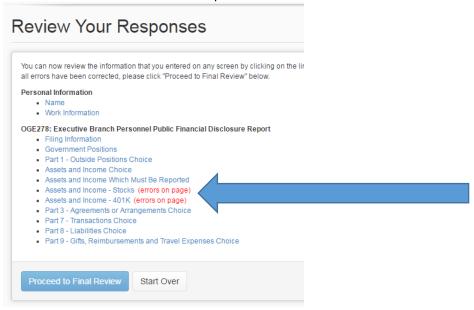
USDA OFFICE OF ETHICS – RESOLVING OGE 278e ERROR MESSAGES

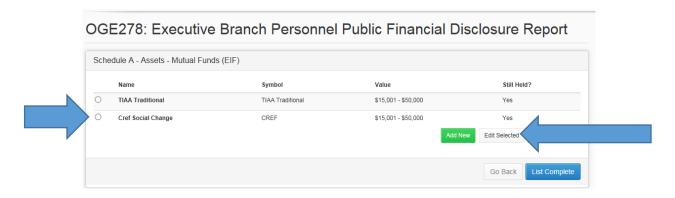
Please complete the following steps to resolve the EIF and Business Employment Asset error messages:

A. Excepted Investment Fund (EIF)1:

1. Go to the "Review Your Responses" screen.



2. Select the radio button next to the mutual fund asset; select "Edit Selected."

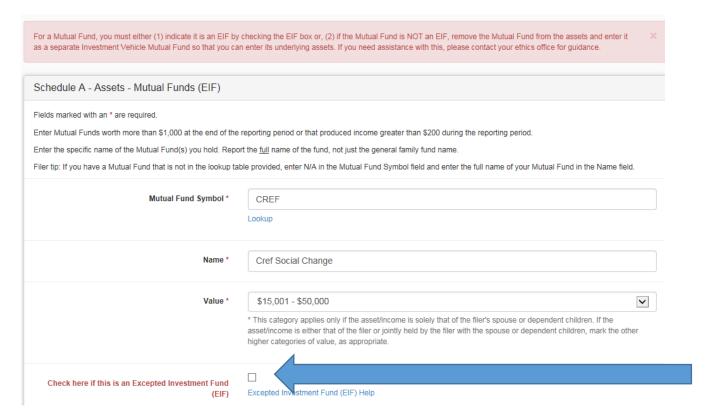


1. widely held, 2. (a) publicly-traded (or available) **or** (b) widely diversified, **and**, 3. independently managed, that is, arranged so that the filer neither exercises control nor has the ability to exercise control over the financial interests held by the fund. (5 C.F.R. § 2634.310(c)) The most typical EIF is a mutual fund. Other EIFs include pooled investments such as, common trust funds of a bank or other financial institution, unit investment trusts, and limited partnerships *if* they meet the following: An investment must meet **either** 2(a) or 2(b), as well as 1 and 3 (above), to qualify as an EIF. A fund is widely diversified if it holds no more than 5% of the value of its portfolio in the securities of any one issuer (other than the United States Government) and no more than 20% in any particular economic or geographic sector.

For investments that qualify as EIFs, report for you, your spouse or dependent child, each fund by its specific name (e.g., Fidelity Large Growth Fund), along with the value range of share and the income range, if the fund value exceeded \$1,000 or income generated exceeded \$200 as of the close of the reporting period. However, <u>you may omit</u> an EIF's underlying holdings and the separate types of income (income, dividends, or capital gains). Check the EIF box whenever the corresponding asset qualifies. Otherwise, you must list each of the underlying holdings if the fund is not an EIF, such as an IRA or a managed account.

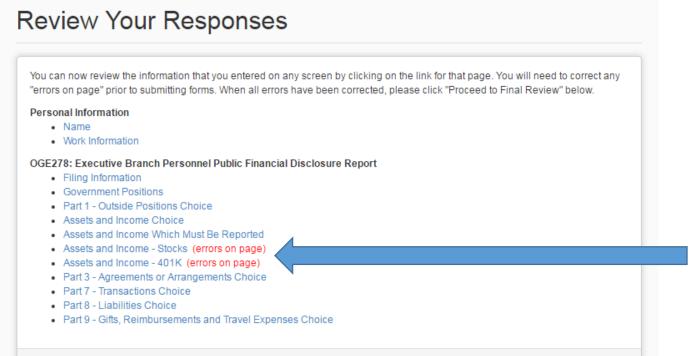
¹ An EIF is an investment vehicle which is:

3. If the mutual fund qualifies as an EIF, check the EIF button; if the mutual fund does not qualify as an EIF, you must report the underlying holdings in the fund if at the close of the reporting period they meet the value and income thresholds (asset value exceeds \$1,000 or asset generated more than \$200 in income).

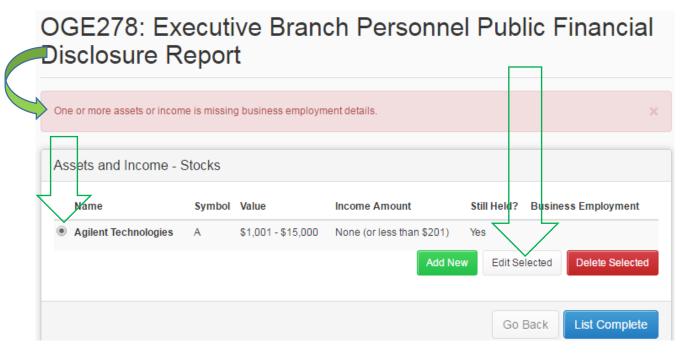


B. Assets Related to Business Employment:

1. On the "Review Your Responses" Page, click the Assets and Income Section link that indicates there are errors on the page:



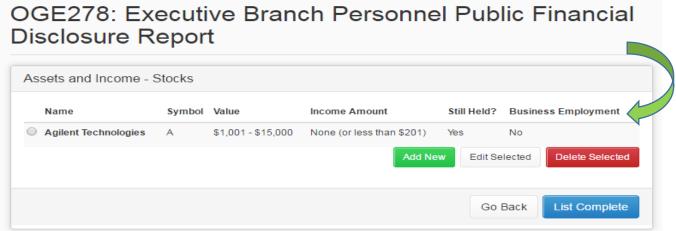
2. You will see an indication that "One of more assets or income is missing business employment details." Select the radio button next to the asset with the "Business Employment" column blank and click "Edit Selected":



3. Indicate whether or not the asset is related to your outside business or employment (see example in the screenshot below). Once you have done so, click the blue "Continue" button at the bottom of the page.



4. The Business Employment Field should now be filled in. Please complete the process for any other assets missing that information. When you are done, click "List Complete" to move on.



This should resolve the errors. Please do not hesitate to contact the Office of Ethics at DAEO.Ethics@oe.usda.gov if you continue to receive an error message and are unable to submit your report.