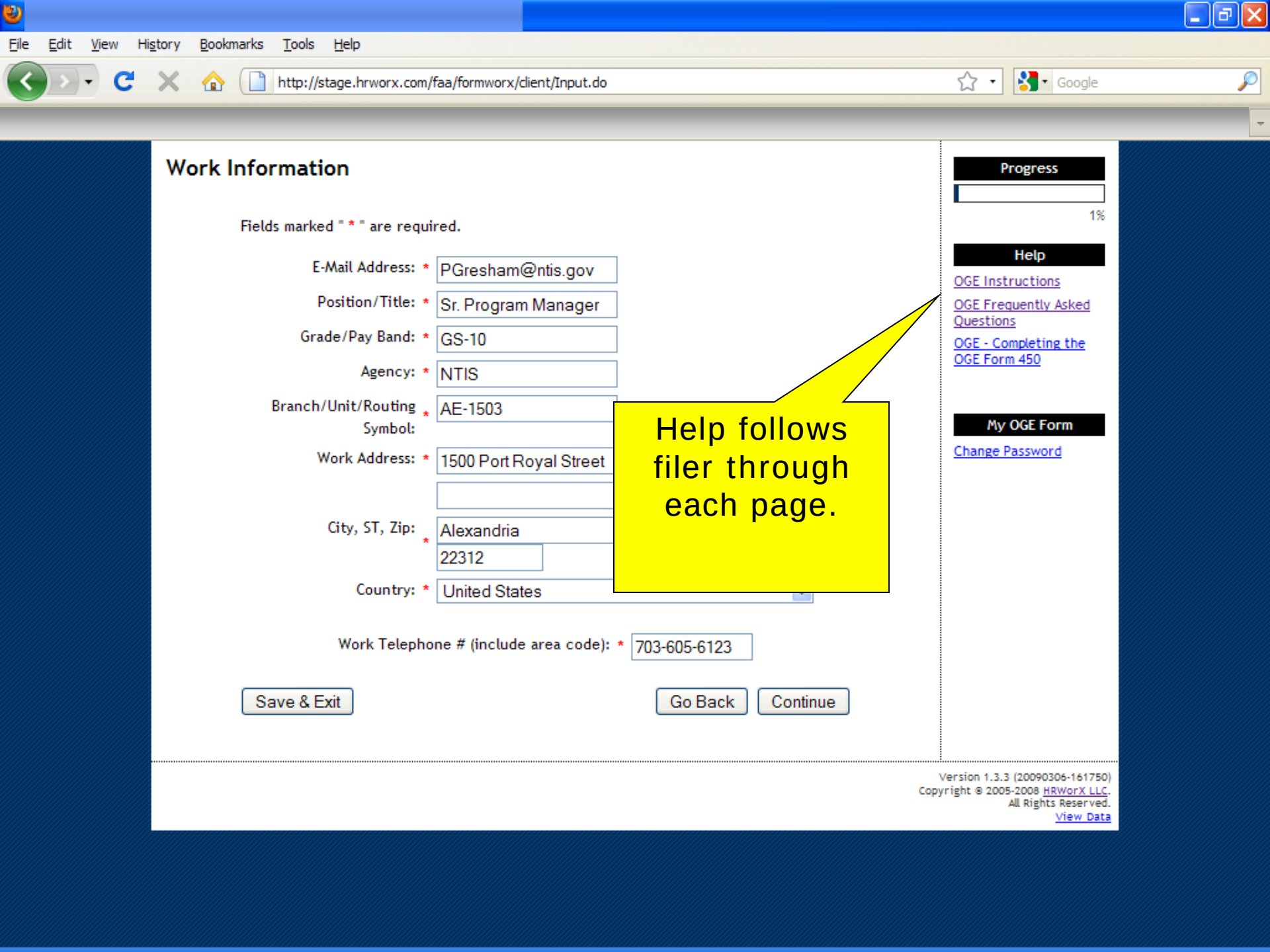
View Data
Complete fields as instructed. Some fields are marked required.


File Edit View History Bookmarks Tools Help
http://stage.hrworx.com/faa/formworx/client/Input.do
Google
Work Information
Fields marked " * " are required.
E-Mail Address: * PGresham@ntis.gov
Position/Title: * Sr. Program Manager
Grade/Pay Band: * GS-10
Agency: * NTIS
Branch/Unit/Routing Symbol: * AE-1503
Work Address: * 1500 Port Royal Street
City, ST, Zip: * Alexandria
22312
Country: * United States
Work Telephone # (include area code): * 703-605-6123
Save & Exit
Go Back
Continue
Progress
1%
Help
OGE Instructions
OGE Frequently Asked Questions
OGE - Completing the OGE Form 450
My OGE Form
Change Password
Help follows filer through each page.
Version 1.3.3 (20090306-161750)
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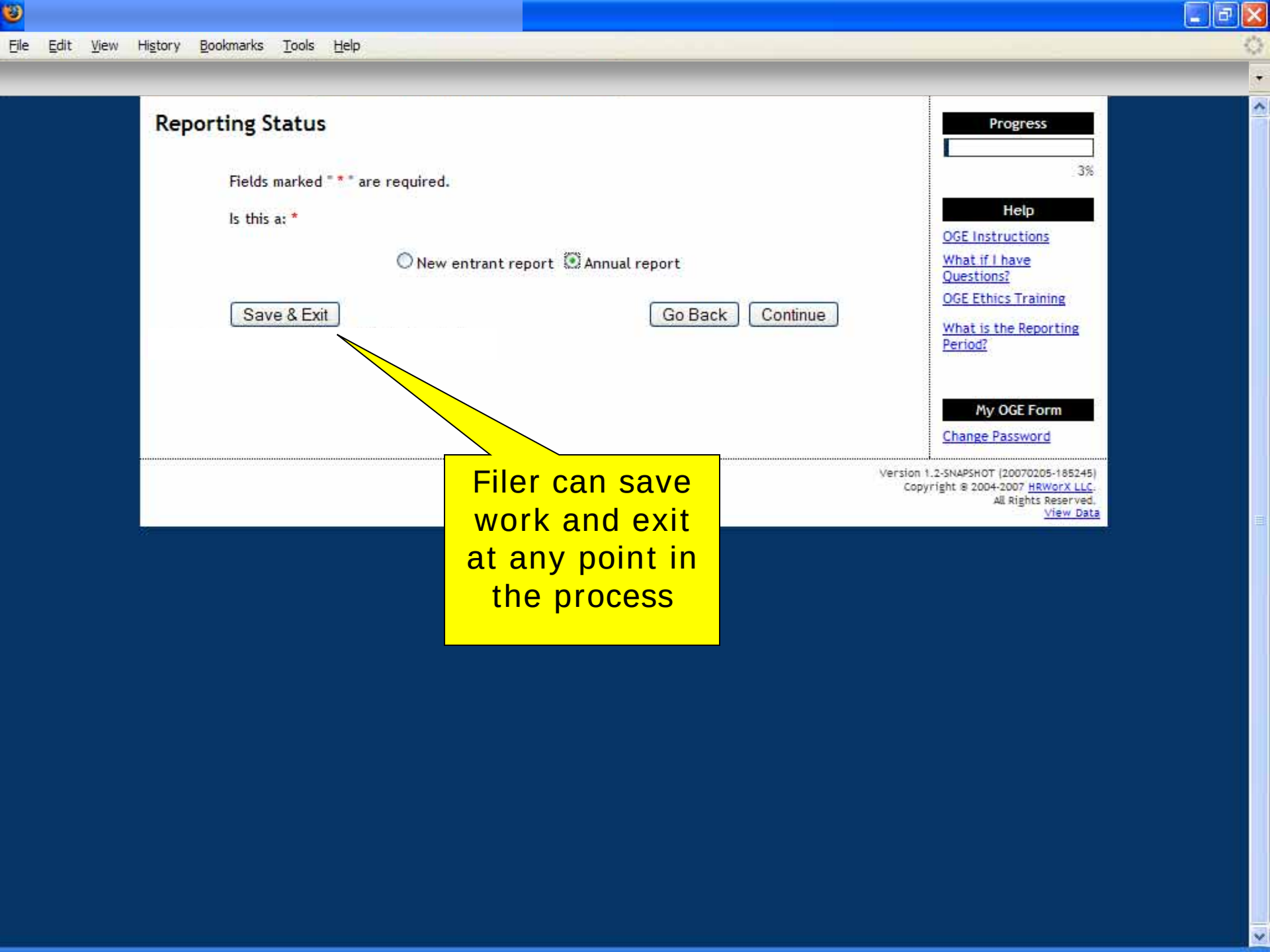
File Edit View History Bookmarks Tools Help
Reporting Status
Fields marked " * " are required.
Is this a: *
New entrant report
Annual report
Save & Exit
Go Back
Continue
Progress
3%
Help
OGE Instructions
What if I have Questions?
OGE Ethics Training
What is the Reporting Period?
My OGE Form
Change Password
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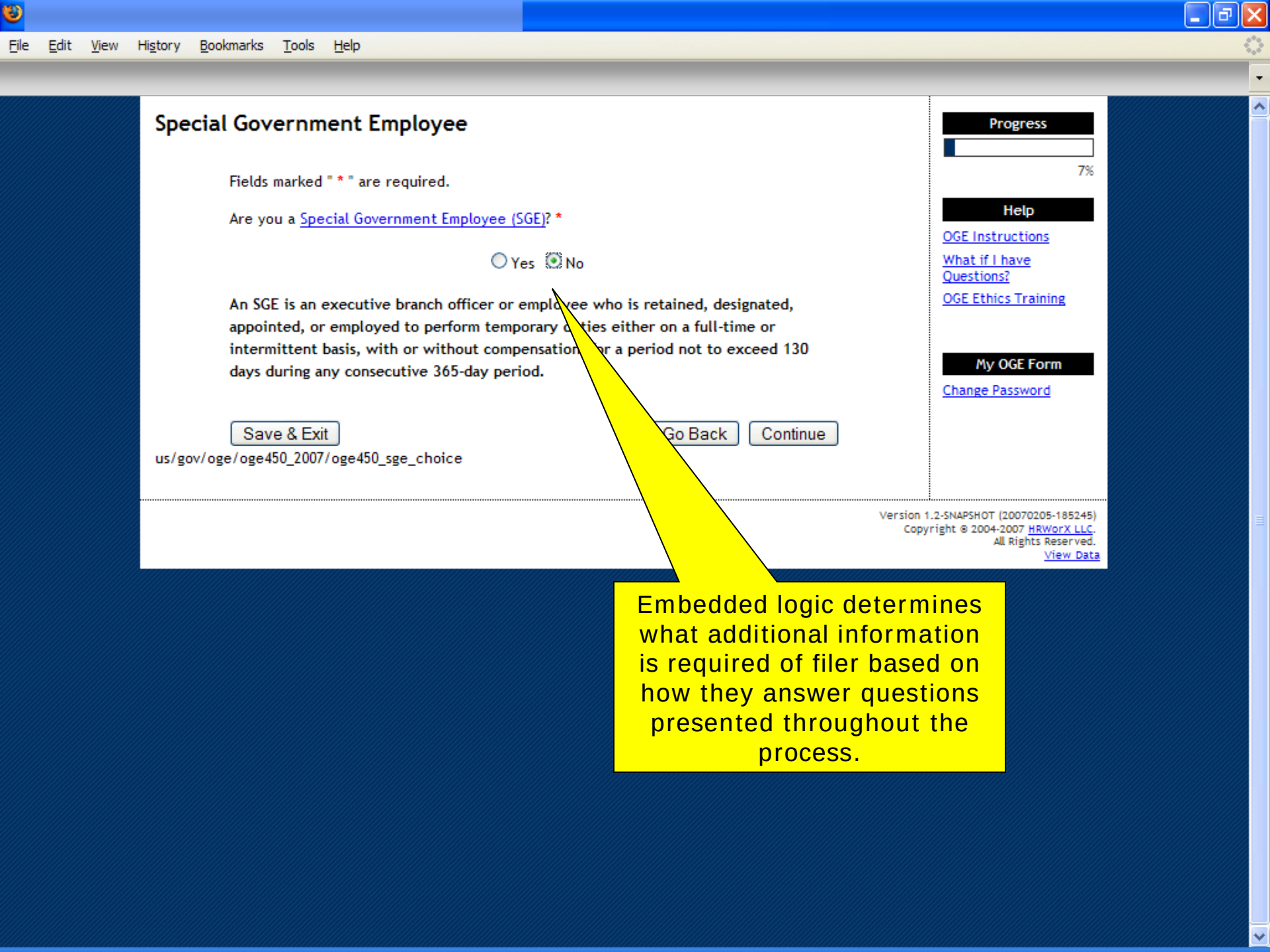
View Data
Filer can save work and exit at any point in the process


File Edit View History Bookmarks Tools Help
Special Government Employee
Fields marked " * " are required.
Are you a Special Government Employee (SGE)? *
Yes No
An SGE is an executive branch officer or employee who is retained, designated, appointed, or employed to perform temporary duties either on a full-time or intermittent basis, with or without compensation, for a period not to exceed 130 days during any consecutive 365-day period.
Save & Exit
Go Back
Continue
us/gov/oge/oge450_2007/oge450_sge_choice
Progress
7%
Help
OGE Instructions
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View Data
Embedded logic determines what additional information is required of filer based on how they answer questions presented throughout the process.

File Edit View History Bookmarks Tools Help

OGE 450 or 450-A (Short Form)?

Fields marked " * " are required.

If you have a previous OGE Form 450 on file with your agency and can certify to all of the following statements, your agency may permit you to use the OGE Optional Form 450-A instead of filing an OGE Form 450. If you cannot certify to all of the following statements or otherwise do not wish to use this OGE Optional Form 450-A, you must complete a new OGE Form 450 as your report. Consult your agency ethics office for more information.

After examining a copy of my last confidential financial disclosure report (OGE Form 450), I certify to the following: *

A. **No New Interests.** Since filing my last OGE Form 450:
   1. I have no new reportable assets or sources of income, for myself, my spouse, or my dependent children;
   2. I have no new reportable liabilities (debts), for myself, my spouse, or my dependent children;
   3. I have no new reportable outside positions for myself;
   4. I have no new reportable agreements or arrangements concerning future, current, or past non-Government employment for myself;
   5. I have no new reportable gifts or travel reimbursements for myself, my spouse, or my dependent children.

   (For a description of what interests are reportable, see OGE Form accompanying instructions, and/or other agency guidance.)

B. **No Change in Position/Duties.** Since filing my last OGE Form 450, I changed jobs at my agency. (The term "changed jobs" includes a n description or other significant change in duties.)

- ○ I can answer yes to all of the questions above and wish to use the OGE Form 450-A
- ◉ I cannot answer yes to all of the questions above or do not wish to use the OGE Form 450-A

Save & Exit Go Back Continue

If a 450A year, question determines eligibility to complete 450A

Progress

11%

Help

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OGE Ethics Training

Common Questions

Privacy Act Statement
Penalties
Public Burden Information

My OGE Form

Change Password

File Edit View History Bookmarks Tools Help

Part I - Assets and Income

Fields marked " * " are required.

Did you, your spouse, or dependent child hold any asset with a fair market value of more than $1,000 *at the close* of the reporting period or that produced income over $200 *during* the reporting period? *

(•) Yes ( ) No

Save & Exit Go Back Continue

Report for Yourself, Spouse, and Dependent Chi

- Assets held for investment with a value greater than $1,000 at the end of the reporting period OR assets held for investment which produced more than $20 in income during the reporting period, including but not limited to
  - Assets such as stocks, bonds, annuities, trust holdings, partnersh interest, life insurance, investment real estate, or a privately-held trad or business
  - Sector mutual funds: those funds invested in a particular industry, business, or location such as ABC Electronics Fund or XYZ Canada Fund (report the full name of the fund, not just the general family fund name)
  - Holding of retirement plans, such as 401(k)s or IRAs (list each holding except diversified mutual funds)

Do Not Report

- Federal Government ...irement benefits
- ... accounts
- Your personal residence, unless you rent it out
- Diversified mutual funds, such as ABC Equity Value Fund or XYZ Large Capital Fund
- U.S. Government Treasury bonds,

If yes, next step requires at least entry of at least one asset. If no, proceed to Part II

Progress

13%

Help

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OGE Important Definitions

Diversified Mutual Funds
Sector Mutual Funds
Dependent Child

Examples

Part I: Assets and Income

My OGE Form

Change Password

File Edit View History Bookmarks Tools Help

Part I - Assets Which Must Be Reported

A. Check all assets held by you, your spouse or dependent child worth more than $1,000 at the end of the reporting period or that produced more than $200 in income during the reporting period.

B. Check all assets no longer held by you, your spouse, or dependent child that produced more than $200 in income during the reporting period.

	Held	No Longer Held		Held	No Longer Held
Stocks	☑	☐	Commodity Futures	☐	☐
401(k)	☑	☐	Sector Mutual Funds	☐	☐
Defined Benefit Pensions	☐	☐	IRAs	☐	☐
Bonds	☐	☐	Annuities	☐	☐
Investment Life Insurance	☐	☐	Trust[illegible]lings	☐	☐
Investment Real Estate	☐	☐	Private Business	☐	☐
Partnership Interests	☐	☐	Other	☐	☐

Save & Exit

Select as appropriate. Will take you through each selected section

Progress

15%

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Part I: Assets and Income

My OGE Form

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View Data

File Edit View History Bookmarks Tools Help

Stocks Held Worth More Than $1,000 at the End of the Reporting Period or that Produced Income Greater Than $200 During the Reporting Period

Fields marked " * " are required.

Enter a specific stock. Indicate the full name of each stock.

Stock Name: * (lookup)

Held by: *Optional.*
Self only Joint
Spouse only Dependent c

Enter Stock

STOCK Summary

Remove selected Stock

Save & Exit Go Back Done Entering Stocks

Since Stock were selected, must enter at least one. Stock look up feature adds convenience

Progress

17%

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Sector Mutual Funds
Dependent Child

Examples

art I: Assets and come

My OGE Form

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File Edit View History Bookmarks Tools Help

Stocks Held Worth More Than $1,000 at the End of the Reporting Period or that Produced Income Greater Than $200 During the Reporting Period

Fields marked " * " are required.

Enter a specific stock. Indicate the full name of each stock.

Stock Name: * BBY-Best Buy Co. Inc (lookup)

Held by: *Optional.*
- Self only
- Joint
- Spouse only
- Dependent child

Enter Stock

STOCK Summary

Remove selected Stock

Save & Exit Go Back

us/gov/oge/oge450_2007/oge450_asset_stock_held

Search beings back correct stock and symbol. Select held by and enter stock

Progress

17%

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OGE Important Definitions

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Sector Mutual Funds

Dependent Child

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Part I: Assets and Income

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Stocks Held Worth More Than $1,000 at the End of the Reporting Period or that Produced Income Greater Than $200 During the Reporting Period

Fields marked " * " are required.

Enter a specific stock. Indicate the full name of each stock.

Stock Name: * BBY-Best Buy Co. Inc (lookup)

Held by: *Optional.*
- Self only
- Joint
- Spouse only
- Dependent child

Enter Stock

STOCK Summary

Remove selected Stock

Save & Exit Go Back

us/gov/oge/oge450_2007/oge450_asset_stock_held

Search beings back correct stock and symbol. Select held by and enter stock

Progress

17%

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Sector Mutual Funds

Dependent Child

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Part I: Assets and Income

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Stocks Held Worth More Than $1,000 at the End of the Reporting Period or that Produced Income Greater Than $200 During the Reporting Period

Fields marked " * " are required.

Enter a specific stock. Indicate the full name of each stock.

Stock Name: * (lookup)

Held by: *Optional.*
Self only Joint
Spouse only Dependent child

Enter Stock

STOCK Summary

Stock-(Self)-BBY-Best Buy Co. Inc
Stock-(Spouse Only)-NFLX-NETFLIX IN
Stock-(Joint)-FPB-Fountain Powerboat Indus Inc
Stock-(Self)-F-Ford Motor Co
Stock-(Joint)-MOT-Motorola Inc

Remove selected Stock

Save & Exit Go Back Done Ente

us/gov/oge/oge450_2007/oge450_asset_stock_held

Create unlimited listing of stocks

Progress
17%

Help
OGE Instructions
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OGE Ethics Training

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Diversified Mutual Funds
Sector Mutual Funds
Dependent Child

Examples
Part I: Assets and Income

E Form
sword

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401(k)s Held Worth More Than $1,000 at the End of the Reporting Period or that Produced Income Greater Than $200 During the Reporting Period

Fields marked " * " are required.

Bank or Institution that holds the 401(k):

How is the 401(k) invested?
List each holding except diversified mutual funds. For each stock or mutual fund held, enter the specific name.

* ☐ Stock (lookup)
☐ Sector Mutual Fund (lookup)
☐ Bonds
☐ Cash
☐ Other

Held by: *Optional.*
○ Self only ○ Joint
○ Spouse only ○ Dependent child

Enter 401(k)

401(k) Summary

401(k)-(Joint)-Provident Bank-Stock,LM-Legg Mason Inc

Remove selected 401(k)

Save & Exit Go Back Done Entering 401(k)

401K works same way. Also includes look up feature

Progress

21%

Help

OGE Instructions
What if I have Questions?
OGE Ethics Training

OGE Important Definitions

Diversified Mutual Funds
Sector Mutual Funds
Dependent Child

Examples

Part I: Assets and Income

OGE Form

Password

For More Information Contact

Patricia Gresham
Office of Federal Services
pgresham@ntis.gov
703-605-6800