

Training

Q1



OGE Ethics Training Course Catalogue for Quarter 1 of Fiscal Year 2009

Welcome to the OGE Ethics Training Course Catalogue for the first quarter of fiscal year 2009. Many courses offered this quarter are designed to prepare the experienced ethics official for the imminent demands of the upcoming Presidential transition. Others are designed to expand the competency of new ethics officials through entry-level training. Additionally, there are many opportunities for all ethics officials to attend sessions that they may have missed at the recent 16th National Government Ethics Conference. Make sure that you are prepared for the coming transition by signing up for one or more of the course options available this quarter.



FY2009 Q1

Conflict-Free Post-Employment Activities

As more and more federal employees leave government service the demand for post-employment counseling increases. Your challenge is to provide accurate counseling on how to avoid activities that violate the post-employment law. This course focuses on the key elements of the most common post-employment restrictions and gives you the opportunity to analyze real life situations.

Course Length: 7.5 hours

Who Should Attend

Ethics officials needing to provide post-employment counseling to employees and any new ethics officials looking for an introduction to post-employment laws and regulations.

Schedule

November 6 -- 9:30AM-5:00PM
November 19 -- 9:30AM-5:00PM
December 2 -- 9:30AM-5:00PM
December 11 -- 9:30AM-5:00PM
December 16 -- 9:30A-5:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Ave. NW
Suite 500
Washington, DC 20005

OGE Mythbusters: Seeking Employment Rules Revealed

This session will address the 10 common misperceptions Government employees have about the ethics rules pertaining to seeking non-Government employment.

Course Length: 2 hours

Who Should Attend

Ethics officials who provide counseling to employees concerning the seeking of post-Government employment.

Schedule

November 5 -- 9:00AM-11:00AM
December 9 -- 9:00AM-11:00AM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Ave. NW
Suite 500
Washington, DC 20005

Certifying 450 Reports

Correctly identifying and resolving real and potential conflict of interest issues reported on 450 reports are the hallmarks of an effective reviewer. This course shows you how to successfully complete a technical review and conflict analysis of a 450 form.

Course Length: 3 hours

Who Should Attend

Ethics officials who are new to reviewing and/or certifying OGE forms 450.

Schedule

November 6 -- 1:00PM-4:00PM
November 12 -- 1:30PM-4:30PM
November 20 -- 9:00AM-12:00PM
December 4 -- 9:00AM-12:00PM
December 9 -- 9:00AM-12:00PM
December 18 -- 9:00AM-12:00PM

[Registration Form](#)

U.S. Office of Government Ethics
1201 New York Ave. NW
Suite 500
Washington, DC 20005

18 U.S.C. 207, Post-Employment

The implementing regulations for Section 207 have changed. Come learn the how and why of those changes and improve your abilities to provide timely and accurate post-employment counseling.
Course Length: 2 Hours

Who Should Attend

Ethics officials required to provide post-employment counseling to current and former federal employees.

Schedule

November 5 -- 2:00PM-4:00PM
December 4 --9:00AM-11:00AM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Ave. NW
Suite 500
Washington, DC 20005

Advanced Training: Reviewing PAS Nominee Financial Disclosure Reports

This is an election year. Come gain the skills you need to review the financial disclosure reports filed by nominees for positions requiring the advice and consent of the Senate. This advance course will cover topics including:

Advanced Financial Disclosure Exercise

Advanced Financial Disclosure Exercise (Conflicts Issues)

Procedures: The Transition and the PAS Nominee Program

Professors and Authors: Advanced Disclosure and Conflicts Issues

Attorneys: Advanced Disclosure and Conflicts Issues

Advanced Nominee Exemption Issues: Index-Linked Notes
Employee Benefit Plans, Exchange Traded Funds, Privately-Held Securities, and University Trustees

Course Length: 9 hours

Who Should Attend

Headquarters agency ethics officials who will be reviewing the financial disclosure reports of Presidential nominees for appointments requiring Senate Confirmation (PAS nominees) during the Presidential transition.

Schedule

November 13 8:00AM-5:00
November 18 8:00AM-5:00
November 20 8:00AM-5:00
December 10 8:00AM-5:00

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Ave. NW
Suite 500
Washington, DC 20005

Elements of a Complete Ethics Program

This session is designed for new ethics officials. Its purpose is to clarify what an ethics program encompasses, what resources you should have available, and what "non-ethics issues" you should familiarize yourself with. If you're not sure you're covering all the bases, this session will help you identify what you should be including in your ethics program.

Course Length: 2 hours

Who Should Attend

All ethics officials, particularly those new to ethics.

Schedule

November 5 -- 9:00AM-11:00AM
December 3 -- 9:00AM-11:00AM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Ave. NW
Suite 500
Washington, DC 20005

Compliance+: Adding Value through Cooperation

With over 6,000 ethics officials in the executive branch ethics program there is a wealth of administrative knowledge available. Come learn ways in which you can tap into that wealth of knowledge and improve your ethics program without reinventing the wheel.

Course Length: 2 hours

Who Should Attend

Ethics official who would like to learn about bettering his or her ethics program through cooperation with the ethics community.

Schedule

November 5 -- 1:00PM-3:00PM
December 3 -- 1:00PM-3:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Ave. NW
Suite 500
Washington, DC 20005

Self Assessments

This session will inform you of what self-assessments are and how they can be used to help you assess ethical culture and general awareness of your ethics program. Participants will also be shown a variety of self-assessment tools that can be tailored to any size of program or any amount of resources.

Course Length: 2 hours

Who Should Attend

New ethics officials looking for an introduction to a variety of ethics issues.

Schedule

November 5 -- 3:00PM-5:00PM
December 3 -- 3:00PM-5:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Ave. NW
Suite 500
Washington, DC 20005

New Ethics Official Orientation

Are you new to the world of ethics? This course is the fastest way to get up to speed with the ethics basics. In this intensive one day experience you will be introduced to a variety of ethics issues including: conflicts of interest, gifts, and financial disclosure. If you are starting from zero and need to get up to speed fast this is the course for you.

Course Length: 8 hours

Who Should Attend

New ethics officials looking for an introduction to a variety of ethics issues.

Schedule

November 18 -- 9:00AM-5:00PM
December 10 -- 9:00AM-5:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Ave. NW
Suite 500
Washington, DC 20005

Conflict of Interest Remedies: Tools for Selecting the Best Option

This session will provide a brief description of the options for remedying financial conflicts of interest and discuss the advantages and disadvantages of each available remedy.

Course Length: 2 hours

Who Should Attend

Ethics officials interested in learning about remedies for conflicts of interest.

Schedule

November 12 -- 2:00PM-4:00PM
December 17 -- 2:00PM-4:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Ave. NW
Suite 500
Washington, DC 20005

Certifying 278 Reports

This course focuses on the knowledge and skills new reviewers need to complete a review of the Executive Branch Public Financial Disclosure Report (SF 278). The course examines how to review the reports for technical accuracy and identify potential financial conflicts of interest. The course also addresses how to determine the best action to resolve various types of financial conflicts.

You have the opportunity to practice reviewing and analyzing a fictitious SF 278 with entries similar to those from a typical filer. Class format includes lecture, discussion, and hands-on exercises for each schedule of the fictitious employee SF 278.

Course Length: 7 hours

Who Should Attend

Ethics officials who would like to learn the basics of reviewing and certifying public financial disclosure reports.

Schedule

December 2 -- 9:00AM-4:00 PM
December 17 -- 9:00AM-4:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Ave. NW
Suite 500
Washington, DC 20005

San Francisco Regional Training

Conflicts of Interest/Impartiality

This course covers the specific provisions of 18 USC section 208, dealing with acts affecting a personal financial interest. It isn't enough that employees avoid conflicts of interest under 18 U.S.C. 208. They must also avoid even the appearance of a conflict of interest. This course will also examine the various factors that ethics officials should consider when determining whether a reasonable person would question an employee's impartiality.

Gifts

This course explores the inherent pitfalls when Federal employees receive gifts from outside sources. We will define what a gift is, and identify the general gift standards and exceptions. Attendees of this session will be able to differentiate the categories of gift exceptions and determine the circumstances under which they may be used.

Financial Disclosure

This course provides participants with an overview of the confidential financial disclosure reporting requirements. Participants will learn how to review each part of the OGE Form 450 for conflicts of interest and technical accuracy. The course will conclude with an in-depth review of a sample OGE Form 450 where participants will apply learned concepts to common conflicts and technical issues.

Program Management

This presentation will discuss the elements of a complete ethics program and some ways in which it can be made more effective and efficient.

Course Length: 7 hours

Who Should Attend

Ethics officials seeking a broad range of introductory training.

Schedule

November 18 -- 9:00AM-4:00PM

November 20 -- 9:00AM-4:00PM

Registration Form

Location

Phillip Burton Federal Building
and U.S. Courthouse

Nevada Room

450 Golden Gate Avenue

San Francisco, California

94102-3661

Meet the Instructors

Paul Bergstrand joined the U.S. Office of Government Ethics in January of 2005 and works as a Program Analyst in the Program Review Division where he conducts program reviews of executive branch agency ethics programs. He earned his Bachelors of Arts degree in Political Science, *cum laude*, from Western Illinois University.

Cheryl Kane-Piasecki is a Senior Desk Officer in the Program Services Division/Office of Agency Programs at the U.S. Office of Government Ethics (OGE). Cheryl has been with OGE since December of 1991. She currently provides ethics liaison services to four Departments and seven agencies in the executive branch. Prior to joining OGE, Cheryl served as a Peace Corps volunteer in Costa Rica.

Cheryl holds a master's degree from the Columbia University School of International and Public Affairs. She earned her BA, *cum laude*, from Mount Holyoke College.

Doug Chapman served as an intelligence analyst for four years on active duty with the Army and 18 years in the Army Reserve, including two mobilizations, before retiring in May 2006. He

joined the Office of Government Ethics in 1993 as a management analyst in the Program Review Division of the Office of Agency Programs. In this position, he has conducted ethics program reviews at scores of Government Departments and Agencies and their components.

Patrick Shepherd joined the U.S. Office of Government Ethics in December of 2004 and works as a Desk Officer in the Program Services Division. In addition to providing ethics liaison services to executive branch agencies; Patrick has experience conducting ethics program reviews. He earned his Bachelors of Arts degree in Philosophy, *magna cum laude*, from Mary Washington College.

Lorna Syme is a Senior Desk Officer in the Program Services Division with the U.S. Office of Government Ethics (OGE). Prior to joining OGE in July 1996, Lorna worked at the Department of Labor. Lorna received her Bachelor of Arts and Bachelor of Science degrees from the University of Maryland, and her Masters of Business Administration degree from Johns Hopkins University.

Mark Stewart joined the U.S. Office of Government Ethics (OGE) in July of 2003. He is a Desk Officer in the Office of

Agency Programs, and has responsibility for servicing the ethics programs of 15 executive branch Departments and agencies.

Mr. Stewart is retired from active duty with the United States Coast Guard, where he served as a Law Specialist. He also served four years in the United States Navy. He received his Juris Doctor Degree from the University of Miami School of Law, and is a member of the Florida Bar. He received his Bachelors Degree in Economics from Fairfield University, and his Associates Degree in Management from Hawaii Pacific College.

Megan Granahan graduated with honors in Psychology from George Mason University. For the past five years she has been a program analyst at the Office of Government Ethics, where she conducts agency program reviews, coordinates alternative financial disclosure procedure requests, and administers surveys. Ms. Granahan was instrumental in the development of OGE's Leadership Initiative as well as OGE's recent Financial Disclosure Questionnaire and Review.

Walter M. Shaub, Jr. is the Deputy General Counsel for the Office of Government Ethics (OGE).

Don Fox is the General Counsel for the United States Office of Government Ethics.

Prior to joining OGE, Mr. Fox served as Deputy General Counsel, Department of the Air Force, where he provided legal advice and policy guidance to the Office of the Secretary of the Air Force, the Chief of Staff, and Air Force field activities regarding conflicts of interest and standards of ethical conduct, the use of funds appropriated by the Congress, and the organization and administration of the Air Force. Mr. Fox began his legal career as an officer in the Navy Judge Advocate General's (JAG) Corp and retired as Commander from the Naval Reserve in 1998.

Mr. Fox received a B.A. Economics and International Studies from University of North Carolina, his J.D. from Wake Forest University, and earned an LL.M International and Comparative law from The George Washington University. He is a member of the North Carolina and District of Columbia Bars.

Rachel Molinaro is a Program Analyst in the Office of General Counsel and Legal Policy at the Office of Government Ethics (OGE), and her primary area of responsibility involves financial disclosure by Presidential nominees to positions requiring Senate confirmation. Ms. Molinaro received her B.S. degree in Finance and International

Business from the University of Maryland.

Seth Jaffe has been with the U.S. Office of Government Ethics for over two years and he joined the office after practicing civil rights and constitutional law for seven years. After graduating *cum laude* from Duke University School of law, Seth began his career working as a litigation associate for Curtis Mallet-Prevost Colt & Mosle, a large New York City law firm. Immediately prior to joining the Office of Government Ethics, Seth served as Acting Deputy General Counsel and Director of EEO Programs at the U.S. Commission on Civil Rights. In addition, Seth worked as the Managing Attorney for the ACLU of North Carolina where he represented individuals in both state and federal court.

Deborah Bortot is the Program Manager for Nominee Financial Disclosure in the Office of General Counsel and Legal Policy at the Office of Government Ethics (OGE). Ms. Bortot is currently responsible for preclearing financial disclosure packages for Presidential nominees to positions requiring Senate confirmation. Ms. Bortot joined OGE in 1998. She received her B.A. degree in Economics and Finance from the University of Maryland.

David A. Meyers joined the Office of Government Ethics in 1997 as a management analyst in the Program Review Division of the Office of Agency Programs. In this position, he has conducted ethics program reviews at scores of Government Departments and Agencies and their components.

Sandra Mabry is Lead Program Analyst in the Nominee Financial Disclosure Program, Office of General Counsel and Legal Policy, U.S. Office of Government Ethics (OGE). Previously, Mrs. Mabry was a Senior Desk Officer in the Program Services Division at OGE.

Prior to joining the OGE staff in November 2000, Mrs. Mabry was the paralegal assistant to the DAEO and Deputy DAEO at the U.S. International Trade Commission. In that position she assisted in all aspects of the Commission ethics program. Mrs. Mabry's government service also includes employment in the Department of the Army, Defense Supply Agency, Office of the Secretary of Defense, the House of Representatives, and three detail-assignments to the White House Counsel's Office. Mrs. Mabry holds a Bachelor of Arts degree from George Mason University.

Sandra Bitler is with the Office of Government Ethics where she has been Nominations Liaison since 1989. Her prior Federal Government service was with the Department of State. Before moving to Washington, D.C., she worked in university and county library systems and taught Business English, English as a Second Language, and Adult Basic Education with a community college.

Sandi received a Bachelor of Arts in Spanish from the University of Nevada, a Master of Arts in Hispanic Literature from New York University, and a Master of International Management from Thunderbird-The American Graduate School of International Management.

Elaine Newton began working at the U.S. Office of Government Ethics (OGE) in 1987 in an administrative capacity. After finishing her undergraduate work, she entered the University of Maryland School of Law. Elaine graduated from law school in 1999 and began working as an Attorney-Advisor in the OGE Office of General Counsel and Legal Policy later that year.

Elaine is a member of the Maryland State Bar Association and a volunteer at a nonprofit disability rights advocacy association located in Maryland.

Karen Rigby is a recent addition to the U.S. Office of Government Ethics. She serves as a Lead Management Analyst with Program Review Division. Ms. Rigby comes from the U.S. Department of Labor where she was a Management Analysis Officer. She began at the Department of Labor as a part of its MBA Fellows Program, aimed at recruiting and developing individuals with business skills. Ms. Rigby holds a Master of Business Administration degree and Bachelor of Science degree in Decision and Information Science from the Robert H. Smith School of Business at the University of Maryland.

Nicole Stein joined the U.S. Office of Government Ethics as a Desk Officer in 2004. She is the desk officer for the ethics programs of 10 Executive branch departments and agencies. In this capacity, she provides guidance on the ethics laws and regulations; reviews financial disclosure statements of presidential appointees confirmed by the Senate and provides programmatic support.

Dan Skalla serves as a Desk Officer with the U.S. Office of Government Ethics (OGE). Prior

to joining the OGE staff in January 2008, Dan served 10 years as a U.S. Air Force NCO and Officer. He holds a Bachelor of Arts in Social Science from Chapman University and a Masters of Business Administration from Touro University.

Keith Labeledz joined the U.S. Office of Government Ethics (OGE) in December of 2007 and works as a Desk Officer in the Program Services Division. Prior to joining OGE, Keith worked as a management analyst and Human Resources Information Systems coordinator at the University of Illinois Medical Center at Chicago. He received his Bachelor of Science in Business Administration from the University of Illinois at Urbana-Champaign and his Master of Arts in Political Science from Columbia University.