



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

October 11, 2001  
DT-01-025

MEMORANDUM

TO: Designated Agency Ethics Officials

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

SUBJECT: **Introductory Ethics Courses** Offered  
in November in Washington, DC

The U.S. Office of Government Ethics (OGE) will conduct introductory ethics courses in November at the Corporation for National Service (CNS), Pension Benefit Guaranty Corporation (PBGC) and Overseas Private Investment Corporation (OPIC).

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.

**Monday, November 5, 2001 at CNS**

OGE Form 450 Review	11/5/01	9:00 a.m. - 12:00 noon
Gifts from Outside Sources	11/5/01	1:00 p.m. - 4:00 p.m.

**Friday, November 9, 2001 at PBGC**

Widely Attended Gatherings (WAG) and Other Events Gift Exceptions	11/9/01	9:00 a.m. - 12:00 noon
Misuse of Position	11/9/01	1:00 p.m. - 4:00 p.m.

**Thursday, November 15, 2001 at OPIC**

How to Identify DFIs	11/15/01	9:00 a.m. - 12:00 noon
How to Handle DFIs	11/15/01	1:00 p.m. - 4:00 p.m.

### **INTRODUCTORY COURSE DESCRIPTIONS**

The **Gifts from Outside Sources** course provides a general overview of Subpart B of the Standards of Conduct.

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

The **OGE Form 450 Review** course shows participants how to review and analyze a completed OGE Form 450.

The **Widely Attended Gatherings and Other Events Gift Exceptions** course more closely examines the requirements of the speaking and similar engagement and widely attended gatherings gift exceptions.

The **How to Identify Disqualifying Financial Interests Course** provides new ethics officials with seven steps to identify disqualifying financial interests. This course also serves as an ideal "nuts and bolts" refresher on the 18 U.S.C. § 208.

The **How to Handle Disqualifying Financial Interests Course** covers the remedies to resolve a disqualifying financial interest. It also covers when to refer cases to the Inspector General and/or the Department of Justice.

### **REGISTRATION INSTRUCTIONS**

All courses are offered **free of charge**. 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.

You may register for these courses by using one of these two methods:

- (1) manually complete the printed form attached to this memorandum AND fax it to Sheila Powers at 202-208-8039 OR
- (2) complete the fillable registration form available on the OGE web site, print the completed form AND fax it to Sheila Powers at 202-208-8039.

Telephone and e-mail registrations **cannot** be accepted at this time. OGE will confirm each registration by return fax several days prior to the date of the course.

The most current training course information can be found on:

**OGE's Web Page:**        [http://www.usoge.gov/pages/training\\_wrkshps/  
training\\_wrkshps.html](http://www.usoge.gov/pages/training_wrkshps/training_wrkshps.html)

**Recorded Training**

**Announcements:**        202-208-8000, ext. 8201

For any additional information about OGE training courses, you may contact Ms. Powers via E-mail: [sapowers@oge.gov](mailto:sapowers@oge.gov) or phone: 202-208-8000, extension 1104.

Attachment:

[Registration Forms](#)