



SF-278 Wizard

Financial Executive Branch Personnel Public Disclosure Report

User Guide

November 2008 - Version 6.0

**U.S. Department of State
A collaboration between:
Financial Disclosure Division and Office of Directives Management**

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Chapter 1 Introduction

What is the SF-278 Financial Disclosure Form?

The SF-278 is a standard Office of Government Ethics (OGE) form used to document a person's outside affiliations and financial interests to determine if a conflict of interest exists with the individual's official duties. The Ethics in Government Act, as amended, requires certain individuals serving in senior or other designated positions in the United States Government to submit a full and complete accounting of their affiliations and financial interests. This is a Federal Government mandate to promote public trust and financial interests. The e-Forms SF-278 Wizard has the goal of providing an easier method for SF-278 filers to complete the form.

Form Options

You have three options for completing the form, they are as follows:

1. The SF-278 Wizard is accessible on the Ethics and Political Activities Website (intranet)
2. The SF-278 Wizard and the SF-278 HTML Form format are accessible on the internet
3. The SF-278 Form in FAR (e-Forms) is accessible on OpenNet

The SF-278 Wizard

The SF-278 Wizard is a step-by-step format placed over the e-Forms SF-278 form. It provides a more organized method of completing this complex form by displaying the information in a logical manner. Additionally, the design of the SF-278 Wizard incorporates standard business rules that restrict or allow a particular function based on pre-defined instructions.

The Actual SF-278 Form in HTML and FAR Formats

Both the HTML and FAR versions of the form graphically show the actual form as it will look when printed.

Note: This guide covers how to systematically access, save, print and navigate through the process of completing the SF-278 using the SF-278 Wizard.

Who Needs to File?

The Ethics in Government Act of 1978, as amended, requires senior officials in the executive, legislative, and judicial branches to file public reports of their finances and other interests outside the Government. At the Department of State, individuals required to file include all employees appointed to an Executive Schedule position, all members of the Senior Executive Service, all members of the Senior Foreign Service, all Schedule C employees, and any limited non-career appointee in the Foreign Service who is a political appointee.

Who you can contact for questions and assistance?

Sarah E. Taylor, Chief, Financial Disclosure Division

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Suite 5425

Washington, DC 20520

Tel: (202) 647-6168

Fax: (202) 647-8573

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Or

Contact the L/Ethics front desk by dialing 202-647-4646

Email: L-EMP-FD Financial Staff@state.gov

Chapter 2 Getting Started

This chapter discusses basic procedures used throughout the SF-278 Wizard. It provides instructions on how to log in and navigate.

Introduction

The Department of State employees can access the SF-278 Wizard by typing in the following URL: <http://forms.cerenade.com/sf278>


Before you get started, the following is information you should know:


- For additional information you can view the video clips: <http://www.state.gov/m/a/dir/forms/employment/c26873.htm>
- The amount of data you can enter into the SF-278 Wizard equals the amount of data accepted in the OGE version of the SF-278 form
- For additional information on the SF-278, see the instructions for completing the SF-278 Wizard. Click on **SF-278-I** available on the internet website
- The SF-278 Wizard has drop down buttons that provide a list of pre-selected choices or you have the ability to type the information
- You can save your data *locally* from any screen that has the **Save** button located at the bottom of each screen. Remember to **save frequently** as discussed in Chapter 8
- In this document, the term “actual form” is referring to the form generated in Print Preview

Page Navigation

As you are completing the SF-278, you will need to navigate through the many screens. Table 2.1 describes how to navigate in the SF-278 Wizard.

Table 2.1 Navigation Symbols

Navigation Symbol	Description
Close	The Close button allows you to exit the Wizard. You will receive a warning to save your data before closing.
	The Help icon is located on various screens in the SF-278 Wizard. By clicking on it you will receive additional information about the specific item.

Navigation Symbol	Description
 Business Rule:	The SF-278 Wizard has standard business rules and guidelines that control fields that are restricted or allowed based on your selections. This business rule icon appears throughout this guide to alert you to the business rule as it applies to a specific screen.
[Next]	The Next button takes you from the current screen to another screen based on the SF-278 business rule.
[Back]	The Back button takes you to the previous screen.
[Save]	The Save button saves the data entered. Warning: The System does not automatically save your data, you must click Save . (See Chapter 8)
[Print Preview]	The Print Preview button displays the original SF-278 form. If you have entered data in the SF-278 Wizard, it will appear in the print preview of the SF-278 form. Print Preview will take you to the first page of the actual SF-278 form. For more details on printing. (See Chapter 9)
[Add Another]	The Add Another button allows you to add a new line item in each of the schedules.
[Delete]	The Delete button allows you to delete the selected line item in each of the schedules.
Privacy Act	Click on the Privacy Act button to view the Privacy Act information.

Logging In

This section explains how to log in to the SF-278 Wizard. You need to log in each time you access the SF-278 Wizard.

To access:

Steps:

1. Open an internet browser, for example Internet Explorer. In the **Address** box, type in the following web address: <http://forms.cerenade.com/sf278> or click this dynamic link (Figure 2.1).

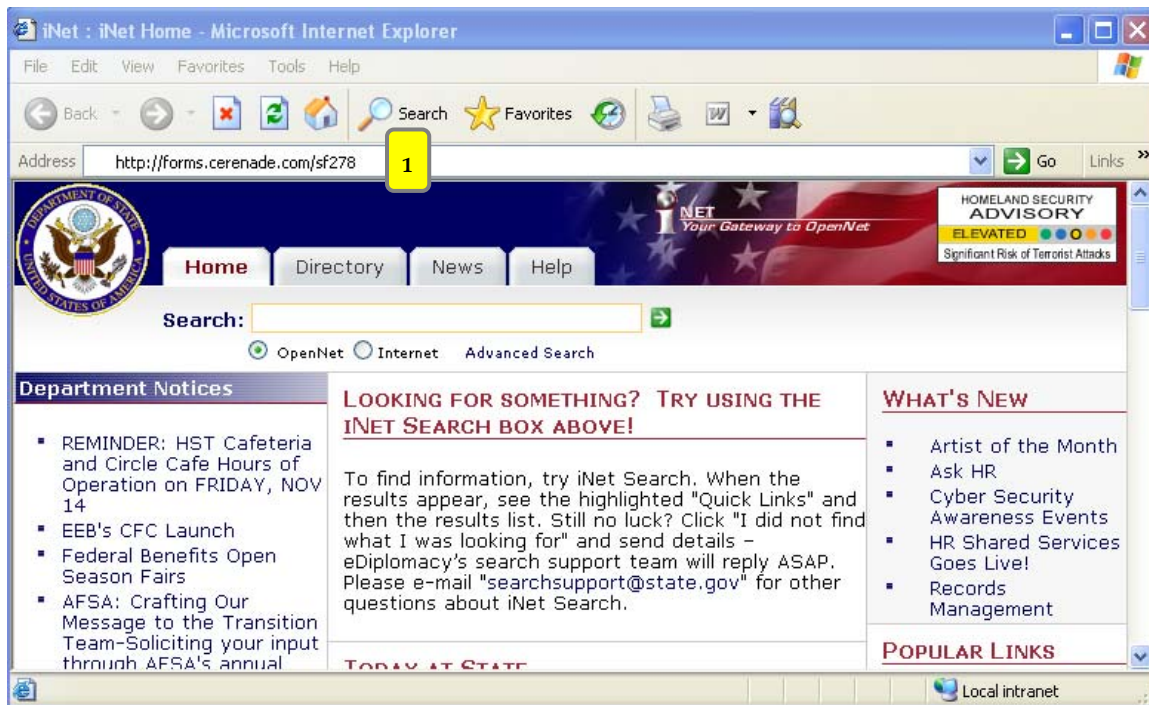


Figure 2.1

2. You will go to the SF-278 web page. Click on the [Click Here](#) link under US Department of State and USAID employees as seen below (Figure 2.2).

UNITED STATES DEPARTMENT OF STATE

cerenade
E-APPLICATION

SF278 - Financial Disclosure Report **Wizard**

The all-new SF-278 WIZARD is a step-by-step question-driven application that walks you through the process of completing the SF-278 form.

Benefits to you are:

- Provides a guide for navigating through the form completion process.
- Assists you by displaying easy-to-understand questions .
- Creation of unlimited Schedules A, B, C and D.
- Sequentially numbers line items to make it easy to track and edit.
- Allows you to delete and insert line items.
- Never leaves a blank line in the schedules.
- Ability to save local and recall data.
- Places your answers on the appropriate disclosure form.
- Provides print pre-view of the actual form showing what you have completed.
- Prints the "authorized" OGE Form with your Wizard data.
- No software to download; all you need is Internet access and a browser.

US Department of State and USAID employees

2 Please [Click here](#) to access SF-278 Wizard

Employees of all other agencies

Please [Click here](#) to access SF-278 Wizard

Need more information?

To learn more about the technology behind SF-278 Wizard, [please click here](#).

©Copyright 2008 Cerenade. All rights reserved. **[Hit Counter]**

Figure 2.2

Once you have successfully logged in, the SF-278 Wizard opens to the **Guide** and you will be able to complete each part of the SF-278.

The SF-278 Wizard Guide

Steps:

1. The **Guide** is located on the left side of the SF-278 Wizard and can be accessed on every page of the SF-278 Wizard (Figure 2.3). The **Guide** is your table of contents for the SF-278 Wizard. If you need to go to a specific section of the report, you may do so by clicking on the selected section from the **Guide**.

The **Guide** allows you to see where you are in the SF-278 completion process by highlighting the section in the color blue.

To begin using the SF-278 Wizard:

2. After you read the information on the initial **Guide** screen, click **Continued** or click on the section to which you want to go.

SF-278 Executive Branch Personnel Public Financial Disclosure Report Form Approved
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www.cerenade.com

Guide
Personal
Schedule A
Schedule B I
Schedule B II
Schedule C I
Schedule C II
Schedule D I
Schedule D II

1

Question? Who must file a financial disclosure report?

Answer: As more fully explained in 2 FAM 710, the Federal ethics laws and regulations provide for two kinds of financial disclosure. However, this information covers the filing for the Public Financial Disclosure Report (SF-278) only. In general, a high-level employee or political appointee must file the SF-278.

Public Financial Disclosure

The term "public filer" means any employee of the Department, including an employee serving in a "stretch assignment":

- (1) Who is serving in an Executive Schedule, Senior Executive Service, or Senior Foreign Service position (or, in the case of any individual whose pay is not fixed under the General Schedule and who does not serve in the Foreign Service, in a position for which the rate of basic pay is equal to or greater than 120% of GS-15, step 1, i.e., locality pay or other special pay is not counted); or
- (2) Who is serving in a position that is excepted from the competitive service because it is of a confidential or policy-making character, including Schedule C employees and any limited non-career appointee who is a political appointee. (A prospective filer described in this paragraph may be excluded from the filing requirement by the Department's Ethics Office if he or she will have no policy-making role with respect to Department programs, e.g., a private secretary.)

A public filer must submit a new entrant, incumbent (annual), and termination report. New entrant reports must be submitted both by candidates for employment with the Department and current employees assuming public filer positions. A prospective Presidential appointee to a position requiring the advice and consent of the Senate will be required to file a "nominee" report. Annual reports by public filers must be submitted by May 15 of each year, unless an extension is approved.

CLOSE **2** **Continued**

Figure 2.3

3. Select SF-278 Wizard (Figure 2.4).

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Guide
Personal
Schedule A
Schedule B I
Schedule B II
Schedule C I
Schedule C II
Schedule D I
Schedule D II
CLOSE

Procedures

The Ethics Office provides guidance to bureau and post Management Offices to permit those offices to (1) identify employees (and candidates for employment) who serve in or will serve in public filer positions and (2) give to each filer the prescribed written instructions and a blank form to ensure timely filing. The instructions include information about when to file, where to file, penalties (possibly to include a late filing fee), and how to access an electronic version of the SF-278.

The Ethics Office distributes guidance concerning annual reports prior to each annual filing cycle, including having the updated guidance and related materials available on the Department of State Ethics intranet website (www.ethics.state.gov).

Select your preference

3 data via Interview-driven screens Input data directly on to the form

SF-278 Wizard **SF-278 Form**

To complete the SF-278 on-line please note the following requirements:

- Your Internet browser must support 128-bit encryption and must have javascript enabled.
- If you are using Internet Explorer (Windows), the minimum version that will work with this site is version 5.0, with service pack 2.
- If you are using Netscape, the minimum version that will work with this site is version 6.2.

Note: Depending on the speed of your Internet connection, the time to download each page may vary. Please be patient.

[Back]

Figure 2.4

4. After you select the **SF-278 Wizard**, you have three options on this screen (Figure 2.5):
- Select **SF-278 Wizard** if you have no data to import
 - Select **Import Data** to upload your existing data from a saved SF-278. (See **Chapter 10**)
 - Select **Get Answers** if you need help with completing the form or select **Privacy Act Statement** to get the Privacy Act information

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SF-278 Wizard
Use this option if you have not started the SF-278 Wizard

Import Data
Use this option to upload your existing data from a saved SF-278

Get Answers
Help On This Form
Privacy Act Statement

Getting Started with SF-278
This site permits filers to complete the SF-278 without any accounts. Partially completed data will be stored on your local computer. If you need to quit before you have completed the application, please click the "Save" button and save the data to your local computer.

New Application / Import Data
Begin a new SF-278 Wizard or import data that you previously saved during a prior session.

Guide
Personal
Schedule A
Schedule B I
Schedule B II
Schedule C I
Schedule C II
Schedule D I
Schedule D II

CLOSE

Figure 2.5

The details to complete each section are in the following chapters.

Chapter 3 Personal

This section will discuss completing the **Personal** section of the SF-278 Wizard found on page 1 of the actual form.

Reporting Status Section

Once you select the SF-278 Wizard, you will begin entering your information in the **Reporting Status Section** (Figure 3.1).

To complete the **Reporting Status Section**:

Steps:

1. Type your date of appointment or candidacy
2. Select your reporting status. You may choose from either:
 - Incumbent
 - New Entrant, Nominee, or Candidate
 - Termination Filer



Business Rule: You can select both Incumbent and Incumbent Date AND Termination filer and Termination date if needed. If Incumbent and Incumbent Date OR Termination filer and Termination Date are selected, selecting New Entrant will remove the Incumbent and Termination Filer information.



Business Rule: If you select New Entrant or Nominee as the reporting status, the Wizard will automatically populate **None** in **Schedule B, Part I – Transactions and Part II: Gifts, Reimbursements, or Travel Expenses**.

3. After you have selected the appropriate reporting status and typed the additional applicable data, click **Next**. You will go to the **Reporting Individual Section**.

Figure 3.1

Reporting Individual Section

To complete the **Reporting Individual Section**:

Steps:

4. Type your last name (Figure 3.2).
5. Type your first name.
6. Type your middle initial.
7. Type the complete address for your present office.
8. Type the telephone number including the area code.
9. Select your position from the **Title of Position** drop down list or type in your own.
10. Click **Next**. You will continue to the **Prior Positions Section**.

Reporting Individual Section
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Guide

Personal

Schedule A

Schedule B I

Schedule B II

Schedule C I

Schedule C II

Schedule D I

Schedule D II

CLOSE

Reporting Individual's Name

Last Name 4	First Name 5	Middle Initial 6
Doe	Jane	J

Location of Present Office (or forwarding address)

Address (Number, Street, City, State, and ZIP Code) <i>(Only 2 lines of text)</i>		Telephone No. (Include Area Code)
555 Main Street	7	8 202-555-5555
Washington, DC 20000		

Position for Which Filing

Title of Position 9

Secretary

Department or Agency (If Applicable)

U.S. Department of State

[Save] [Print Preview]
[Back] 10 [Next]

Figure 3.2

Prior Positions Section

To complete the **Prior Positions Section**:

Steps:


- 11.** If you have held an additional position(s) with the Federal Government during the preceding 12 months, type the title of the position and date held (Figure 3.3).
 - 12.** Select the name of the Senate Committee considering your nomination from the drop down list or you can type your own committee in. (See Business Rule below)
-  **Business Rule:** If you are an Incumbent or Termination Filer, this field will be locked. However, if you are New Entrant, the Wizard will automatically populate *Senate Foreign Relations Committee*, with the option to remove it.
- 13.** If you intend to create a Qualified Diversified Trust, select **Yes**. Otherwise, select **No**.
 - 14.** Click **Next**. You will continue to **Comments of Reviewing Officials**.

Figure 3.3

Comments of Reviewing Officials

Only reviewing officials should complete the comments section. With the exception that if the filer has been granted an extension, then the filer completes the **Filing extension is granted** check box and completes the **Indicate number of days** text box.

To complete the **Comments of Reviewing Officials**:

Steps:

- 15.** If the filer has been granted an extension, select the filing extension check box (Figure 3.4).
- 16.** Type the number of days the extension has been granted.
- 17.** Type your comments.
- 18.** Click **Next**. You will continue to **Schedule A – Assets and Income**.

Comments of Reviewing Officials Form Approved
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***** Only the Reviewing Officials Should Fill Out This Section *****

Comments of Reviewing Officials

15 Filing extension is granted. Indicate number of days: **16**

Enter Your Comments Below. *(8 lines of text only)*

17

18

CLOSE [Save] [Print Preview] [Back] [Next]

Figure 3.4

Chapter 4 Schedule A

This chapter will discuss completing Schedule A in the SF-278 Wizard.

Schedule A - Assets and Income

Steps:

1. Click **None** if you have no assets to report in **Schedule A**. Then select **Next** and you will continue to **Schedule B**.
2. If you have items to report in Schedule A, click **Next** (Figure 4.1).

Schedule A - Assets and Income Form Approved, OMB No. 3209-0001
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Schedule D II

CLOSE [Save] [Print Preview] [Back] [Next]

For you, your spouse, and dependent children, report each asset held for investment or the production of income which had a fair market value exceeding \$1,000 at the close of the reporting period, or which generated more than \$200 in income during the reporting period, together with such income.

For yourself, also report the source and actual amount of earned income exceeding \$200 (other than from the U.S. Government). For your spouse, report the source but not the amount of earned income of more than \$1,000 (except report the actual amount of any honoraria over \$200 of your spouse).

Exclude for yourself and spouse income from employment by the United States Government and from any retirement system of the United States (including the Thrift Savings Plan) or from social security.

None

Figure 4.1


To complete **Schedule A**:

Steps:

- 3.** For **Block A**, type each asset in detail. Only 2 lines of text only (Figure 4.2).

Note: Skip **Block B** and **Block C** if this is a Sub-category item.

- 4.** For **Block B**, select the valuation of the asset.

- 5.** If the asset is a mutual fund and meets the Excepted Investment Fund (EIF) criteria, see  for definition.



If you select EIF, do not select the **Type of Income**. If you do not select EIF, you must select the **Type of Income**.

- 6.** For **Block C**, select the income type associated with the asset. If the income type is not listed, select **Other Income** and specify the type and actual amount.

- 7.** Select the amount of income.

- 8.** If amount is associated with Honoraria, type the date.

- 9.** The **Add Another** button allows you to add a new line item in each of the schedules.

- 10.** The **Delete** button allows you to delete the selected line item in each of the schedules.

- 11.** When you have added all assets and income, click **Next**. You will continue to **Schedule B**.

Figure 4.2

Chapter 5 Schedule B

The chapter will discuss completing Schedule B: Part I and Part II in the SF-278 Wizard.

Schedule B - Part I: Transactions

Steps:

1. If you select Incumbent or Termination Filer as the reporting status, you must select **None** if you have nothing to report. Then select **Next** and you will continue to **Schedule B: Part II**.

If you have transactions to report, select **Next** to continue to Schedule B: Part I.

2. If you select New Entrant or Nominee as the reporting status, the Wizard will automatically populate **None** in **Schedule B, Part I – Transactions and Part II: Gifts, Reimbursements or Travel Expenses**. Select **Next** (Figure 5.1).

Figure 5.1

To complete **Schedule B – Part I: Transactions**:

Steps:

3. Type a description of your asset (Figure 5.3).
4. Type the date of the transaction (Mo, Day, Yr).
5. Choose the **Transaction Type**. Your choices are: **Purchase**, **Sale**, or **Exchange**.
6. Select the amount of the transaction.
7. The **Add Another** button allows you to add a new line item in each of the schedules.
8. The **Delete** button allows you to delete the selected line item in each of the schedules.
9. After you have added all transactions, click **Next**. You will continue to **Schedule B – Part II**.

Figure 5.2

Schedule B - Part II: Gifts, Reimbursements, and Travel Expenses

Steps:

10. If you select Incumbent or Termination Filer as the reporting status, you must select **None** if you have nothing to report. Then select **Next** and you will continue to **Schedule C: Part I**.

If you have items to report in Schedule B: Part II, click **Next** (Figure 5.3)

11. If you are a New Entrant or Nominee **Do Not** complete Schedule B, click **Next**.

Schedule B - Part II: Gifts, Reimbursements, and Travel Expenses Form Approved.
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ATTENTION ?

Do not complete Schedule B if you are a new entrant, nominee, or Vice Presidential or Presidential Candidate.

For you, your spouse and dependent children, report the source, a brief description, and the value of:

(1) gifts (such as tangible items, transportation, lodging, food, or entertainment) received from one source totaling more than ~~\$260~~ ^{\$335}, and

and

(2) travel-related cash reimbursements received from one source totaling more than ~~\$260~~ ^{\$335}. For conflicts analysis, it is helpful to indicate a basis for receipt, such as personal friend, agency approval under 5 U.S.C. § 4111 or other statutory authority, etc. For travel-related gifts and reimbursements, include travel itinerary, dates, and the nature of expenses provided. Exclude anything given to you by the U.S. Government; given to your agency in connection with official travel; received from relatives; received by your spouse or dependent child totally independent of their relationship to you; or provided as personal hospitality at the donor's residence. Also, for purposes of aggregating gifts to determine the total value from one source, exclude items worth ~~\$134~~ ^{\$134} or less. See instructions for other exclusions.

10

None

11

CLOSE [Save] [Print Preview] [Back] [Next]

Figure 5.3

To complete **Schedule B – Part II: Gifts, Reimbursements, and Travel Expenses**:

Steps:

- 12.** Type the name and address of the source. Only 2 lines of text. (Figure 5.4)
- 13.** Type a brief description of the gift, reimbursement, or travel expense. Only 2 lines of text.
- 14.** Type the value of the item.
- 15.** The **Add Another** button allows you to add a new line item in each of the schedules.
- 16.** The **Delete** button allows you to delete the selected line item in each of the schedules.
- 17.** After you have added all the items, click **Next**. You will continue to **Schedule C**.

Figure 5.4

Chapter 6 Schedule C

This chapter will discuss Schedule C: Part I and Part II of the SF-278 Wizard.

Schedule C- Part I: Liabilities

Steps:

1. If you select Incumbent or Termination Filer as the reporting status, you must select **None** if you have nothing to report. Then select **Next** and you will continue to **Schedule C: Part II**.
2. If you have liabilities to report in **Schedule C: Part I**, click **Next** (Figure 6.1).

Schedule C - Part I: Liabilities Form Approved.
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Schedule C I
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Schedule D I
Schedule D II

CLOSE [Save] [Print Preview] [Back] [Next]

Report liabilities over \$10,000 owed to any one creditor at during the reporting period by you, your spouse, or dependent children. Check the highest amount owed during the reporting period.

Exclude a mortgage on your personal residence unless it is rented out; loans secured by automobiles, household furniture or appliances; and liabilities owed to certain relatives listed in instructions. See instructions for revolving charge accounts. [?](#)

1 None

2

Figure 6.1

To complete **Schedule C – Part I: Liabilities**:

Steps:

3. Type the name and address of your creditor. Only 2 lines of text (Figure 6.2).
4. Type a brief description of the liability. Only 2 lines of text.
5. Type the date the liability was incurred. For example, 2007.
6. Type the interest rate (if applicable).
7. Type the term (if applicable).
8. Select the category of amount or value.
9. The **Add Another** button allows you to add a new line item in each of the schedules.
10. The **Delete** button allows you to delete the selected line item in each of the schedules.
11. After you have added all liabilities, click **Next**.

Schedule C - Part I: Liabilities

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Identification of Liability (Enter only two lines of text in Creditors and Type of Liability) 1 OF 1

Creditors (Name and Address) 3

First District Bank
Washington, DC

Type of Liability 4

Mortgage on rental property, Delaware

5 Date incurred
Example: 2007

6 Interest Rate

7 Term if applicable

Category of Amount or Value 8

<input type="radio"/> \$10,001 - \$15,000	<input type="radio"/> \$100,001 - \$250,000	<input type="radio"/> Over \$1,000,000*	<input type="radio"/> \$25,000,001 - \$50,000,000
<input type="radio"/> \$15,001 - \$50,000	<input type="radio"/> \$250,001 - \$500,000	<input type="radio"/> \$1,000,001 - \$5,000,000	<input type="radio"/> Over \$50,000,000
<input checked="" type="radio"/> \$50,001 - \$100,000	<input type="radio"/> \$500,001 - \$1,000,000	<input type="radio"/> \$5,000,001 - \$25,000,000	

* This category applies only if the underlying liability is solely that of the filer's spouse or dependent children. If the liability is that of the filer or a joint liability of the filer with the spouse or dependent children, mark the other higher categories, as appropriate.

9
10
9
10
11
11

Figure 6.2

Schedule C - Part II: Agreements or Arrangements

Steps:

- 12.** If you select Incumbent or Termination Filer as the reporting status, you must select **None** if you have nothing to report. Then select **Next** and you will continue to **Schedule D: Part I**.
- 13.** If you have Agreements or Arrangement to report in **Schedule C: Part II**, click **Next** (Figure 6.3).

Schedule C - Part II: Agreements or Arrangements Form Approved.
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Schedule B I
Schedule B II
Schedule C I
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Schedule D I
Schedule D II

CLOSE

Report your agreements or arrangements for:
(1) continuing participation in an employee benefit plan (e.g. pension, 401k, deferred compensation);
(2) continuation of payment by a former employer (including severance payments);
(3) leaves of absence; and
(4) future employment. See instructions regarding the reporting of negotiations for any of these arrangements or benefits. ?

12

None

13

[Save] [Print Preview] [Back] [Next]

Figure 6.3

To complete **Schedule C – Part II: Agreements or Arrangements**:

Steps:

- 14.** Type the status and terms of any Agreement or Arrangement (Figure 6.4).
- 15.** Type the names of the parties involved in the Agreement or Arrangement.
- 16.** Type the date of the Agreement or Arrangement. For example: 7/85.
- 17.** The **Add Another** button allows you to add a new line item in each of the schedules.
- 18.** The **Delete** button allows you to delete the selected line item in each of the schedules.
- 19.** After you have added all Agreements or Arrangements, click **Next**. You will continue to **Schedule D: Part I**.

Schedule C - Part II: Agreements or Arrangements Form Approved
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Identification of Agreement and Arrangement 1 OF 1

(Enter only two lines of text in the Status and Terms and Parties fields)

Status and Terms of any Agreement or Arrangement **14**
 Pursuant to partnership agreement, will receive lump sum payment of capital amount & partnership share calculated on service performed through 1/00.

Parties **15**
 Doe Jones & Smith, Hometown, State

16 Date Example: 7/85

17 **18** **19**

CLOSE [Save] [Print Preview] [Add Another] [Delete] [Back] [Next]

Figure 6.4

Chapter 7 Schedule D

This chapter will discuss Schedule D: Part I and Part II of the SF-278 Wizard.

Schedule D- Part I: Positions Held Outside of U.S. Government

Steps:

1. If you have no positions held outside of U.S. government to report in **Schedule D: Part I**, select **None**. Then click **Next** to continue to **Schedule D - Part II**.
2. If you have held positions outside the U.S. Government, select **Next** (Figure 7.1).

Schedule D - Part I: Positions Held Outside U.S. Government Form Approved. OMB No. 3209-0001
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Guide
Personal
Schedule A
Schedule B I
Schedule B II
Schedule C I
Schedule C II
Schedule D I
Schedule D II

CLOSE [Save] [Print Preview] [Back] [Next]

Report any positions held during the applicable reporting period, whether compensated or not. Positions include but are not limited to those of an officer, director, trustee, general partner, proprietor, representative, employee, or consultant of any corporation, firm, partnership, or other business enterprise or any non-profit organization or educational institution. **Exclude** positions with religious, social, fraternal, or political entities and those solely of an honorary nature.

1 None **2**

Figure 7.1

To complete **Schedule D – Part I: Positions Held Outside U.S. Government:**

Steps:

- 3.** Type the **Organization (Name and Address)**. Only 2 lines of text (Figure 7.2).
- 4.** Type the **Type of Organization**. Only 2 lines of text.
- 5.** Type the **Position Held**. Only 2 lines of text.
- 6.** Type the date you started the position. For example: 6/92.
- 7.** Type the date the position ended.
- 8.** The **Add Another** button allows you to add a new line item in each of the schedules.
- 9.** The **Delete** button allows you to delete the selected line item in each of the schedules.
- 10.** After you have added all positions held outside the U.S. Government, click **Next**.

Figure 7.2

Schedule D - Part II: Compensation in Excess of \$5,000 Paid by One Source

Steps:

- 11.** If you selected New Entrant or Nominee as the reporting status, or if you have no compensation to report in **Schedule D - Part II**, select **None**.
- 12.** If you have received compensation in excess of \$5,000 paid by one source to report, click **Next** (Figure 7.3).



If Incumbent or Termination Filer was selected in the reporting status, the SF-278 Wizard will automatically populate the **None** check box.

Figure 7.3

To complete **Schedule D – Part II: Compensation in Excess of \$5,000 Paid by One Source**:

Steps:

- 13.** Type the name and address of the compensation source. Only 2 lines of text.
- 14.** Type a brief description of the duties for which you were compensated. Only 2 lines of text.
- 15.** The **Add Another** button allows you to add a new line item in each of the schedules.
- 16.** The **Delete** button allows you to delete the selected line item in each of the schedules.

Schedule D - Part II: Compensation in Excess of \$5,000 Paid by One Source Form Approved:
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Identification of Compensation 1 OF 1

(Enter only two lines of text in the Organization, Type of Organization and Position Held fields)

Source (Name and Address) 13

Doe Jones & Smith,
Hometown, State

Brief Description of Duties 14

Legal services

CLOSE 15 16

[Save] [Print Preview] [Add Another] [Delete] [Back] [Next]

Figure 7.4

This is the end of the data entry for the SF-278 Wizard. In the remaining chapters, you will learn how to save, print, and import your data.

If you need to save, see Chapter 8.

If you need to print, see Chapter 9.

If you need to import, see Chapter 10.

Chapter 8 Saving the SF-278 in the Wizard

You can use the **Guide** to edit any of the sections by selecting the section.

It is recommended that you save often to avoid losing any of your data. You can **only** save the SF-278 to your local computer. On every screen where data can be entered there is a **Save** button located on the bottom left. Saving your data is easy. It is similar to saving a document in Word.

To save the SF-278:

Steps:

1. Click **Save** (Figure 8.1).

The screenshot shows the 'Reporting Individual Section' of the SF-278 Wizard. The form is divided into several sections:

- Reporting Individual's Name:** A table with columns for Last Name, First Name, and Middle Initial. The values are Doe, Jane, and J respectively.
- Location of Present Office (or forwarding address):** A form with fields for Address (Number, Street, City, State, and ZIP Code) and Telephone No. (Include Area Code). The address is 555 Main Street, Washington, DC 20000, and the telephone number is 202-555-5555.
- Position for Which Filing:** A dropdown menu for Title of Position with 'Secretary' selected, and a text field containing 'Secretary'.
- Department or Agency (If Applicable):** A text field containing 'U.S. Department of State'.

At the bottom of the form, there are buttons for [Save], [Print Preview], [Back], and [Next]. The [Save] button is highlighted with a yellow box and the number 1.

Figure 8.1

If your pop-up blocker is not turned on, skip to **Step 6**.

If your popup blocker is turned on, follow **Steps 2-5** (Figure 8.3). Note: You may or may not see all of these screens.

2. Click **OK** on the **Information Bar** window.



Figure 8.2

3. Click on the Pop-up Blocked message (Figure 8.3).

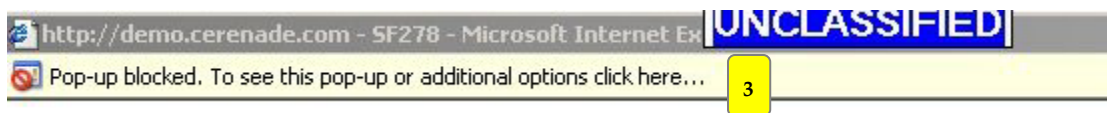


Figure 8.3

4. Click **Always Allow Pop-ups from This Site** (Figure 8.4).

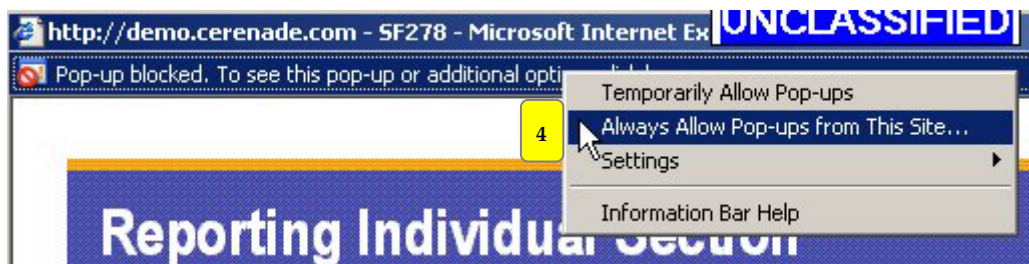


Figure 8.4

5. Click **Yes** to allow pop-ups (Figure 8.5).

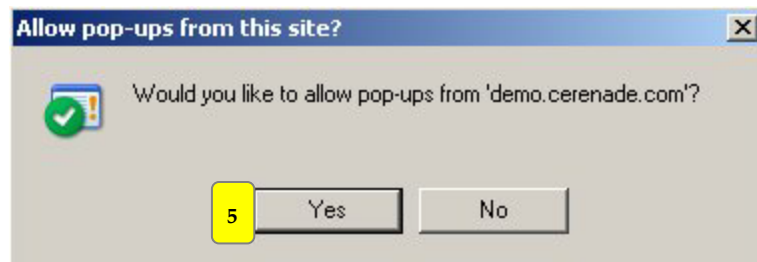


Figure 8.5

6. Now that you have allowed pop-ups, click **Save** (Figure 8.6).

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Reporting Individual Section

<div style="text-align: center; border-bottom: 1px solid black; padding: 2px;">Guide</div> <div style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px;">Personal</div> <div style="text-align: center; padding: 2px;">Schedule A</div> <div style="text-align: center; padding: 2px;">Schedule B I</div> <div style="text-align: center; padding: 2px;">Schedule B II</div> <div style="text-align: center; padding: 2px;">Schedule C I</div> <div style="text-align: center; padding: 2px;">Schedule C II</div> <div style="text-align: center; padding: 2px;">Schedule D I</div> <div style="text-align: center; padding: 2px;">Schedule D II</div> <div style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px; margin-top: 10px;">CLOSE</div>	<div style="background-color: #e0e0e0; padding: 2px;">Reporting Individual's Name</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Last Name</td> <td style="width: 30%; padding: 2px;">First Name</td> <td style="width: 20%; padding: 2px;">Middle Initial</td> </tr> <tr> <td style="padding: 2px;">Doe</td> <td style="padding: 2px;">Jane</td> <td style="padding: 2px;">J</td> </tr> </table> <div style="background-color: #e0e0e0; padding: 2px; margin-top: 5px;">Location of Present Office (or forwarding address)</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;">Address (Number, Street, City, State, and ZIP Code) <i>(Only 2 lines of text)</i></td> <td style="width: 30%; padding: 2px;">Telephone No. (Include Area Code)</td> </tr> <tr> <td style="padding: 2px;">555 Main Street Washington, DC 20000</td> <td style="padding: 2px;">202-555-5555</td> </tr> </table> <div style="background-color: #e0e0e0; padding: 2px; margin-top: 5px;">Position for Which Filing</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Title of Position</td> <td style="padding: 2px;">Secretary</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Secretary</td> </tr> </table> <div style="background-color: #e0e0e0; padding: 2px; margin-top: 5px;">Department or Agency (If Applicable)</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">U.S. Department of State</td> </tr> </table>	Last Name	First Name	Middle Initial	Doe	Jane	J	Address (Number, Street, City, State, and ZIP Code) <i>(Only 2 lines of text)</i>	Telephone No. (Include Area Code)	555 Main Street Washington, DC 20000	202-555-5555	Title of Position	Secretary	Secretary		U.S. Department of State
Last Name	First Name	Middle Initial														
Doe	Jane	J														
Address (Number, Street, City, State, and ZIP Code) <i>(Only 2 lines of text)</i>	Telephone No. (Include Area Code)															
555 Main Street Washington, DC 20000	202-555-5555															
Title of Position	Secretary															
Secretary																
U.S. Department of State																

6
[Save] [Print Preview]

[Back] [Next]

Figure 8.6

7. Click **Continue** (Figure 8.7).

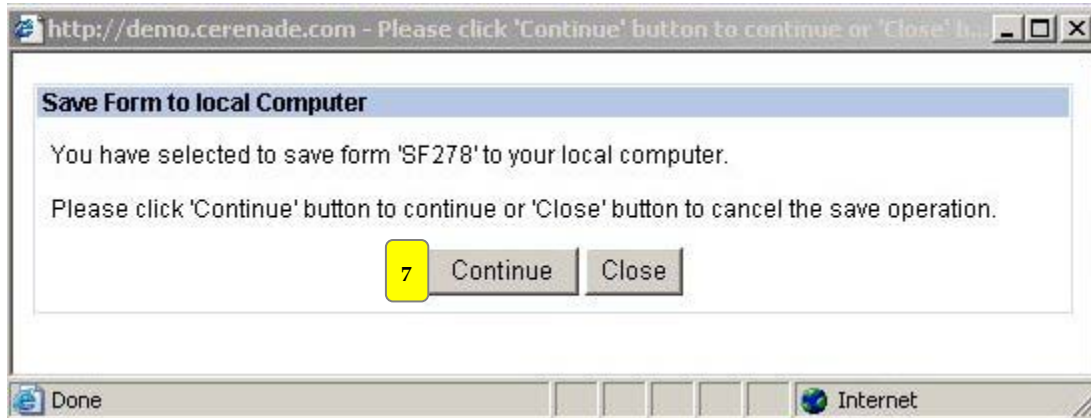


Figure 8.7

On many computers you may have pop-up blockers turned on and if so, you will see Figure 8.8.

8. Click in the yellow security section to continue.

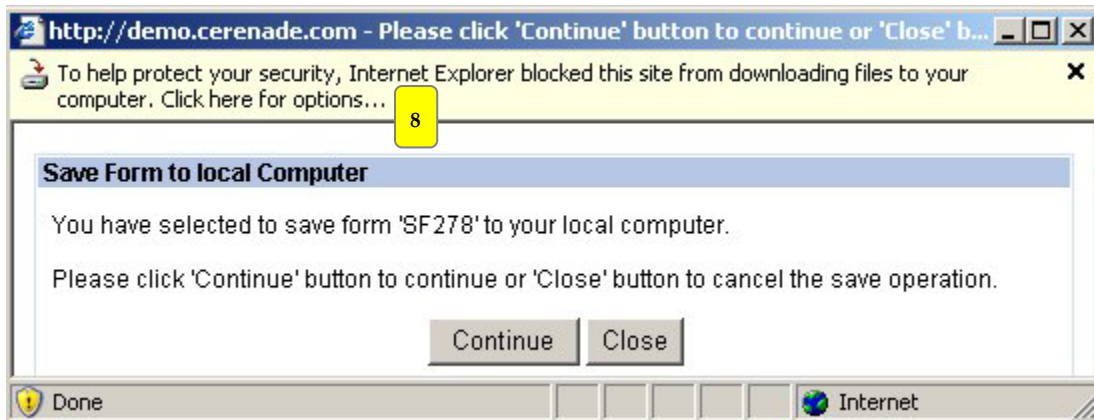


Figure 8.8

9. From the drop down list, click **Download File** (Figure 8.9).

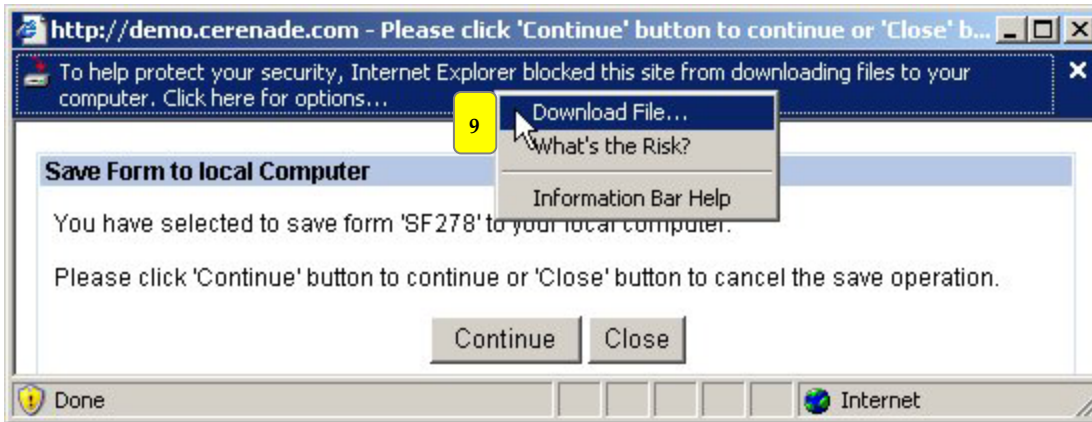


Figure 8.9

10. On the **File Download** window, click **Save** (Figure 8.10).

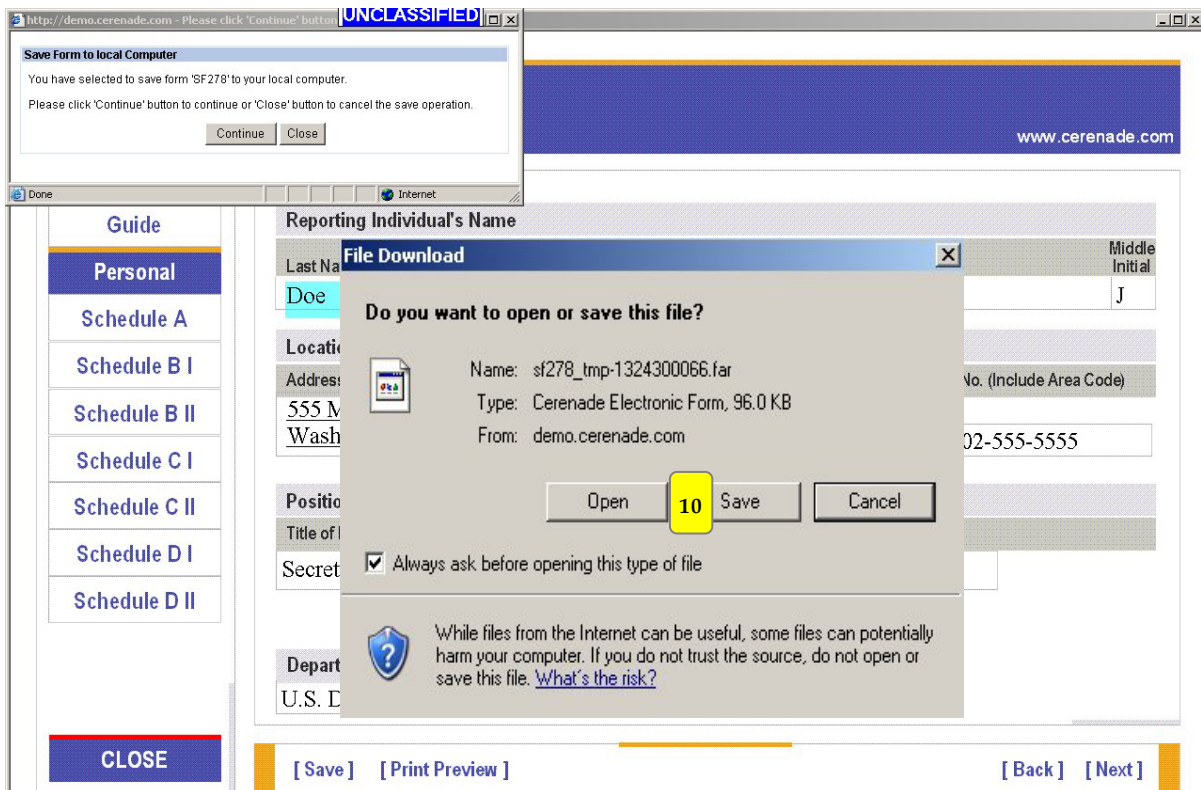


Figure 8.10

The **Save As** dialog box opens allowing you to choose a place to save your file.

The program will assign a random file name. For example, *sf278_tmp127563398.far*. It is recommended you change the file name so that it identifies the form followed by your name and year. For example, *sf278_Doe2007.far*. *FAR* is the extension name and must not be changed.

11. Edit the file name that appears (Figure 8.11).

Note: If you have previously saved the file, you can select it and overwrite it when asked.

12. Click **Save** to save the file to the place you have designated.

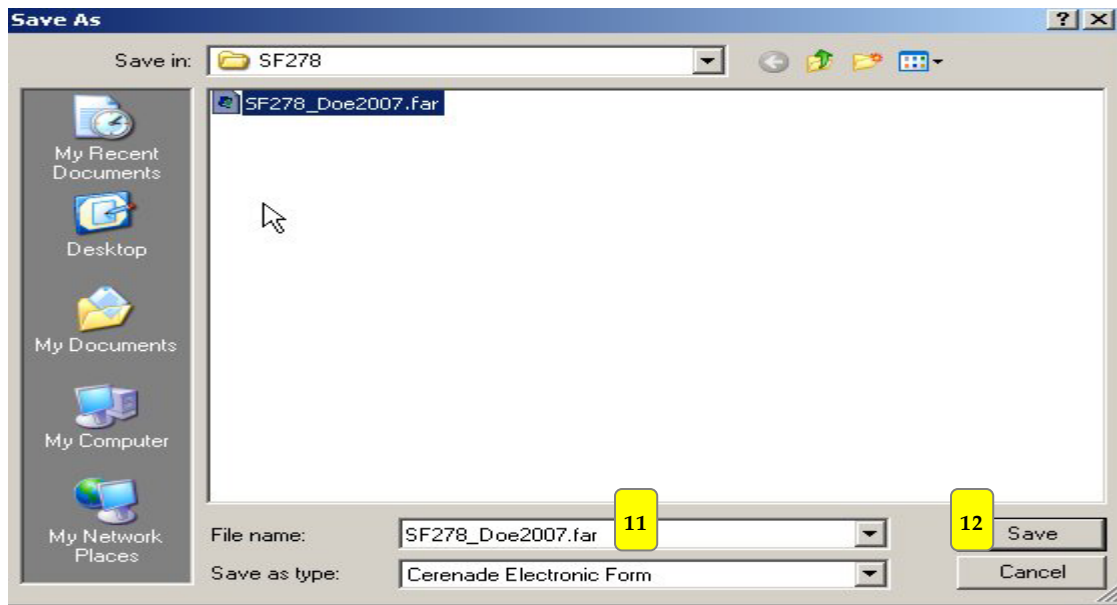


Figure 8.11

13. Click **Close** to return to the SF-278 Wizard (Figure 8.12).

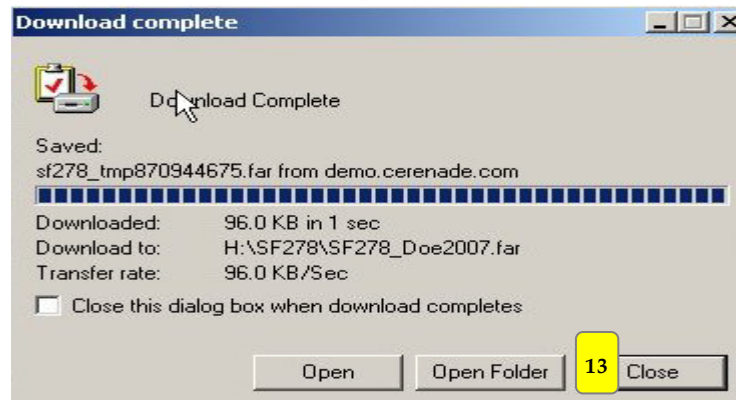


Figure 8.12

Chapter 9 Preview and Printing the SF-278 in the Wizard

From any SF-278 Wizard screen that has a **Print Preview** button located at the bottom of the screen, you can view your data in the actual form.

To preview and print your data:

Steps:

1. Click **Print Preview** (Figure 9.1).

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Reporting Individual Section

Reporting Individual's Name

Last Name	First Name	Middle Initial
Doe	Jane	J

Location of Present Office (or forwarding address)

Address (Number, Street, City, State, and ZIP Code) <i>(Only 2 lines of text)</i>	Telephone No. (Include Area Code)
555 Main Street Washington, DC 20000	202-555-5555

Position for Which Filing

Title of Position
Secretary

Department or Agency (If Applicable)

U.S. Department of State

1

CLOSE [Save] [Print Preview] [Back] [Next]

Figure 9.1

You can navigate to each page by using the green arrows or you can print the form.

2. Click the **Print** icon (Figure 9.2).

2 **Print** **First Page** **Prev Page** **Next Page** **Last Page** **Zoom-In** **Width** **Zoom-Out** **Submit** **Close Preview**

Executive Branch Personnel PUBLIC FINANCIAL DISCLOSURE REPORT Form Approved 4: OMB No. 3209-0001

278 (Rev. 03/0000)
5 C.F.R. Part 2634
U.S. Office of Government Ethics

Date of Appointment, Candidacy, Election, or Nomination (Month, Day, Year)	Reporting Status (Check Appropriate Boxes)	Incumbent	Calendar Year Covered by Report	New Entrant, Nominee, or Candidate	Termination Filer	Termination Date (If Applicable) (Month, Day, Year)	<p>Fee for Late Filing Any individual who is required to file this report and does so more than 30 days after the date the report is required to be filed, or, if an extension is granted, more than 30 days after the last day of the filing extension period, shall be subject to a \$200 fee.</p> <p>Reporting Periods Incumbents: The reporting period is the preceding calendar year except Part II of Schedule C and Part I of Schedule where you must also include the year up to the date you file. Part II of Schedule D is not applicable.</p> <p>Termination Filers: The reporting period begins at the end of the period covered by your previous filing and ends at the date of termination. Part II of Schedule D is not applicable.</p> <p>Nominees, New Entrants and Candidates for President and Vice President:</p> <p>Schedule A-- The reporting period for income (BLOCK C) is the preceding calendar year and the current calendar year up to the date of filing. Value assets as of any date you choose that is within 31 days of date of filing.</p> <p>Schedule B-- Not applicable.</p> <p>Schedule C, Part I (Liabilities)-- The reporting period is the preceding calendar year and the current calendar year up to any date you choose that is within 31 days of the date of filing.</p> <p>Schedule C, Part II (Agreements or Arrangements)-- Show any agreements or arrangements as of the date of filing.</p> <p>Schedule D -- The reporting period is the preceding two calendar years and the current calendar year up to the date of filing.</p>
October 1, 2008	<input checked="" type="checkbox"/> Incumbent	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Reporting Individual's Name	Last Name		First Name and Middle Initial				
	Doe		Jane J				
Position for Which Filing	Title of Position		Department or Agency (If Applicable)				
	Secretary		U.S. Department of State				
Location of Present Office (or forwarding address)	Address (Number, Street, City, State, and ZIP Code)			Telephone No. (Include Area Code)			
	555 Main Street Washington, DC 20000			202-555-5555			
Position(s) Held with the Federal Government During the Preceding 12 Months (If Not Same as Above)	Title of Position(s) and Date(s) Held						
Presidential Nominees Subject to Senate Confirmation	Name of Congressional Committee Considering Nomination			Do You Intend to Create a Qualified Diversified Trust?			
				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Certification	Signature of Reporting Individual				Date (Month, Day, Year)		
I CERTIFY that the statements I have made on this form and all attached schedules are true, complete and correct to the best of my knowledge.							
Other Review (If desired by agency)	Signature of Other Reviewer				Date (Month, Day, Year)		
Agency Ethics Official's Opinion	Signature of Designated Agency Ethics Official/ Reviewing Official				Date (Month, Day, Year)		
(On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations (subject to any comments in the box below).)							
Office of Government Ethics Use Only	Signature				Date (Month, Day, Year)		
Comments of Reviewing Officials (If additional space is required, use the reverse side of this sheet)							
(Check box if filing extension granted & indicate number of days _____) <input type="checkbox"/>							

Figure 9.2

The **Print Parameters** dialog box opens (Figure 9.3).

3. Under **Output**, select **Print to Adobe PDF**.
4. You can select the page range if you want to print just selected pages.
5. Under **Print Mode**, make sure that **Final Copy – Form and Data are printed** is selected.
6. Click **Continue**

Print Parameters

Output

Print directly to printer (requires high-speed Internet Connection)

Print to Adobe PDF **3**

Print to Microsoft XPS

Page Range **4**

From Page: To Page:

Print Mode

Form Only - Form prints without data

Draft Copy - Form and Data prints with Watermark

Final Copy - Form and Data are printed **5**

6 [Continue](#) [Back to Form](#)

Figure 9.3

A new window opens displaying the PDF on your screen (Figure 9.4).

- 7. Click the **Printer** icon to complete the print process

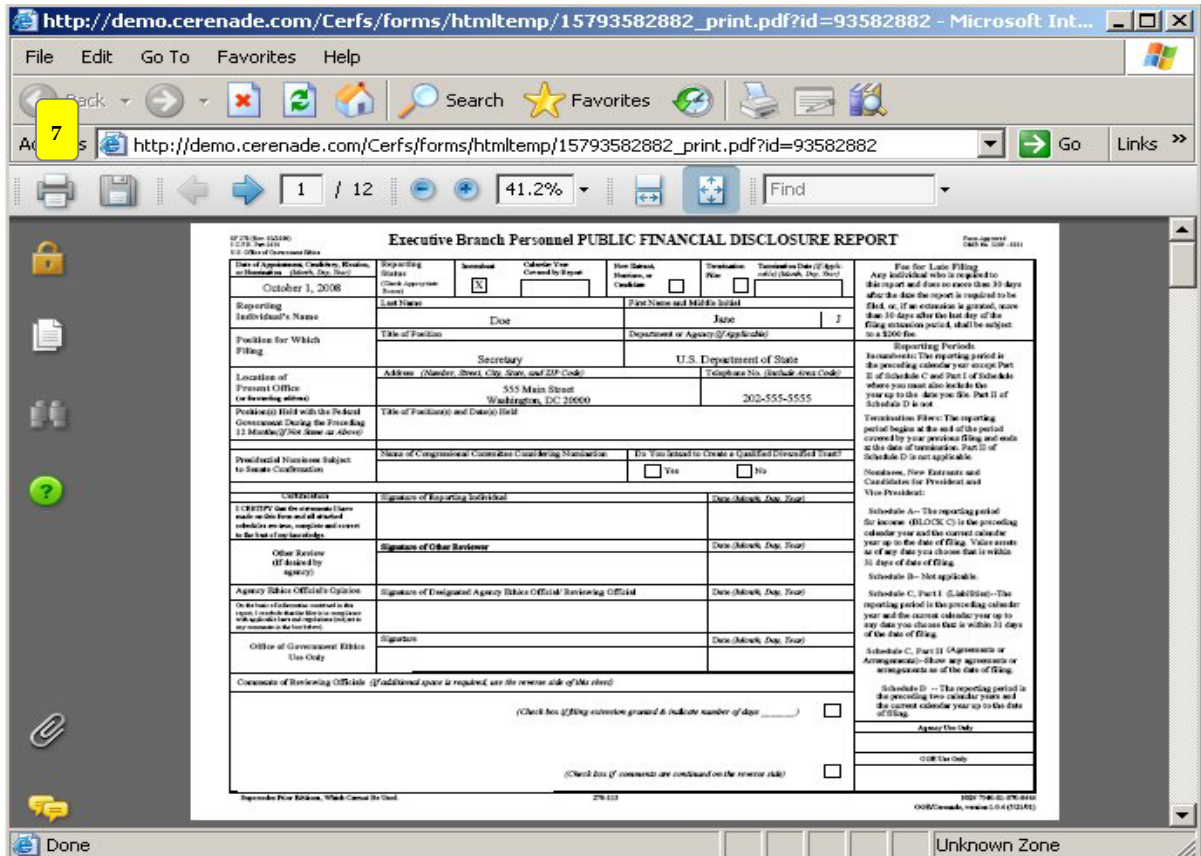


Figure 9.4

8. Click **OK** to print the SF-278 (Figure 9.5).

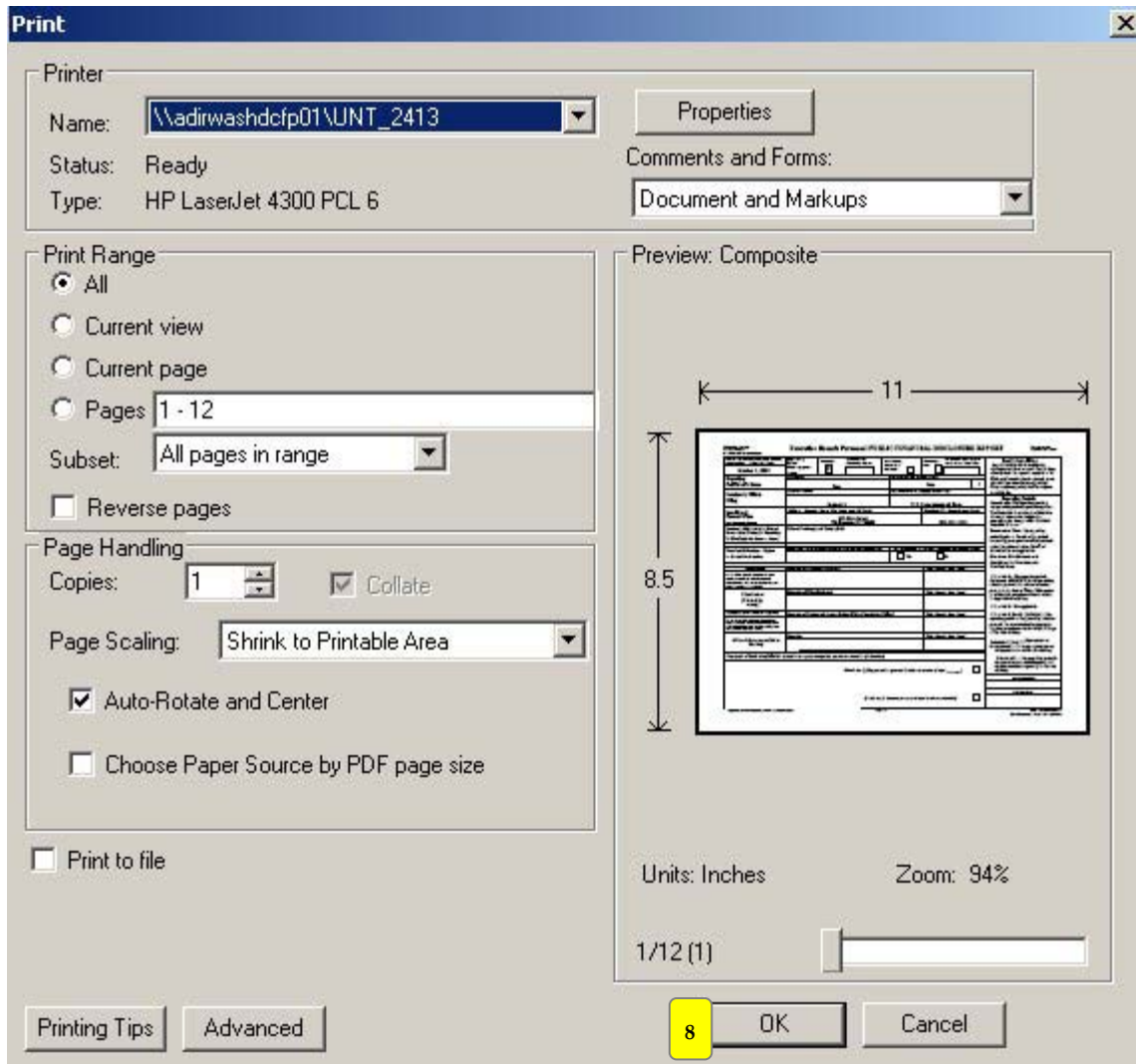


Figure 9.5

After your file prints, it will bring you back to the PDF File which you can close.

Chapter 10 Importing data into the Wizard

If you have existing data from a saved SF-278 created in the Wizard, you can import your data back into the SF-278 Wizard.

To import your data into the SF-278 Wizard:

Steps:

1. From this **Guide** page in the Wizard, click **Import Data** (Figure 10.1).

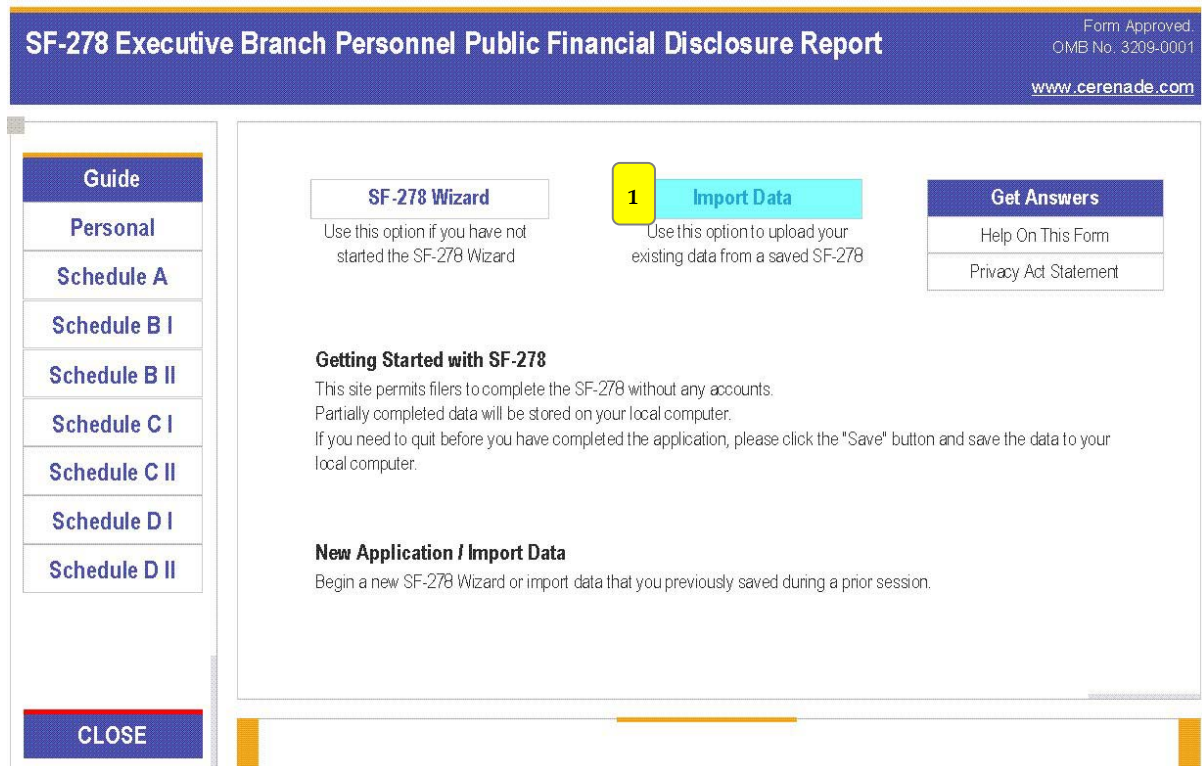


Figure 10.1

2. Click **Browse** to edit your previously saved form (Figure 10.2).

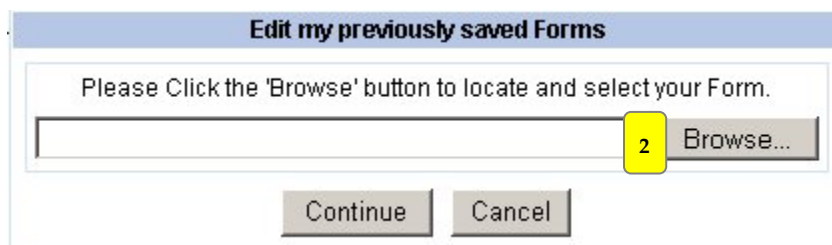


Figure 10.2

The **Choose file** dialog box opens allowing you to use the **Look In** drop down box to choose the folder you saved your FAR file. The example in Figure 10.3 uses the **SF278** folder.

3. Select the FAR file that you have named and click **Open**. This example uses **SF278_Doe2007.far**.

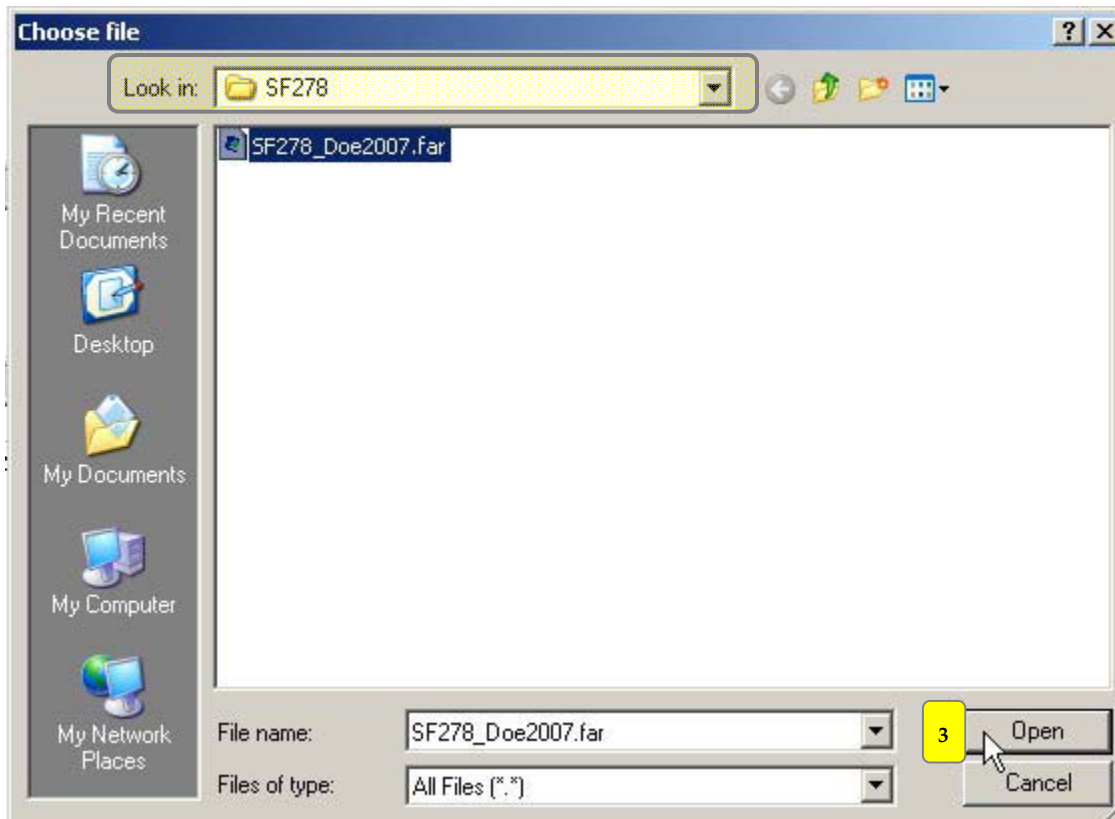


Figure 10.3

4. Click **Continue** to upload your data into the SF-278 Wizard (Figure 10.4).

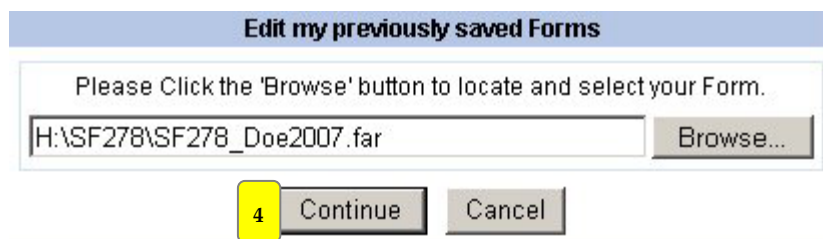


Figure 10.4

Chapter 11 Submitting the SF-278 form to L/EMP/FD

Complete and save your SF-278 file. Open Outlook and start a new email message. Address the message to SF278@state.gov and attach your FAR file stored on your local computer. For example, *SF278_Smith2007.far*.

Currently, we do not have approval to accept electronically signed SF-278 reports. Thus, we must receive a signed copy, even if you email the completed report to the L/EMP/FD office.

You will need to also submit a signed copy by mail to:

L/EMP/FD

2201 C Street NW

Suite 5425

Washington, DC 20520

Or

You can also fax a signed copy to:

Fax: (202) 647-8573