



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

April 25, 2001  
DT-01-018

MEMORANDUM

TO: Designated Agency Ethics Officials

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

SUBJECT: **Introductory Ethics Courses**  
Offered on May 15 in Washington, DC

The U.S. Office of Government Ethics (OGE) will conduct introductory ethics courses on May 15 at the U.S. Postal Service in Washington, DC. The course schedule and descriptions follow:

<b>Disqualifying Financial Interests</b>	5/15/01	9:00 a.m. - 12:00 noon
<b>Post Employment Course</b>	5/15/01	1:00 p.m. - 4:00 p.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 **Post Employment Course** provides both an overview of the post-employment statute 18 U.S.C. § 207 , as well as a step-by-step methodology for analyzing post-employment situations.

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.

**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 attached registration forms among your ethics officials as soon as possible.

The most current training course information can be found on:

**OGE's Web Page:** [www.usoge.gov](http://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](mailto:sapowers@oge.gov) or phone: 202-208-8000, extension 1104.

Attachment: [Registration Form](#)