



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

October 14, 2008
DT-08-033

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Matthew Cross
Associate Director for Education

SUBJECT: San Francisco Regional Training

The U.S. Office of Government Ethics will conduct ethics training in San Francisco on November 18th and 20th. The training consists of introductory level courses in conflicts of interest, gifts, financial disclosure and program management. Please disseminate this DAEOgram to your ethics officials as soon as possible.

Training Dates and Times

Tuesday, November 18, 2008
9:00 a.m. - 4:00 p.m.

Thursday, November 20, 2008
9:00 a.m. - 4:00 p.m.

Course Descriptions

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.

Training Location

Phillip Burton Federal Building and U.S. Courthouse
Nevada Room
450 Golden Gate Avenue
San Francisco, California 94102-3661

Registration Information

To register for the San Francisco regional training visit the [Training Workshops and Seminar](#) section of OGE's website at www.usoge.gov and complete the online [Registration Form](#).

The registration deadline is October 24, 2008. Email confirmations are sent to registrants prior to the training.

For additional information regarding the registration process, please contact:

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