



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

DT-03-014
August 13, 2003

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Ethics Courses Offered in Washington, D.C.

The U.S. Office of Government Ethics (OGE) is offering six free ethics courses next month in Washington, D.C. Please forward this training announcement to your ethics officials as soon as possible for their information and registration. The courses are being conducted on the following dates and times. Please select one or several courses:

COURSE DATES/TIMES:

Tuesday, September 9:

Class A:	450 Review Course	9:00 a.m. - 12:00 noon
Class B:	Gifts Between Employees	1:00 p.m. - 3:00 p.m.

Wednesday, September 10:

Class C:	450 Review Course	9:00 a.m. - 12:00 noon
Class D:	Gifts from Outside Sources	1:00 p.m. - 3:00 p.m.

Tuesday, September 23:

Class E:	450 Review Course	9:00 a.m. - 12:00 noon
----------	-------------------	------------------------

Wednesday, September 24:

Class F:	Conflicting Financial Interests (Pt. 1)	10:00 a.m. - 12:00 noon
	Conflicting Financial Interests (Pt. 2)	1:00 p.m. - 3:00 p.m.

COURSE LOCATION:

U.S. Office of Government Ethics
Suite 500 - 5th Floor
1201 New York Avenue, N.W.
Washington, D.C. 20005
TEL.: 202-482-9300, press 0

COURSE DESCRIPTIONS:

450 Review – you learn how to complete technical reviews and conflicts of interest analyses of the information provided in the financial disclosure reports filed by non-public filers. You identify missing or inconsistent information and recommend solutions to resolve possible conflicts.

Gifts Between Employees – through a series of discussions, the restrictions on gifts between employees are examined as well as the exceptions that allow employees to accept gifts from and give gifts to each other.

Gifts from Outside Sources – this course emphasizes the various exclusions and exceptions to the gift rule. It focuses on issues commonly raised about discounts and gifts based on personal relationships. The instructor leads the class through several exercises and provides a tool to assist ethics officials determine whether a gift may be accepted.

Conflicting Financial Interests – this four-hour course is presented in two parts. It examines how to identify disqualifying financial interests under 18 U.S.C. § 208. You determine who § 208 applies to, what constitutes a particular matter, what personal and substantial participation involves, and the statutory meaning of financial interest. You discover what must happen for a matter to have a direct and predictable effect. You then learn how to handle disqualifying financial interests by suggesting remedies to resolve conflicts and discover when to refer cases to the Inspector General and/or the Department of Justice, as well as how to notify OGE of conflict of interest referrals.

COURSE REGISTRATION DEADLINE/CONFIRMATION:

Anyone wanting to attend one or any of the September courses must register by e-mailing Gwen Cannon-Jenkins at: gcannon@oge.gov. Please provide the following required information:

- ! name
- ! agency name
- ! phone number
- ! e-mail address
- ! selected course date/time

The registration deadline is five days before the class date or until each class is full, whichever occurs first. E-mail confirmations are sent to each registrant.

NOTE: In the event of the government closing, offering liberal leave policy due to inclement weather, or any special circumstances, the day's courses will be canceled and you will be notified later of the rescheduled date.

For additional information about OGE training courses, please contact Gwen Cannon-Jenkins via e-mail at gcannon@oge.gov or phone at 202-482-9219.