

# U.S. House of Representatives

COMMITTEE ON STANDARDS OF  
OFFICIAL CONDUCT

Washington, DC 20515

November 20, 2008

## MEMORANDUM FOR ALL MEMBERS, OFFICERS & COMMITTEES

**FROM:** Committee on Standards of Official Conduct  
Gene Green, Acting Chairman *GG*  
Doc Hastings, Ranking Republican Member *DH*

**SUBJECT:** Certifying Compliance with the 2008 Ethics Training Requirement

---

This memorandum details the procedure for Members, officers, committees, and other legislative offices to certify to the Committee on Standards of Official Conduct ("Standards Committee") that their staff has complied with the annual ethics training requirement imposed by House rules.

### *Certifying Compliance with the Training Requirement*

All House employees, other than new employees, have until **December 31, 2008** to satisfy their ethics training requirement for 2008. Each Member, officer, committee, and other legislative office must certify, prior to **January 31, 2009**, that all employees in that office have complied with the training requirement.

To certify compliance, each employing authority should forward to the Standards Committee a letter addressed to Congressman Gene Green, the Acting Chairman of the Standards Committee, and signed by the employing Member. The employing Member for committee staff is the chairman or ranking member of the full committee, as appropriate. For offices that are not supervised by a Member, such as the Parliamentarian, the letter should be signed by the most senior employee in the office. The letter should include a list of all employees still on payroll as of December 31, 2008 and what type or types of training that individual completed, such as Campaign Activity or New Employee. Shared staff (individuals that work for more than one office) should be included in the letter sent by each office for which they are employed.

If a Member, officer, committee, or other employing office has current employees who did not satisfy the training requirement, the letter should identify those individuals by name and provide an explanation as to why each such employee did not fulfill the requirement.

House employees who moved from one House office to another during 2008 should be included with the staff of their current office, regardless of which office employed them at the time they completed the training.

**Failure to Comply with the Training Requirement**

For 2008, the Committee will undertake a two-step process to penalize any employee who failed to comply with the training requirement. First, the Committee will send a letter to each Member indicating the names of that Member's employees who Committee records indicate failed to complete the training. The Member or named employees will then have two weeks to provide documentation to the Committee that the identified individuals did, in fact, complete the required training. At the close of that two-week period, the Committee may publicize the names of all employees, together with their employing Member, committee, or office, who failed to satisfy the ethics training requirement. Other penalties may also be imposed as appropriate.

Please contact the Standards Committee at (202) 225-7103 with any questions about certifying completion or how to satisfy the training requirement.