



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

February 8, 2002
DT-02-001

MEMORANDUM

TO: Designated Agency Ethics Officials

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

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

The U.S. Office of Government Ethics (OGE) will conduct introductory ethics courses at the Overseas Private Investment Corporation (OPIC) in Washington, DC on **February 26 and March 7**. Additional courses will be scheduled in April, May and June and will be announced in a separate memorandum.

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.

Tuesday, February 26, 2002

Seeking Employment	8:30 a.m. - 12:00 noon (note earlier start time)
Post Employment	1:00 p.m. - 4:00 p.m.

Thursday, March 7, 2002

Misuse of Position	9:00 a.m. - 12:00 noon
WAG & Other Events	1:00 p.m. - 4:30 p.m.
Gift Exceptions	

INTRODUCTORY COURSE DESCRIPTIONS

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

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.

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

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 Gwen Cannon-Jenkins 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 Gwen Cannon-Jenkins at 202-208-8039.

Please note, 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: [Training Workshops and Seminars](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 at sapowers@oge.gov or phone at 202-208-8000, extension 1104.

Attachment: Registration Forms
[Washington, DC](#)