



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

March 21, 2001
DT-01-012

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Barbara A. Mullen-Roth
Associate Director for Education
and Program Services

SUBJECT: Introductory Ethics Courses Offered
in **St. Louis and Kansas City in April 2001**

The U.S. Office of Government Ethics (OGE) will offer introductory ethics courses in St. Louis and Kansas City, Missouri, April 16-20. The cities, course titles, dates, times and course descriptions are listed below:

St. Louis, MO April 16-17, 2001

Disqualifying Financial Interests	4/16/01	1:00 p.m. - 4:00 p.m.
OGE 450 Review	4/17/01	9:00 a.m. - 12:00 noon
Seeking Employment	4/17/01	1:00 p.m. - 4:00 p.m.

Kansas City, MO April 19-20, 2001

Disqualifying Financial Interests	4/19/01	9:00 a.m. - 12:00 noon
OGE 450 Review	4/19/01	1:00 p.m. - 4:00 p.m.
Misuse of Position	4/20/01	9:00 a.m. - 11:30 a.m.

Introductory Course Descriptions:

The **How to Identify Disqualifying Financial Interests** course provides seven steps to identify disqualifying financial interests and serves as a "nuts and bolts" refresher on 18 U.S.C. § 208.

The **OGE 450 Review** course is designed for ethics officials who have responsibility for reviewing the OGE Form 450 and advising employees about financial disclosure.

The **Seeking Employment** course is a "back to basics" course designed to introduce new ethics officials to the seeking employment rules as well as key terms and concepts used in the rule.

The **Misuse of Position** course provides a broad overview of Subpart G and includes a four-step approach to determine whether proposed actions are prohibited by the misuse subpart.

All courses are offered **free of charge**. You may register for these courses by using one of these two methods: (1) manually complete the printed form attached to this memorandum or (2) use the new fillable registration form available on the OGE web site. Either way you prefer to register, you **MUST** fax the registration form to the OGE fax number listed on the registration form.

PLEASE NOTE: Although you can complete the web form on line, you must print the form out and fax it to the fax number listed on the form. Telephone and e-mail registrations cannot be accepted at this time. Each person planning to attend **MUST** register **no later than one week before the course start date**. Registration will be handled on a **first-come basis** and each course is limited to 40 participants. OGE will confirm each registration by return fax several days prior to the date of the course.

Because you are our primary means for advertising training courses, please circulate this memorandum with attachments among your ethics officials as soon as possible. OGE plans to conduct additional introductory ethics courses throughout FY 2001 in the following cities:

San Francisco, CA	May 14-15	Portland, OR	June 11-12
San Diego, CA	May 17-18	Denver, CO	June 14-15
Albuquerque, NM	May 21-22	Philadelphia, PA	June 25-26
Dallas, TX	May 24-25	Newark, NJ	June 27-28
Washington, DC	Various dates (to be announced)		

You may also obtain the most current training information for the above cities by internet or telephone:

OGE's Web Page: www.usoge.gov "What's New In Ethics"
Recorded Training Announcements: 202-208-8000, ext. 8201

For any additional information about OGE training, you may contact Ms. Powers via E-mail: <sapowers@oge.gov> or phone: 202-208-8000, extension 1104.

Attachments: [St. Louis Registration Form](#)
[Kansas City Registration Form](#)