



A Publication of the Office of Government Ethics for the Executive Branch

Fall 1997 Vol. 14 No. 3

Government

Ethics Newsgram

Steven Winnick Receives First Annual Distinguished Service Award

Department of Education DAEO

This year, OGE initiated a Distinguished Service Award to recognize the accomplishments of agency ethics officials who have contributed their time and efforts to making the executive branch ethics program a success. Steven Winnick, Designated Agency Ethics Official (DAEO) at the Department of Education,

received the inaugural award. Mr. Potts presented the award at the Seventh Annual Government Ethics Conference to Mr. Winnick who has served as the Department's DAEO since 1986.

The award will be given annually to an ethics official who has demonstrated long-term commitment to, and accomplishment within, the ethics program. This includes not only successfully managing a strong program within his/her own department or

agency, but also his/her contribution to overall ethics policy development. The awardee is selected by the Senior Staff of OGE.

Following a 1988 OGE review which revealed deficiencies in the Department's ethics program, Mr. Winnick worked hard to establish a staff whose sole responsibility would be ethics matters. In 1991, the Ethics Counsel Staff became a reality
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Annual Ethics Conference

More than 450 ethics officials attended this year's Seventh Annual Government Ethics Conference, in Williamsburg, Virginia, September 15-18. Charles F. C. Ruff, Counsel to the President, was the keynote speaker. Mr. Ruff spoke on the important role that ethics programs have in maintaining the public's confidence in the Government. Alan R. Yuspeh, a partner in the law firm of Howrey & Simon, addressed a plenary session on different approaches to ethical decision-making, and specifically how it applies to the defense industry.

Jacquelyn L. Williams-Bridgers, Inspector General of the State Department and the U.S. Arms Control and Disarmament Agency, spoke on the topic of eliminating corruption throughout the world, with specific examples regarding China's efforts. The final speaker of the conference was Howard R. Wilson, the first Ethics Counselor to the Government of Canada, who discussed the similarities, as well as the differences, between how the Canadian and American governments handle ethics issues such as post employment, gifts, and financial disclosure.

A new event this year was the presentation of the Distinguished Service Award, by Mr. Potts to Steven Y. Winnick, the Designated Agency Ethics Official at the Department of Education (see article above). OGE also presented awards to departments, agencies, and military installations for outstanding achievement in developing and managing their ethics programs.



Conference participants were free to select from a variety of sessions during each of the five 90-minute concurrent sessions. More than 35 concurrent sessions were offered over the course of the conference on topics including the widely attended gathering exception, anti-lobbying and propaganda, outside activities, and professional responsibility. In addition, for the second year, new ethics officials could attend introductory track courses. Courses included "OGE Form 450 Review," "Post Employment," and "Misuse of Position."

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Director's Column

I was very impressed at our recent conference in Williamsburg by the high level of accomplishment that has been attained in our executive branch ethics program. This was reflected both in the awards recognizing outstanding agency programs and in the first Distinguished Service Award received by an ethics official. The sophistication of our ethics program was also evident in the break-out sessions which were well organized and which featured innovative formats and presentations by experienced ethics practitioners. Many people commented that this was the best conference that they had attended. And that is measured against the very high standard of our past annual gatherings.

It was especially gratifying that the Counsel to the President could be with us to articulate the ideals of public service. His attendance continues a tradition of having the Counsel speak at our conference and demonstrates the strong support within the White House for our ethics program. Our other speakers were also outstanding. They explored the broader relationships of our program with ethics programs in other countries and in the private sector. What we learn about other governmental and business ethics initiatives can be very useful in the development of new ways to make our own program more effective.

The growing strength of our ethics community was also evident at the conference. This cohesiveness can be a real source of support and inspiration for all of us to stay the course in our dedication to the principles of public service. The high degree of professionalism of our ethics officials and their reputation for impartiality has earned great respect for the ethics program both within and outside the Government. It was invigorating to see so many friends and colleagues who share a common enterprise. By the way, Williamsburg has worked so well as a location for our conference that we will be returning there in September of 1998.

As was noted in the program managers' update at the conference, we at OGE have a number of significant projects that will be at the forefront in the year ahead. Some of the projects that we will be undertaking include substantive and procedural rulemakings. For example, we expect to see the regulation implementing the post-employment law move to the front burner for legal clearance and issuance. And we will continue to maintain an active outreach program promoting the executive branch ethics program in order to ensure public confidence in the integrity of the Federal workforce.

Finally, we are planning a number of initiatives, including technological upgrades,

to improve the services we offer to our customers in the ethics community. In this regard, I would like to invite everyone to visit or revisit our Web site on the Internet. We regularly add items to our home page and have posted the text of the Lima Declaration that was recently issued at the VIII International Anticorruption Conference. I commend it to you as a statement that reflects very positive and concrete consensus thinking on a subject of global concern.



Government Ethics Newsgram

The **Government Ethics Newsgram** is published by the U.S. Office of Government Ethics, 1201 New York Avenue, NW., Suite 500, Washington, DC 20005-3917. Telephone 202-208-8000. Fax 202-208-8039.

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We welcome any news and information related to Government ethics which you might wish to bring to the attention of OGE and the executive agencies as well as your candid critiques and suggestions. Quoting or reprinting materials contained in this publication is strongly encouraged and may be done without seeking OGE permission.

In an effort to expedite the distribution of the **Government Ethics Newsgram** to the ethics community and other interested parties, the Director of the Office of Government Ethics has asked the **Government Ethics Newsgram** staff to publish this issue "in-house." As a result, the format has been modified to accommodate this request. If you have any comments or suggestions regarding the new format, please direct them to the editorial staff at the OGE address given above.

The Director of the Office of Government Ethics has determined that the publication of this periodical is necessary to the transaction of the public business of OGE, as required by law.

Gameshow P.A.L.® Available for Ethics Training

OGE is pleased to announce the availability of the first in a series of new interactive computerized ethics training games. These games may be used by agencies and their employees to fulfill the annual ethics training requirement. OGE is developing the games using Gameshow P.A.L.® (Player Assisted Learning), a software program for designing interactive computer games. The Gameshow P.A.L.® software was purchased through the Ethics Trainers' Partnership. OGE developed the first game, and members of the Partnership provided assistance in the testing and evaluation process.

The game consists of 25 ethics questions in a Jeopardy®-style format intended to challenge players' thinking. Players can

compete against themselves or other players at a computer workstation. The game is preset at 20 minutes for a single round and includes a bonus question and a final question. Gameshow P.A.L.® keeps a running tally of the score as players gain or lose points with their answers.

A copy of the Gameshow P.A.L.® Player and the overview game may be obtained from OGE's Ethics Information Center (EIC). It will be placed on OGE's Web site at <http://www.usoge.gov> for downloading. The game can be distributed and installed on an unlimited number of computers in any agency. There is no limit to the number of times that an employee may play the game. To obtain a copy of the game from the EIC, contact Tonda King at 202-208-8000, extension 1229.

Steve Winnick

Continued from page 1

within the Department's General Counsel's Office. The expansion of this unit over time has allowed the staff to provide top quality advice and training to the Department.

Mr. Winnick ensures that the Ethics Counsel Staff has a close working relationship with the Office of the Secretary. A member of the ethics staff participates in the weekly meetings of the Secretary's scheduling staff, and reviews in advance every meeting, event, and trip planned by the Secretary. Mr. Winnick has also established an outstanding, thorough, and comprehensive training program.

Mr. Winnick has always shown a willingness to look beyond the regulatory requirements of the ethics program and has striven to make it more efficient and effective. Under Mr. Winnick's direction, the Department devised an alternative format for confidential financial disclosure reporting which OGE has adopted for use throughout the executive branch. This new procedure will save thousands of Government employees much time and effort annually.

Mr. Winnick was the recipient of the 1995 Justice Tom C. Clark Outstanding Lawyer Award presented by the District of Columbia Chapter of the Federal Bar Association in recognition of his outstanding accomplishments as a Federal Government career lawyer. He is also the 1997 recipient of "Redbook" magazine's "Best Boss for Working Mothers Award" for his innovative creation of a job-share position within the Ethics Counsel Staff.

While Mr. Winnick has had many accomplishments, perhaps the highest words of praise are those from his staff:

"Steve embodies the enviable combination of intelligence, understanding of the law, good judgment, and sense of humor that is needed to direct a strong ethics program. We believe it is because of these qualities and the respect that others have for Steve that the Department's ethics program has been able to succeed as well as it has."

Upon accepting the award, Mr. Winnick cited three main factors beyond his personal characteristics that he felt "made this honor possible." First, he thanked Secretary of Education Richard Riley for giving strong support to the ethics program, and thus creating a supportive environment in which to administer the program. Secondly, Mr. Winnick said that

he has found OGE to be of help to him in administering this program. In particular, he remarked that the report resulting from OGE's 1988 review of the Department's ethics program was useful, serving as a blueprint for fixing the program. He also commended their OGE desk officer, Cheryl Kane-Piasecki, for being especially

responsive and helpful. Finally, he thanked Joan Bardee and Amy Comstock, the time-share ethics counselors who run the Department's ethics program on a daily basis, for their hard work and dedication to the program.

Technology Developed at BPD Saves Time and Money

The ethics program at the Bureau of Public Debt (BPD) was reviewed in 1996 as part of an ethics program review of the Department of Treasury (Treasury). Conforming to Treasury's decentralized ethics program structure, BPD in large part administers its own ethics program. BPD is faced with the unique challenge of administering its program from a bifurcated headquarters: one portion located in Washington, DC, the other in Parkersburg, West Virginia. OGE found that BPD's innovative uses of technology often render physical proximity unimportant.

With respect to the ethics program, OGE found extensive data bases used for administering the confidential financial disclosure system and the training program. Electronic mail and conference calling are also often employed in administering the program. Most recently, Bob Riffle, an ethics official located in Parkersburg, designed an interactive ethics CD-ROM as a convenient and cost-effective means of training the dispersed staff, as well as providing general ethics information and updates to the staff as needed. Mr. Riffle presented the CD-ROM and discussed its production during a panel discussion at the 1997 Government Ethics Conference.

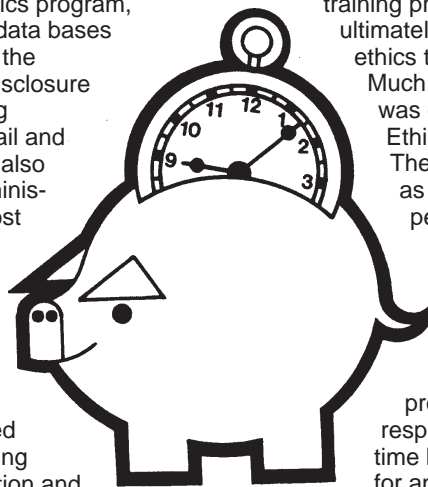
According to Mr. Riffle, the CD-ROM was designed and prepared in-house by a production team of five or six persons working a total of 300 hours. The complete process of developing and preparing the

initial version of the CD-ROM extended from inception in early July 1997 through completion of a working beta program in September 1997. For the project, BPD used resources already in place: Pentium 133, 2x CD-ROM Recorder, one CD-ROM disk, tape backup, and a graphics program, and supplemented these with a Media Wrangler®, a digital camera, a video capture board, a video modem, and a video camera. The final result is an ethics CD-ROM complete with audio-video messages from the DAEO, Alternate DAEO, and BPD ethics officials, in addition to a wide array of general ethics material.

The CD-ROM includes an ethics training program that employees will ultimately use to fulfill the annual ethics training requirement. Much of the ethics information was obtained from OGE's Ethics Information Center. The program can be updated as necessary by BPD personnel.

In addition to the convenience offered by this resource, BPD feels that use of the CD-ROM in ethics training will prove beneficial in many respects: attorneys will save time by not having to prepare for and provide eight training sessions in Parkersburg and

Washington; employees will save time by not having to travel to required training sessions; BPD will save research time because the CD-ROM offers search capabilities and will be periodically updated to provide the most current law and guidance. A peripheral benefit of this project includes the transferable experience the production team gained in using this type of technology.



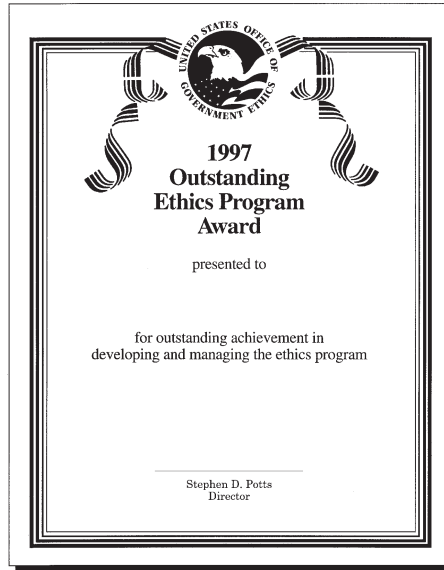
Ethics Programs Recognized

During the first day of the Seventh Annual Government Ethics Conference, OGE presented awards to 24 departments, agencies, and military installations for outstanding achievement in developing and managing their ethics programs. The awards are a credit to both the ethics officials who work so diligently and the agencies which give them the time and resources to competently administer their ethics programs. Over twice as many awards were presented this year as last. Kudos to all of the recipients:

Department of Commerce
Department of Defense components including:

- Department of the Air Force installations:
 - U.S. Transport Command (Scott A.F.B., IL)
 - Air Mobility Command (Scott A.F.B., IL)
 - Air Force Communications Agency (Scott A.F.B., IL)

- 37th Airlift Wing (Scott A.F.B., IL)
- 89th Airlift Wing (Andrews A.F.B., MD)



- Department of the Army installations:
 - U.S. Army Armor Center (Fort Knox, KY)
 - U.S. Army Recruiting Command (Fort Knox, KY)
- Department of the Navy installations:
 - Naval Undersea Warfare Center (Newport, RI)
 - Naval Education and Training Center (Newport, RI)
 - Naval Supply Systems Command
- Department of Housing and Urban Development
- Armed Services Board of Contract Appeals
- Defense Nuclear Facilities Safety Board
- Farm Credit Administration
- Federal Labor Relations Authority
- Food and Drug Administration
- Merit Systems Protection Board
- Nuclear Regulatory Commission
- Office of Management and Budget
- Office of National Drug Control Policy
- Office of Special Counsel
- Office of the Vice President

To Have or Not To Have: Internet in the Workplace

While use of the Internet and electronic mail is revolutionizing the way we work, and is proving to be particularly effective in the administration of various aspects of executive branch ethics programs, it is also an area prone to misunderstanding and misuse. A panel at the Government Ethics Conference moderated by Randi Dufresne, Deputy DAEO, National Security Agency and Ariane Cerlenko, Attorney-Advisor, United States Coast Guard, addressed some of the problems and policies that have arisen as use of the Internet and electronic mail have become widespread.

The panelists described several recent incidents involving misuse of Government Internet access and electronic mail. These incidents involved, among other things, use of the Internet for commercial or personal business, chain letters, slurs of groups of people, personal Web browsing, commercial advertising, subscribing to on-line services for personal use, downloading pornography, downloading programs

without approval (games, etc.), posting resumes, and displaying or distributing via electronic mail information that is not available to the general public and is routinely exempt under the Freedom of Information Act (FOIA).

These incidents were discovered by various means. In some cases, an employee reported finding inappropriate material on a Government computer; other employees have reported witnessing misuse of Government time or property. Other situations were uncovered as a result of Government agencies monitoring Internet searches or electronic mail notes. Random network surveys have also uncovered inappropriate uses of the Internet and electronic mail.

Government agencies are attentive to such misuses of electronic mail not only because of potential violations of the standards of conduct, but also because electronic messages are subject to FOIA and the civil discovery process. Any

message, without regard to content, can be accessed by the public through these means. Not only can security issues arise, but the signature blocks of these messages also attach the agency's name to any sentiments expressed in an electronic message.

These concerns are real and should be taken into consideration when formulating policy and advising employees on appropriate uses of this new technology. Subpart G of The Standards of Ethical Conduct for Employees of the Executive Branch contains provisions relating to the proper use of official time and authority, and of information and resources to which an employee has access because of his Federal employment.

Survey Indicates EIC Is a Valuable Resource

In February 1997, OGE conducted a survey to determine how its Ethics Information Center (EIC) might better serve the Federal ethics community. The survey was distributed to both previous and potential EIC users within the executive branch ethics community. OGE received over 150 completed surveys.

The survey results indicated that virtually all of the respondent users are highly satisfied with the EIC. High ratings were given to the assistance provided by the EIC staff, the inventory of materials maintained, and the EIC's facilities and general office environment. Almost 80 percent of the respondents who were aware of the EIC had used it, indicating a continuing need for the valuable service the EIC provides. Nearly all of the respondents, both users and non-users, indicated a willingness to submit available training materials to support the EIC's mission.

While all of the training materials maintained in EIC's inventory were deemed important by most respondents, survey results suggest that the EIC should emphasize certain types of materials over others in the future. For example, respondents displayed a greater penchant toward videos and short pamphlets than toward computer-based training modules, binders/booklets, and interactive media. Respondents also indicated a greater need for assistance in developing and delivering annual ethics training and ensuring variety in such training from year to year. Respondents also indicated a desire for more generic training materials which offer greater utility among the diverse universe of executive branch departments and agencies.

Based on the survey results, OGE is planning a number of changes to keep the EIC responsive to the training community's

needs, including ensuring that the EIC places emphasis on those types of materials and needs rated most important by survey respondents, and more effectively cataloging EIC's inventory of training materials to facilitate users' researching of those materials.

If you are involved in any aspect of ethics training, OGE strongly encourages you to visit the EIC to see what it has to offer. For more information about the EIC, contact Tonda King at 202-208-8000, extension 1229.



TEBBS Makes Way for the Web

Effective January 1, 1998, OGE's electronic bulletin board system, TEBBS (The Ethics Bulletin Board System), will cease operation, and all electronic dissemination of OGE ethics material and information will be made solely via the World Wide Web.

OGE introduced TEBBS to the ethics community at the September 1992 Government Ethics Conference. At that time, bulletin board systems were the principal means for the Government to disseminate information electronically. However, since then, technology has changed, and the World Wide Web has become the primary means of disseminating information. OGE introduced its own Web site (<http://www.usoge.gov>) at the 1996 Government Ethics Conference.

The OGE Web site contains all of the information that is on TEBBS and the Ethics CD-ROM, including ethics-related executive orders, statutes, and regulations, OGE DAEOgrams, advisory letters, and similar interpretive memoranda. It also includes all OGE publications and forms in Adobe Acrobat PDF (portable document file) format which can be downloaded and

used as needed by agencies. The OGE Web site is updated as new material becomes available.

Response to the Web site has been better than expected. Since OGE's Web site went into service a year ago, the number of "hits" (visits to a page or downloading of a document) has grown steadily, now averaging about 34,000 "hits" a month. OGE expects this number to grow as it adds additional functionality and information to the site. Not surprisingly, there has been a corresponding decrease in the use of TEBBS. With OGE's limited resources, TEBBS has become too expensive to operate and maintain.



Ethics News Briefs

Supplemental Agency Ethics Regulations Update:

With OGE's concurrence and co-signature, the following agencies have issued, for codification in title 5 of the Code of Federal Regulations (C.F.R.), interim final or final rule supplemental standards of ethical conduct for their employees (in addition to the executive branchwide Standards at 5 C.F.R. part 2635).

Equal Employment Opportunity Commission (final rule) — 62 *Federal Register* 36447 (July 8, 1997).



Office of Personnel Management (final rule) — 62 *Federal Register* 42897-42899 (August 11, 1997), a previous correction to OPM's prior interim rule was published at 62 *Federal Register* 32859 (June 17, 1997).

Updating Revisions to OGE's Executive Branchwide Financial Disclosure and Standards of Ethical Conduct Regulations:

OGE published a final rule set of updating revisions to its two above-noted regulations to remove superseded references to the former honorarium ban, to conform other references to reflect changed procurement integrity provisions and conflict-of-interest exemptions, and to effectuate a few other updates. See 62 *Federal Register* 48746-48748 (September 17, 1997).

Ethics in Action

Q. Karen is an Administrative Assistant at Computer Data International (CDI), a large company. Karen's husband, Jeff, has been asked by his Department of the Navy supervisor to analyze the bids submitted for a new computer software system for navigation aids and advise the department on a course of action. Several companies have submitted bids for the computer system, including CDI. Karen's responsibilities are not related to the contract. Would 18 U.S.C. § 208 prohibit Jeff from working on the project?

A. Probably not. While the contract is a particular matter and Jeff's participation would be personal and substantial, the question is whether or not the contract would have a direct and predictable effect on Jeff's financial interest. Karen's salary and continued employment at CDI are financial interests which, by the terms of 18 U.S.C. § 208, are imputed to him because they are married. However, the mere fact that Jeff's spouse is employed by CDI does not prohibit Jeff under 18 U.S.C. § 208(a) from participating personally and substantially in the matter.

In order for 18 U.S.C. § 208 to bar Jeff's participation in this matter, (i.e. the contract), the contract would have to have a direct and predictable effect on Karen's salary and employment interest. The critical factors to consider in this scenario are the size of the company and its solvency and the relationship of Karen's work to the contract. Without some indication that Karen's salary and employment interest could be affected by how the procurement is resolved, there is probably no direct and predictable effect, and Jeff's participation in the project would not be barred. Of course, if Karen

owned stock in CDI or if she received bonuses based on the profitability of the company in general, the analysis would be different.

Follow up:

Q. What about impartiality concerns?

A. Even though 18 U.S.C. § 208 may not pose any problems for Jeff in this instance, Jeff should still consider whether he should participate in the project by using the procedure outlined in 5 C.F.R. § 2635.502(a). CDI would be a party to the bidding, and Jeff has a "covered relationship" with CDI through his wife's employment there, under § 2635.502(b)(1)(iii). If Jeff and the agency designee have made the threshold determination that a reasonable person would question the impartiality of his participation in the project, (considering Jeff's role in the contract, how many layers of review above him, and the importance of the contract), it is up to the agency designee to decide whether Jeff may be authorized to participate in the matter anyway. In order for Jeff to participate in the award of the contract, the agency designee would have to determine that the interest of the Government in Jeff's participation outweighs the concern that a reasonable person may question the integrity of the agency's programs and operations. The agency designee should consider Jeff's connection with CDI, how the contract will affect CDI in terms of its significance among other CDI contracts, and the importance of Jeff's role in analyzing the contract bids. If Jeff has significant discretion in the matter, the case might not be as strong to authorize his participation, especially if the task could be easily reassigned to someone else.

Q&A

U.S. Office of Government Ethics

VHS Videotapes

These videos are initially being offered through **INFOCUS** in Herndon, VA. Please contact Angelique Ewell, 202-208-8000, extension 1111, for ordering information. A shipping and handling fee based on the number of tapes ordered and preferred shipment option will be added to the order.

◆ **Ethics Inquiry.** This 45-minute video explores various standards of conduct issues using a broadcast-quality news magazine format. News “anchors” in Los Angeles and Washington host four field reporters, each of whom provides an in-depth look at different ethics topics while bringing a unique and sometimes humorous approach to their coverage. The result is an educational, interesting, and even entertaining program for any level of employee. The program is divided into four segments with each segment devoted exclusively to one of the following topics: gifts from outside sources, gifts between employees, conflicting financial interests, and impartiality issues. These segments can be shown separately or collectively, depending upon an agency’s needs and interests. Video is closed-captioned. Price: \$2.50.

◆ **The Battle for Avery Mann.** This 20-minute video is the story of an average executive branch employee’s struggles with the rules governing everyday conduct. Throughout the story, Avery is faced with different dilemmas including using Government equipment for personal documents, accepting a gift from a subordinate, and working on a project that involves his outside employer. Avery finds himself caught between what he knows is the right thing to do and what may not be right but would be more convenient or beneficial to him. Video is closed-captioned. Price: \$2.00.

◆ **The Revolving Door.** This 20-minute video is a news show that addresses the issues surrounding the seeking employment and post-employment restrictions on executive branch employees. Throughout the show, periodic updates are provided by a reporter covering a Congressional Hearing on Capitol Hill focused on one employee’s possible violation of the post-employment law. Video is closed-captioned. Price: \$2.00.

The following videos may be ordered through the **National Technical Information Service**, 5285 Port Royal Road, Springfield, VA 22161. Telephone sales desk: 703-487-4650. A shipping fee will be added to all orders. The amount of the fee is determined by the total value of your order.

◆ **Integrity in Public Service: Earning the Public’s Trust.** This 20-minute video uses vignettes to briefly outline the statutes and regulations governing employee conduct. An on-screen narrator provides commentary on the vignettes to clarify particular points. It may be used either with an instructor present or as a stand-alone training tool. Video is closed-captioned. Order number: AVA19802-VNB1. Price: \$55.00.

◆ **Guide to the Standards of Ethical Conduct.** This 50-minute video is intended to be used as an aid for ethics officials in educating themselves about the Standards of Ethical Conduct for Employees of the Executive Branch (Standards). It is divided into three sections, each of which summarizes the major provisions of a portion of the Standards. An accompanying study guide contains a brief summary of each subpart and rule. Order number: PB93-780005. Price: \$40.00. An **audio** tape is also available. Order number: PB93-781409. Price: \$12.50.

◆ **The Ethical Choice: Ethics for Special Government Employees.** This 20-minute video follows three Special Government Employees (SGE) through many of the ethical hurdles they face in the course of their Government service. While the videotape focuses on SGEs, it also addresses many of the rules applicable to all executive branch employees. Video is closed-captioned. Order number: AVA19673-VNB1. Price: \$55.00.

◆ **Public Financial Disclosure: A Closer Look.** This 15-minute video explores the need for high-level executive branch officials to file a public financial disclosure report (SF 278) and emphasizes the importance of completing the report accurately and completely. Video is closed-captioned. Order number: AVA19788-VNB1. Price: \$50.00.

Ethics Resource Materials



U.S. Office of Government Ethics

The Ethics CD

NOTE: "The Ethics CD-ROM" is published biannually in April and October. Each subsequent issue contains all information from previous issues and incorporates new material available since the last publication date.

The Ethics CD-ROM may be ordered through the Government Printing Office (GPO), Superintendent of Documents' order line, 202-512-1800. You may also order the CD-ROM by accessing the GPO Web site at www.access.gpo.gov/su_docs/sale/sale330.html. Orders may be faxed to 202-512-2250 ONLY if you pay by Visa, MasterCard, or Purchase Order.

◆ **The Ethics CD-ROM** is a multimedia searchable collection of Federal executive branch ethics laws, executive orders, regulations, advisory opinions, policy memoranda (DAEOgrams), Federal Register notices, and ethics program administration aids. It includes the Office of Government Ethics' (OGE) publications: *A Brief Wrap on Ethics*, *Take the High Road*, *Do It Right*, the public and confidential financial disclosure review guides, and the new OGE pamphlets. It also includes free OGE software for completing and printing the OGE Form 450 confidential financial disclosure report. The first OGE interactive computerized ethics game created with Gameshow.P.A.L.® is also available on The Ethics CD-ROM.

This CD-ROM previews sample video and audio clips from each of the OGE ethics videos described above. Each video clip lasts three to four minutes and includes complete ordering and pricing information. Although the CD-ROM is capable of running on either a DOS- or Windows-based personal computer (PC), a Windows-based PC with a sound card is necessary to view the video clips. Price: \$49.00 for annual subscription (two issues).

Interactive Computer Ethics Training

This ethics game is available on The Ethics CD-ROM, or it can be downloaded from the OGE Web site at www.usoge.gov. You may also obtain a copy from the OGE Ethics Information Center by contacting Tonda King at 202-208-8000, extension 1229. The game can be distributed and

installed on an unlimited number of computers in any agency.

◆ **Gameshow.P.A.L.®** This ethics game is the first in a series of new interactive computerized ethics training games available from OGE. This game consists of 25 ethics questions based on an overview of the ethics regulations and statutes. The questions are presented in Jeopardy®-style format and intended to challenge the players' thinking. Players can compete against themselves or other players at a computer workstation. The game is preset at 20 minutes for a single round and includes a bonus and a final question. A running tally is kept of the score as players gain or lose points with their answers. There is no limit to the number of times that an employee may play the game.

Reference Publications

All of the following OGE reference publications are available in Adobe Acrobat's PDF file format from The Ethics CD-ROM or the OGE Web site at www.usoge.gov. Unless otherwise indicated, they are no longer available from the Superintendent of Documents. OGE reference publications which are available through the Superintendent of Documents may be ordered through the Government Printing Office (GPO), Superintendent of Documents' order line, 202-512-1800. Orders may also be faxed to 202-512-2250 ONLY if you pay by Visa, MasterCard, or Purchase Order.

◆ **Standards of Ethical Conduct for Employees of the Executive Branch.** This booklet presents the Standards in an easy-to-read format. In addition, it has space on the back cover to record the names, telephone numbers, and office addresses of agency ethics officials. Available in English and Spanish. The new amendments to the Standards are also available.

◆ **Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1979-1988.** A complete collection of all OGE opinions issued between 1979 and 1988.

◆ **Supplement to the Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1989.** A complete collection of all OGE opinions issued in 1989.

◆ **Supplement to the Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1990.** Includes all OGE opinions issued in 1990 as well as an index to the 1990 opinions.

◆ **Supplement to the Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1991-1992.** Includes OGE guidance issued in 1991 and 1992, a new index for the guidance issued from 1990 through 1992, and a corrected version of the index for the guidance issued from 1979 through 1989.

◆ **Supplement to the Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1993.** Includes OGE guidance issued in 1993 and a new index for the guidance issued from 1990 through 1993.

◆ **Supplement to the Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1994.** Includes OGE guidance issued in 1994, a new index for the guidance issued from 1990 through 1994, and labels for the first two volumes of OGE guidance.

◆ **Supplement to the Informal Advisory Letters and Memoranda and Formal Opinions of the U.S. Office of Government Ethics 1995.** Includes OGE guidance issued in 1995 and a new index for the guidance issued from 1990 through 1995. Stock number: 052-003-01462-9. Price: \$6.50.

◆ **Public Financial Disclosure: A Reviewer's Reference.** This is a loose-leaf 300-page reference manual for reviewers of Standard Form 278. It contains an introduction to the public financial disclosure system, the procedures and mechanics of review and conflict resolution, summaries of applicable ethics laws and regulations, sample SF 278 entries, model letters and documents related to the review process, and case studies. Stock number: 052-003-01458-1. Price: \$26.00.

◆ **OGE Form 450: A Review Guide.** This bound 60-page reference guide is designed for anyone who reviews the OGE Form 450 or administers agency confidential financial disclosure systems. The guide presents an overview of the confidential financial disclosure system and the

specific requirements of the OGE Form 450. The guide includes appropriate reference materials and guidance on conducting effective reviews.

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Booklets may be ordered through GPO, Superintendent of Documents' order line, 202-512-1800. Orders may also be faxed to 202-512-2250 ONLY if you pay by Visa, MasterCard, or Purchase Order.

NOTE: These booklets are provided in Adobe Acrobat's PDF file format and are available on The Ethics CD-ROM or the OGE Web site at www.usoge.gov.

◆ **Do It Right** is a 35-page booklet which provides a detailed summary of the conflict of interest statutes and the standards of ethical conduct as they apply to executive branch employees. The booklet uses examples to promote reader comprehension. Stock number: 052-003-01359-2. Price: \$3.25.

◆ **Take the High Road** is a 22-page booklet which provides an intermediate level summary of the ethics laws and regulations. It uses a question-and-response format, as well as examples, to help the reader understand the material. Stock number: 052-003-01355-0. Price: \$3.00.

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Pamphlets

These pamphlets are provided in Adobe Acrobat's PDF file format and are available on The Ethics CD-ROM or the OGE Web site at www.usoge.gov. If you would like a camera-ready copy of these pamphlets, please contact Sonya Hall at 202-208-8000, extension 1138 or Sandy McKinzy, extension 1212.

◆ **Conflicts of Interest and Government Employment.** This pamphlet provides a short discussion of the basic conflict of interest laws and regulations and focuses

on the exemptions to 18 U.S.C. § 208 recently published by OGE at 5 C.F.R. part 2640.

◆ **Gifts of Travel and Other Benefits.** This pamphlet provides a simple comparative chart that will be useful in analyzing key authorities available for accepting gifts of travel in connection with official duties.

◆ **Rules for the Road.** This pamphlet provides brief summaries of 18 U.S.C. § 207, 18 U.S.C. § 203 and the new "procurement integrity" law, and alerts employees to some other possible sources of post-employment restrictions.

◆ **U.S. Office of Government Ethics.** This pamphlet provides a brief description of the history, structure, and responsibilities of the U.S. Office of Government Ethics.

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