



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

January 8, 2007
DT-07-001

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Certifying Confidential Financial Disclosure Reports Courses Offered in
Washington, DC

In January 2007, the U.S. Office of Government Ethics will conduct training in Washington, DC on Certifying Confidential Financial Disclosure Reports. Please disseminate the attached training announcement to your ethics officials as soon as possible.

Attachment



U. S. Office of Government Ethics FY 07 Ethics Courses

Certifying Confidential Financial Disclosure Reports

Course Description

Each year thousands of employees file confidential financial disclosure reports. Those reports are central to protecting employees and agencies from conflicts of interest and standards of conduct violations. It is your responsibility, as an agency reviewer, to determine whether filers accurately reported their interests and assess those interests for possible conflicts. Your signature on 450 reports attests to filers' compliance with applicable laws and regulations. The Certifying Confidential Financial Disclosure Reports course is designed to prepare you to perform an in depth analysis of the new 450 report. Class format includes lecture, discussion, and hands-on exercises for each part of a fictitious 450 report.

Intended Audience

- Those who are new to certifying confidential financial disclosure reports
- Supervisors or other agency personnel who perform a preliminary 450 review

You Will Learn

- What information filers should and should not report
- When you can make assumptions and when you need to contact filers for more information
- How to conduct a technical review and conflict of interest analysis
- Appropriate remedies to resolve conflicts of interest

Course Dates

Tuesday, January 23, 2007	9:00 a.m. - 3:30 p.m.
Wednesday, January 24, 2007	9:00 a.m. - 3:30 p.m.
Thursday, January 25, 2007	9:00 a.m. - 3:30 p.m.

Course Location

U.S. Office of Government Ethics
1201 New York Avenue, NW
Suite 500
Washington, DC 20005

Registration Information

To register for one of the above courses, please visit the Training Workshops and Seminars section of OGE's website at www.usoge.gov and complete the online [Registration Form](#).

The registration deadline is five (5) days before the class date or until each class is full, whichever occurs first. E-mail confirmations are sent to registrants prior to the course date.

For information regarding the registration process, please contact:

Gwen Cannon-Jenkins
Education Assistant
E-mail: gcannon@oge.gov
Phone: 202-482-9219

General OGE Course Information

For information about the OGE training courses, please contact:

Kaneisha Cunningham
Education Training Specialist
E-mail: ktcunnin@oge.gov
Phone: 202-482-9228