



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

August 28, 2007
DT-07-031

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Introduction to Conflicts of Interests: The Laws, Appearances, and Prospective Employment Course Offered in Washington, DC (FOR NEW ETHICS OFFICIALS)

On September 26-27 2007, the U.S. Office of Government Ethics will conduct a two day training course titled, "Introduction to Conflicts of Interests: The Laws, Appearances, and Prospective Employment." The training will take place at the Securities and Exchange Commission in Washington, DC. This course is intended for new ethics officials with up to one year of experience. Please disseminate the attached training announcement to your new ethics officials as soon as possible.

Attachment



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

Introduction to Conflicts of Interests: The Laws, Appearances, and Prospective Employment

Course Description

One of the worst things that can happen to your ethics program is to have your agency become headline news for ethics violations. As an ethics official, your job is to protect your agency's reputation and credibility with the American people. This requires recognizing when employees have conflicts of interest or even the appearance of conflicts. Conflicts take a variety of forms from violations of the conflict of interest laws to violations of the impartiality and seeking employment rules in the standards of conduct.

As new ethics officials, it is important that you be well grounded in how to analyze conflicts. This course welcomes you to the ethics community and shows you how to analyze conflicts of interest and appearances. Class format includes lecture, discussion, hands-on exercises and a video.

Intended Audience

New Ethics Officials (up to 1-year of experience)

You Will Learn How To

- Determine whether a § 208 conflict exists
- Assess any impartiality issues
- Analyze job-hunting conflicts
- Suggest one or more remedies

Course Date

September 26-27, 2007

9:00 a.m. - 4:30 p.m. (each day)

Course Location

Securities and Exchange Commission
100 F Street, NE
Washington, DC 20549
Room: Auditorium (L002)

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
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