



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

August 15, 2002
DT-02-020

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Introductory Ethics Courses offered in Washington, DC

The U.S. Office of Government Ethics (OGE) will conduct two free introductory ethics courses. Please circulate this training announcement with attached registration form to your ethics practitioners as soon as possible. The date and courses to be offered are:

Thursday, September 26, 2002:

450 Review Course	9:00 a.m. - 12:00 noon
Misuse of Position	1:00 p.m. - 4:00 p.m.

INTRODUCTORY COURSE DESCRIPTIONS:

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

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.

COURSE LOCATION:

U.S. Office of Government Ethics (OGE)
Suite 500 - 5th Floor
1201 New York Avenue, NW.
Washington, DC 20005
TEL: 202-208-8000

COURSE REGISTRATION:

Each person planning to attend any of the courses MUST register by faxing a completed registration form to Gwen Cannon-Jenkins, Training Assistant at 202-208-8039 (or 8038). You may complete the registration form in one of two ways:

1. Manually complete the form attached to this e-mail and fax it, or
2. Complete the fillable registration form available on the OGE web site, print the completed form and fax it.

REGISTRATION DEADLINE/CONFIRMATION:

The registration deadline is 5 days before the class date or until each class is full. OGE will fax registrants a confirmed registration form several days prior to the course date.

CURRENT OGE COURSE INFORMATION:

You can find the most current information about OGE's training courses on OGE's Web site at: http://www.usoge.gov/pages/training_wrkshps/training_wrkshps.html .

For any additional information about OGE training courses, you may contact Sheila Powers, Training Coordinator via e-mail at sapowers@oge.gov or phone at 202-208-8000, extension 1104.

Attachment:

Registration Form - [Introductory Courses in Washington, DC](#)