

16TH NATIONAL GOVERNMENT ETHICS CONFERENCE, SEPTEMBER 17-19, 2008
TRANSITION

The Office of Government Ethics is pleased to provide conference materials distributed at the 2008 National Government Ethics conference. All handouts are available in Adobe PDF (PDF) format. In order to be able to view and print these files the Adobe Acrobat Reader 5.0 or above, available free from Adobe, must be downloaded and installed on your computer.

To receive a copy of the handouts please send an email request to Teresa Weakley at tlweakle@oge.gov.

Please specify the session number or title in your email request.

CONFERENCE PROGRAM

WEDNESDAY, SEPTEMBER 17

PLENARY SESSION (PDF - HTML)

The Honorable Robert “Ric” Cusick
Director, U.S. Office of Government Ethics

BREAKOUT SESSIONS #1

TRACK 1 ENTERING THE GOVERNMENT

**1. CONFLICT OF INTEREST REMEDIES: TOOLS FOR SELECTING THE BEST OPTION
(REPEAT SESSION)**

Elaine Newton, OGE
Karena Dees, OGE

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.

(1 HANDOUT AVAILABLE)

TRACK 2 WHILE SERVING THE GOVERNMENT

2. THE ROLE OF ETHICS IN AN OIG INVESTIGATION

Thomas Lehrich, Transportation OIG
Alan Larson, National Reconnaissance Office

This panel will discuss how to help ethics officers develop better practices when making an ethics referral to the departmental IG. Ethics officers are often confronted with measuring how much of an inquiry or investigation is too little or too much before a referral should be made. Ethics officers from the IG

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community will talk about experiences and cases in which they advise OIG investigators on investigations involving ethics infractions.

(1 HANDOUT AVAILABLE)

TRACK 3 LEAVING THE GOVERNMENT

3. THE NEW 207 RULE: OVERVIEW AND HIGHLIGHTS (REPEAT SESSION)

Rick Thomas, OGE

This is an introduction to the new post-employment regulations issued by OGE. The presentation will address the history, structure and some substantive highlights of the final rule, including some of the significant changes from both the prior post-employment regulations and the proposed rule.

(2 HANDOUTS AVAILABLE)

TRACK 4 TIMELESS TOPICS

4. BUILDING YOUR AGENCY'S CASE FOR ELECTRONIC FILING

George Hancock, Army
Michael Korwin, FDIC
Adam Greenstone, NASA
Lucy Hurley, EOUSA/DOJ
Erica Dornburg, DoD SOCO

Are you looking for a more efficient way to review financial disclosure reports? Are you dreaming of the day when you can collect, review and certify reports all from your desktop computer? Don't know where to start? Well, this session is for you. The session will begin with an overview of electronic filing (e-filing) efforts throughout the executive branch. A panel of ethics officials experienced in e-filing will provide practical guidance for moving forward with an e-filing initiative. Participants will hear the due diligence each agency performed, including the cost-benefit analysis, to secure approval of an initiative. The panel will also discuss the key relationships necessary for creating a WIN-WIN environment for e-filing and will conclude with a roundtable discussion of lessons learned.

(2 HANDOUTS AVAILABLE)

TRACK 5 HOW TO REACH THEM WHETHER THEY'RE COMING, GOING OR STAYING

5. LESSONS FROM ETHICAL LAPSES

Richard Woodford, DOL OIG

This presentation will provide attendees with a practical checklist for fraud indicators, suggestions for reviewing your agency's internal controls, and the lessons learned from current prosecutions.

(1 HANDOUT AVAILABLE)

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TRACK 6 WORKSHOPS

6. REVIEWING CONFIDENTIAL FINANCIAL DISCLOSURE REPORTS

Amy Braud, OGE

Reviewing and analyzing confidential financial disclosure reports to ensure compliance with federal laws and regulations is a key part of the job of an ethics official. By reviewing a confidential financial disclosure report from a hypothetical filer, you will learn how to perform the conflicts analysis and technical review of the report.

(5 HANDOUTS AVAILABLE)

TRACK 7 ETHICS TOOLS

7. CUSTOMIZE AN ETHICS POSTER

Jorge Guzman, OGE

Posters can be an eye-catching way of raising employees' ethics awareness. In this session, you will have an opportunity to have OGE customize a variety of ethics posters for your agency.

(NO HANDOUT AVAILABLE)

8. Q & A SESSION - TREASURY'S INNOVATIVE JOB AIDS

Treasury

How can you develop award-winning products with little or no budget? This session features a variety of products such as an employee Ethics Newsletter including the popular "Ask Cagney the Ethics Dog" column and a mix of other timely ethics features and announcements and an innovative employee Ethics Scheduler, highlighting important principles, reminders, and dates. Take a look at many other job aids designed to make the lives of ethics officials and employees easier.

(1 HANDOUT AVAILABLE)

9. Q & A SESSION - ONLINE ETHICS ORIENTATION FOR NEW EMPLOYEES

Department of State

Looking for a different approach to new employee ethics orientation? Come and see State's online training, which explains the importance of ethics in plain English.

(1 HANDOUT AVAILABLE)

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BREAKOUT SESSIONS #2

TRACK 1 ENTERING THE GOVERNMENT

10. WORKING WITH TRANSITION TEAMS AND COPING WITH TRANSITION ISSUES

Bob Shapiro, DOL
Sandy Mabry, OGE
Dave Apol, USTR

Presenters will provide an overview and description of the nature of the transition process and discuss topics that arise during a Presidential transition: ethics rules applicable to transition team members, transition team access to records, counseling employees and former employees as to restrictions on seeking employment and post-employment activities, and issues involved in processing PAS nominee financial disclosure reports and ethics agreements.

(2 HANDOUTS AVAILABLE)

TRACK 2 WHILE SERVING THE GOVERNMENT

11. PREPARING FOR A VERY RAINY DAY: CHALLENGES FOR CONTINGENCY PLANNERS AND ETHICS OFFICIALS

Richard Woodford, DOL OIG
Major General Martha T. Rainville, USAF (retired)

What is the proper role of ethics officials in preparing for and responding to catastrophe and disaster? This session will provide an interactive panel discussion of issues and what lessons were learned the hard way in Continuity of Operations (COOP) and emergency management and response.

(8 HANDOUTS AVAILABLE)

TRACK 3 LEAVING THE GOVERNMENT

12. OGE MYTHBUSTERS: SEEKING EMPLOYMENT RULES REVEALED (*REPEAT SESSION*)

Don Fox, OGE
Karena Dees, OGE

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

(1 HANDOUT AVAILABLE)

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TRACK 4 TIMELESS TOPICS

13. AWARDS FROM OUTSIDE ORGANIZATIONS

Sandie Dunham, HHS/NIH
Traci Melvin, HHS/NIH

This session will begin with a general discussion of the gift regulations. Then the presenters will explore the provisions involving awards that are found in the gift exceptions and share details about reviews that are conducted as part of the NIH's awards program. The panel will also provide you with some practical tips for researching awards that are offered to your employees.

(3 HANDOUTS AVAILABLE)

TRACK 5 HOW TO REACH THEM WHETHER THEY'RE COMING, GOING OR STAYING

14. MAKING ETHICS TRAINING FUN (*REPEAT SESSION*)

Shira Pavis Minton, FTC
Lorielle Pankey, FTC
Regina Duarte, FTC

This session will demonstrate several instructor-led, game-based ethics training programs including, Ethics Deal or No Deal, Ethics Da Vinci Code and Solve the Ethics Puzzle. Participants will get to compete and win prizes while they learn about how to use rewards, competition and popular culture to entertain and educate. The presenters will discuss how to create game-show programs, how to lead them and how to make them educational. Presenters will also discuss some techniques that have been a hit and some that have not worked so well.

(1 HANDOUT AVAILABLE)

TRACK 6 WORKSHOPS

15. CREATING AND MAINTAINING A VITAL ETHICS PROGRAM AT YOUR AGENCY

Heather Gottry, NEH
Claudia Nadig, ODNI
Miguel Rivera, ODNI

Ethics officials will provide their perspective on creative ways to build, reconfigure, and strengthen an agency ethics program that is in distress, understaffed or underappreciated. The program will include practical tips and concrete examples.

(1 HANDOUT AVAILABLE)

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TRACK 7 ETHICS TOOLS

16. Q & A SESSION - THE FRB'S LEADERSHIP VIDEO

Federal Reserve Board

Interested in getting your leadership involved? Find out one way of doing it and come see a video of the Federal Reserve Board's Chairman discussing the importance of the ethics program and the Board's expectation that every employee understands and complies with ethics rules.

(1 HANDOUT AVAILABLE)

17. PRESENTING THE FINANCIAL DISCLOSURE MANAGEMENT FILING TOOL

Jeff Zovak, Army

This presentation will show you the Financial Disclosure Management (FDM), an internet-based electronic financial disclosure filing tool. With FDM, you can accurately file, review, and track OGE 450 and SF 278 reports at a secure and easy to use website. FDM incorporates OGE's certified business rules, ensuring accurate financial disclosure filing.

(4 HANDOUTS AVAILABLE)

18. Q & A SESSION - DOJ TRAINING VIDEO

Department of Justice

Tired of the same old PTI with ESPN's Tony Kornheiser? Join Jay Macklin and Jeff Rosenblum from EOUSA's General Counsel's Office as they give Kornheiser and Wilbon a run for their money. PTEI takes an informative look at the latest ethical issues through entertaining segments that include: Headlines, Three Good Minutes, Mailbag, Food Chain and Toss up.

(1 HANDOUT AVAILABLE)

19. ASK THE EXPERT - ETHICS AGREEMENT COMPLIANCE

Keith Labedz, OGE
Dan Skalla, OGE

Ethics agreements can be tricky, especially if you have a PAS official who will need a screening arrangement. This presentation will provide specific guidance on what elements are tracked by OGE and what information you will need to provide. It will also provide you with an opportunity to get one-on-one assistance.

(1 HANDOUT AVAILABLE)

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BREAKOUT SESSIONS #3

TRACK 1 ENTERING THE GOVERNMENT

20. DIVESTITURES AND INSIDER TRADING

Bill Lenox, SEC
Dan Hawke, SEC

This panel will examine the elements of insider trading law, how these prohibitions may become implicated in divestiture decisions, how directed divestiture pursuant to the Standards may relate to the misappropriation theory of insider trading, and other steps that a Federal employee may take to avoid the risk of civil or criminal violation of the Securities laws.

(4 HANDOUTS AVAILABLE)

TRACK 2 WHILE SERVING THE GOVERNMENT

21. ADVISORY COMMITTEES: WHAT ETHICS OFFICIALS NEED TO KNOW

John Szabo, NRC

This session will provide participants with an overview of Federal advisory committees and the rules on the establishment and operation of advisory committees under the Federal Advisory Committee Act (FACA), implementing regulations, and significant judicial decisions. It will also focus on the major ethics rules, including financial disclosure, disqualification, and divestiture. It will provide advice on determining whether advisory committee members are special Government employees or representatives and whether a group established by the agency should be considered an advisory committee.

(1 HANDOUT AVAILABLE)

TRACK 3 LEAVING THE GOVERNMENT

22. REVOLVING DOOR ISSUES

Carolyn Kirby, GAO
Cristina Chaplain, GAO
Karen Dalheim, DoD SOCO
Erica Dornburg, DoD SOCO

In this session, presenters will discuss GAO's recent report and ethics advice mandates for former DoD officials who go to work for contractors.

(1 HANDOUT AVAILABLE)

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TRACK 4 TIMELESS TOPICS

23. PROFESSIONAL ASSOCIATIONS

Justina Fugh, EPA
Dan Fort, EPA

This session will focus on identifying the problems and ethical issues surrounding the use of "official time" while involved in an outside organization.

(1 HANDOUT AVAILABLE)

TRACK 5 HOW TO REACH THEM WHETHER THEY'RE COMING, GOING OR STAYING

24. EFFECTIVE PRESENTATIONS FROM START TO FINISH (*REPEAT SESSION*)

Laurie Hubbs, ALTER, Inc.

This session will provide you with some great ideas that you can use immediately. It will also provide you with information on adult learning and the most effective way to teach adults.

(NO HANDOUT AVAILABLE)

TRACK 6 WORKSHOPS

25. MANAGING A LARGE AGENCY DURING TRANSITION

Hollie Beckerman-Jaffe, HHS/NIH
Sue Wadel, Energy
Art Warren, Commerce

This session will provide participants with information about what to expect with the upcoming transition. Presenters will provide tips to help you prepare for and work through the upcoming transition.

(1 HANDOUT AVAILABLE)

TRACK 7 ETHICS TOOLS

26. ASK THE EXPERT - COMPLEX FINANCIAL INSTRUMENTS

Walt Shaub, OGE
Deb Bortot, OGE
Sandy Mabry, OGE

Have a specific question on a financial instrument that's appeared on a financial disclosure report and you're not sure how this instrument should be analyzed for conflicts purposes or how to ensure it's technically complete? This session will provide you with an opportunity to get one-on-one assistance.

(NO HANDOUT AVAILABLE)

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27. Q & A SESSION - DOI'S HANDHELD ETHICS GUIDE FOR EMPLOYEES

Department of the Interior

Come take a look at a dynamic and polished professional guide that features colorful pictures and prints as well as tabs on a variety of ethics topics that is small enough for employees to carry. Find out from the ethics officials how you could develop this tool.

(1 HANDOUT AVAILABLE)

28. ASK THE EXPERT - REVIEWING 450s

Amy Braud, OGE

Have a specific question on a how to review the confidential financial disclosure reports? Not sure if you're reviewing them correctly? This session will provide you with an opportunity to get one-on-one assistance.

(NO HANDOUT AVAILABLE)

29. Q & A SESSION - FDIC COMMUNICATIONS CAMPAIGN

Federal Deposit Insurance Corporation

It's all in the marketing. In this session you'll see an innovative communications campaign that introduced FDIC's new electronic 278 and 450 filing and tracking system. Ethics officials will be available to answer questions you might have about this approach.

(1 HANDOUT AVAILABLE)

THURSDAY, SEPTEMBER 18

BREAKOUT SESSIONS #4

TRACK 1 ENTERING THE GOVERNMENT

30. A VIEW FROM THE TOP: WHAT EVERY APPOINTEE NEEDS TO KNOW

Bernie Knight, Treasury
Wendy Laguarda, FCA

This session will focus on how to deliver ethics and general law initial briefings for political appointees.

(1 HANDOUT AVAILABLE)

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TRACK 2 WHILE SERVING THE GOVERNMENT

**31. CONTRACTOR EMPLOYEES' PERSONAL CONFLICT OF INTEREST SAFEGUARDS
(REPEAT SESSION)**

Carolyn Kirby, GAO
Cristina Chaplain, GAO
Shelley Finlayson, OGE
Elizabeth Fischmann, OGE

In this session, GAO will present its findings on the need for new policy safeguards for contractor employees to avoid personal conflicts of interest. OGE then will discuss the current status of legislative and regulatory efforts to prevent contractor employees' conflicts of interest, as well as mitigate other ethical risks.

(2 HANDOUTS AVAILABLE)

TRACK 3 LEAVING THE GOVERNMENT

**32. SEEKING EMPLOYMENT AND POST-EMPLOYMENT OBLIGATIONS FOR GOVERNMENT
ATTORNEYS ENTERING THE PRIVATE SECTOR (REPEAT SESSION)**

Peggy Love, EPA
Steve Csontos (retired)

This session will review the ethics rules that apply to Government attorneys who are seeking employment in the private sector and the post-employment restrictions that apply upon leaving Federal service. The panel will compare the pertinent Standards of Ethical Conduct for Employees of the Executive Branch, the ABA Model Rules of Professional Conduct, and the District of Columbia Rules of Professional Conduct and point out the similarities and differences among the rules.

(1 HANDOUT AVAILABLE)

TRACK 4 TIMELESS TOPICS

**33. THE WHISTLEBLOWER PROTECTION ACT – AN OVERVIEW OF THE TWELVE
PROHIBITED PERSONNEL PRACTICES**

Shirine Moazed, OSC

In addition to an overview of the twelve Prohibited Personnel Practices, this course will highlight one whistleblower retaliation case investigated by the Office of Special Counsel (OSC). The case study will focus on the evidence that led OSC to request corrective action from the involved agency. There will also be opportunity for questions on any of the Prohibited Personnel Practices.

(1 HANDOUT AVAILABLE)

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TRACK 5 HOW TO REACH THEM WHETHER THEY'RE COMING, GOING OR STAYING

34. **EFFECTIVE PRESENTATIONS FROM START TO FINISH**
(REPEAT SESSION – SEE SESSION 24)

TRACK 6 WORKSHOPS

35. **CO-SPONSORSHIPS, PRACTICE AND PITFALLS**

John Condray, HHS
Janice Rodgers, DOJ
Nancy Weiss, IMLS

This session will provide information on the benefits and challenges for agencies that are, or are thinking about, partnering with non-government organizations..

(1 HANDOUT AVAILABLE)

TRACK 7 ETHICS TOOLS

36. **CUSTOMIZE AN ETHICS POSTER**

Jorge Guzman, OGE

Posters can be an eye-catching way of raising employees' ethics awareness. In this session, you will have an opportunity to have OGE customize a variety of ethics posters for your agency.

(NO HANDOUT AVAILABLE)

37. **PRESENTING EPA'S ELECTRONIC TRACKING SYSTEM**

Environmental Protection Agency

Would you like to track your filers more efficiently so that you know who's received training and who has filed their report? Stop by and see the EPA tracking databases for ethics training and financial report filing. These databases not only track but they're integrated into their e-mail system so that employees receive automatic reminders about upcoming deadlines.

(1 HANDOUT AVAILABLE)

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38. E-FILING - START TO FINISH CASE FOR BUILDING AND DEVELOPING A BUSINESS PLAN FOR AN E-FILING INITIATIVE

Michael Korwin, FDIC
Mariaelena Apuzzo, FDIC

In this first session of the e-filing short courses, experienced ethics officials will cover a start to finish case for building and developing a business plan for an e-filing initiative.

(NO HANDOUT AVAILABLE)

39. PRESENTING NGA'S TARGETED ETHICS TRAINING

National Geospatial Agency

In this session, you'll be able to view "Standards of Conduct" and "Working with Contractors" training in a quiz format. Come see a different approach to some standard training topics.

(1 HANDOUT AVAILABLE)

40. E-FILING - LIVE DEMONSTRATION OF FDIC E-FILING SYSTEM

Federal Deposit Insurance Corporation

In this second session of the e-filing short courses, participants will be guided through a detailed demonstration of FDIC's e-filing system.

(2 HANDOUTS AVAILABLE)

BREAKOUT SESSIONS #5

TRACK 1 ENTERING THE GOVERNMENT

41. VACANCIES IN HIGH-LEVEL POSITIONS DURING A TRANSITION

Dan Koffsky, DoJ

This session will principally deal with the Vacancies Reform Act, which authorizes officials to act in vacant Senate-confirmed offices. This session will also deal with related questions about delegation of authorities and reassignment of duties.

(1 HANDOUT AVAILABLE)

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TRACK 2 WHILE SERVING THE GOVERNMENT

42. **GOVERNMENT ETHICS YEAR IN REVIEW (*REPEAT SESSION*)**

OGE Speakers

Multiple speakers from OGE's Office of General Counsel & Legal Policy discuss a potpourri of ethics issues and OGE guidance from the last year. Topics include: DAEOgrams about WAGs, discretionary trusts, CD requests, and hedge funds; recent Congressional activity; the *Safavian* decision; and more. Many of these brief presentations reveal behind-the-scenes anecdotes, analyses and decisions.

(2 HANDOUTS AVAILABLE)

TRACK 3 LEAVING THE GOVERNMENT

43. **THE NEW 207 RULE: OVERVIEW AND HIGHLIGHTS (*REPEAT SESSION – SEE SESSION 3*)**

TRACK 4 TIMELESS TOPICS

44. **HATCH ACT – HOT TOPICS FOR THE 2008 PRESIDENTIAL ELECTION SEASON (*REPEAT SESSION*)**

Ana Galindo-Marrone, OSC

This course discusses in detail the prohibited and permitted activities under the Hatch Act with special attention to the novel issues and trends arising this Presidential election season. For example, the course, among other things, will discuss the Hatch Act's application to Federal employees who are blogging, joining candidates' websites, belonging to internet-based social networks, and/or emailing.

(1 HANDOUT AVAILABLE)

TRACK 5 HOW TO REACH THEM WHETHER THEY'RE COMING, GOING OR STAYING

45. **MAKING ETHICS TRAINING FUN (*REPEAT SESSION – SEE SESSION 14*)**

TRACK 6 WORKSHOPS

46. **SGEs AND REPRESENTATIVES: IMPROVING YOUR DESIGNATION SKILLS AND AGENCY APPOINTMENT PROCEDURES**

Vincent Salamone, OGE
Daniel Fort, EPA
Charles F. Howton, GSA

This panel session will discuss the legal criteria that is used in designating the ethics status of members serving on Federal advisory committees with the aim of improving your designation skills and agency committee appointment procedures and practices.

(3 HANDOUTS AVAILABLE)

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TRACK 7 ETHICS TOOLS

47. CUSTOMIZE AN ETHICS POSTER

Jorge Guzman, OGE

Posters can be an eye-catching way of raising employees' ethics awareness. In this session, you will have an opportunity to have OGE customize a variety of ethics posters for your agency.

(NO HANDOUT AVAILABLE)

48. ASK THE EXPERT – WIDELY ATTENDED GATHERINGS (WAGS)

Sandy Mabry, OGE

Not sure which invitations should be classified as WAGs? Unclear about the difference between using WAGs and 1353 travel? This session will provide guidance and one-on-one assistance.

(1 HANDOUT AVAILABLE)

49. E-FILING - BEST PRACTICES FOR BUILDING SUCCESSFUL RELATIONSHIPS WITH INFORMATION TECHNOLOGY PROFESSIONALS

Adam Greenstone, NASA
Steven Futch, NASA

In this third session of the e-filing short courses, experienced ethics officials will discuss best practices for building successful relationships with information technology professionals when developing an e-filing system.

(NO HANDOUT AVAILABLE)

50. ASK THE EXPERT - IDENTIFYING CONFIDENTIAL FILERS

Lorna Syme, OGE

Not sure if you have too many people filing the OGE 450 or the right people filing? Have questions about how you would go about making changes to your filing roles? Come to this session to get one-on-one assistance.

(NO HANDOUT AVAILABLE)

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51. E-FILING - LIVE DEMONSTRATION OF NASA E-FILING SYSTEM

NASA

In this fourth session of the e-filing short courses, participants will be guided through a detailed demonstration of NASA's e-filing system.

(NO HANDOUT AVAILABLE)

BREAKOUT SESSIONS #6

TRACK 1 ENTERING THE GOVERNMENT

**52. PRESIDENTIAL NOMINEES REQUIRING SENATE CONFIRMATION,
PART 1 (ADVANCED 278 REVIEW)**

Walt Shaub, OGE
Deb Bortot, OGE
Rachel Molinaro, OGE
Lorna Syme, OGE

An interactive discussion of complex financial disclosure issues related to Presidential nominees whose positions require Senate confirmation. In preparation for the upcoming Presidential transition, this session will provide a practical exercise on reviewing an advanced 278 report. Among other topics, this session will explore how to handle interests held by corporate executives.

(2 HANDOUTS AVAILABLE)

TRACK 2 WHILE SERVING THE GOVERNMENT

53. OUTSIDE ACTIVITIES: TEACHING, SPEAKING AND WRITING

Seth Jaffe, OGE (Moderator)
Cary Williams, FRB
Kenneth Goetzke, NASA

This session will address some of the more common requests ethics officials receive from employees in their attempts to engage in outside activities and will address many of the typical ethics issues that arise from these requests.

(7 HANDOUTS AVAILABLE)

TRACK 3 LEAVING THE GOVERNMENT

**54. SEEKING EMPLOYMENT AND POST-EMPLOYMENT OBLIGATIONS FOR GOVERNMENT
ATTORNEYS ENTERING THE PRIVATE SECTOR (REPEAT SESSION- SEE SESSION 32)**

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TRACK 4 TIMELESS TOPICS

55. ETHICS AS A PART-TIME JOB (*REPEAT SESSION*)

David Apol, USTR
Wilsie Minor, CNCS

This session will discuss the challenges and opportunities of running an ethics program in a small agency where your duties are not limited to ethics. The session will include practical ideas on how to complete your ethics responsibilities quickly and effectively so that you can get on to the other problems that are biting at your ankles.

(8 HANDOUTS AVAILABLE)

TRACK 5 HOW TO REACH THEM WHETHER THEY'RE COMING, GOING OR STAYING

56. PLAIN LANGUAGE WRITING

Michael Schwartz, FWS

This session will focus on a series of written communication techniques and explain why each is a powerful way to communicate clearly.

(1 HANDOUT AVAILABLE)

TRACK 6 WORKSHOPS

57. ELEMENTS OF A COMPLETE ETHICS PROGRAM

Doug Chapman, OGE
David Meyers, OGE

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.

(1 HANDOUT AVAILABLE)

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TRACK 7 ETHICS TOOLS

58. PRESENTING FEMA'S TARGETED ETHICS TRAINING

Department of Homeland Security

In this presentation, you'll be able to see and learn about a couple of different products: "Contractors in the Workplace," training to employees (distributed on DVD) and a "Train the Trainer- Ethics Boot Camp for Ethics Trainers."

(3 HANDOUTS AVAILABLE)

59. E-FILING - MOVING FROM PILOT STAGE TO FULL IMPLEMENTATION

Gilbert Carlson, Army
George Hancock, Army

In this fifth session of the e-filing short courses, experienced ethics officials will discuss how to successfully move an e-filing system from pilot stage to full implementation.

(1 HANDOUT AVAILABLE)

60. Q & A SESSION - FTC INTERACTIVE ETHICS TRAINING GAMES

Federal Trade Commission

Come talk to the ethics officials and find out more about their ethics training games: Ethics Da Vinci Code and Solve the Ethics Puzzle.

(1 HANDOUT AVAILABLE)

61. PRESENTING HHS TRAINING PRODUCTS

Department of Health & Human Services

Stop by and take a look at HHS' initial ethics orientation email template for new full-time employees; it might be a new way for you to orient new employees to the ethics laws and regulations!

(1 HANDOUT AVAILABLE)

62. E-FILING - LIVE DEMONSTRATION OF ARMY E-FILING SYSTEM

Department of the Army

In this sixth session of the e-filing short courses, participants will be guided through a detailed demonstration of Army's e-filing system.

(3 HANDOUTS AVAILABLE)

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63. Q & A SESSION - PBGC INTERACTIVE ETHICS TRAINING

Pension Benefit Guaranty Corporation

In this session you will learn about PBGC's "Staying Away from the Ethics Warning Track," an interactive training that uses a creative baseball metaphor to teach ethics.

(2 HANDOUTS AVAILABLE)

BREAKOUT SESSIONS #7

TRACK 1 ENTERING THE GOVERNMENT

**64. PRESIDENTIAL NOMINEES REQUIRING SENATE CONFIRMATION,
PART 2 (CONFLICTS)**

Walt Shaub, OGE
Deb Bortot, OGE
Rachel Molinaro, OGE
Lorna Syme, OGE

This session is the second part of a two-part presentation on PAS nominees. It will feature an interactive exercise on the process of assessing conflicts and drafting effective ethics agreements. Presenters will also provide guidance on how to address complex executive compensation packages.

(SAME HANDOUTS AS PART 1 (SESSION 52))

TRACK 2 WHILE SERVING THE GOVERNMENT

65. AGENCY SUPPLEMENTAL STANDARDS REGULATIONS 101

Bill Gressman, OGE
Dale Christopher, OGE
Stephanie Conley, MSPB

This panel will explore the basics of agency supplemental standards regulations from OGE and agency perspectives.

(13 HANDOUTS AVAILABLE)

TRACK 3 LEAVING THE GOVERNMENT

**66. OGE MYTHBUSTERS: SEEKING EMPLOYMENT RULES REVEALED
(REPEAT SESSION – SEE SESSION 12)**

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TRACK 4 TIMELESS TOPICS

67. TRANSITION AND RECORDS: YOU CAN'T TAKE THEM WITH YOU (*REPEAT SESSION*)

Gary Stern, NARA

This session will provide information on what files and records Federal employees can access after they have left Government service.

(3 HANDOUTS AVAILABLE)

TRACK 5 HOW TO REACH THEM WHETHER THEY'RE COMING, GOING OR STAYING

**68. HATCH ACT – HOT TOPICS FOR THE 2008 PRESIDENTIAL ELECTION SEASON
(*REPEAT SESSION – SEE SESSION 44*)**

TRACK 6 WORKSHOPS

69. B(1) AND B(3) WAIVERS: WHEN TO USE, HOW TO DRAFT

Elaine Newton, OGE
Stephanie Nonluecha, OGE

This session will highlight issues to consider when deciding whether to grant a waiver under 18 U.S.C. §§ 208(b)(1) and (b)(3). The session will also provide helpful tips on writing effective waivers.

(2 HANDOUTS AVAILABLE)

TRACK 7 ETHICS TOOLS

70. E-FILING - ASK THE EXPERT/ ROUNDTABLE DISCUSSION ON E-FILING

FDIC, NASA, Army

In this final session of the e-filing short courses, experienced ethics officials will be available to answer your e-filing questions.

(1 HANDOUT AVAILABLE)

16TH NATIONAL GOVERNMENT ETHICS CONFERENCE, SEPTEMBER 17-19, 2008
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71. ASK THE EXPERT - MARKETING YOUR ETHICS PROGRAM

Matt Cross, OGE

Are you searching for ways to market your ethics program? Do you know how to promote your ethics program and make others aware of their ethics responsibilities? In this session, Matthew Cross, OGE's Associate Director for Education, will answer these questions as well as others related to marketing. Join Mr. Cross for an engaging discussion about practical marketing principles and techniques that you can apply in your agency.

(NO HANDOUT AVAILABLE)

72. Q & A SESSION - SBA PUBLIC FILING TRAINING TOOL

Small Business Administration

Looking for some guidance for training filers how to complete the SF-278s? Stop by and see the Public Financial Disclosure Form (278) training tool, a 45-minute Power Point presentation with an accompanying Participant's Guide, which includes detailed instructions, along with samples of completed SF 278 Schedules. SBA ethics officials will be standing by to answer your questions about their product.

(1 HANDOUT AVAILABLE)

73. ASK THE EXPERT - ETHICS PROGRAM ADMINISTRATION

Doug Chapman, OGE

New to the ethics program and not sure you've got all your bases covered? Not new to the program but wondering if there's a different way of operating? This session will provide you with one-on-one assistance to your program administration needs.

(NO HANDOUT AVAILABLE)

74. Q & A SESSION – AIR FORCE ETHICS TRAINING PROGRAM

Department of the Air Force

In this session, you'll get a chance to ask questions about the Air Force's ethics training programs, which includes values-based online training, operational outreach, and briefings to senior military leaders and outside groups.

(1 HANDOUT AVAILABLE)

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FRIDAY, SEPTEMBER 19

BREAKOUT SESSIONS # 8

TRACK 1 ENTERING THE GOVERNMENT

75. **CONFLICT OF INTEREST REMEDIES: TOOLS FOR SELECTING THE BEST OPTION**
(REPEAT SESSION – SEE SESSION 1)

TRACK 2 WHILE SERVING THE GOVERNMENT

76. **CONTRACTOR EMPLOYEES PERSONAL CONFLICT OF INTEREST SAFEGUARDS**
(REPEAT SESSION – SEE SESSION 31)

TRACK 3 LEAVING THE GOVERNMENT

77. **TRANSITION AND RECORDS: YOU CAN'T TAKE THEM WITH YOU**
(REPEAT SESSION – SEE SESSION 67)

TRACK 4 TIMELESS TOPICS

78. **ERC - THE IMPACT OF LEADERSHIP IN GOVERNMENT ETHICS**

Patricia J. Harned Ph.D., President, Ethics Resource Center

The most important asset of government is the public trust. Public trust in our representative democracy – and in every federal employee – enables citizens to have confidence that the government works to serve their interests by placing loyalty to the Constitution, the laws of the land, and ethical principles above private gain. Equally important, the federal government can set an example for the private sector and the people of this nation by reinforcing a national ethical culture that prizes integrity and a values system that embraces ethical conduct at the highest and most visible levels.

(NO HANDOUT AVAILABLE)

TRACK 5 HOW TO REACH THEM WHETHER THEY'RE COMING, GOING OR STAYING

79. **TRAIN-THE-TRAINER: A HELPING HAND TO GOOD INSTRUCTION**

Danielle Mozzetta, DHS

Whether you're a reluctant or eager trainer, this session is designed for you! You'll gain confidence and discover how to increase your employees' potential to learn. In this session you get an opportunity to apply tips and strategies for effective instruction. The session focuses on learning styles, body language, pacing, and delivery style and gives you an opportunity to practice facilitating a group. Become a more confident, effective, and prepared trainer. Come to this session if you want to increase employees' learning and get rave reviews!

(2 HANDOUTS AVAILABLE)

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TRACK 6 WORKSHOPS

80. SELF ASSESSMENTS

Megan Granahan, OGE
Karen Rigby, OGE

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.

(2 HANDOUTS AVAILABLE)

BREAKOUT SESSIONS #9

TRACK 1 ENTERING THE GOVERNMENT

81. COMPLIANCE+ ADDING VALUE THROUGH COOPERATION

Paul Bergstrand, OGE
Patrick Shepherd, OGE

Compliance+ is OGE and agencies partnering to exceed compliance. In this session, presenters will discuss the sharing of model practices and then exchange some examples of these practices. The presenters will also explore ways in which agencies can add value to their ethics programs through cooperation with OGE and other agencies.

(2 HANDOUTS AVAILABLE)

TRACK 2 WHILE SERVING THE GOVERNMENT

82. GOVERNMENT ETHICS YEAR IN REVIEW (*REPEAT SESSION – SEE SESSION 42*)

TRACK 3 LEAVING THE GOVERNMENT

83. BOOK DEALS

Seth Jaffe, OGE

This session will review the limitations that apply to the ability of executive branch employees to receive compensation for writing a book. This topic may prove to be an important issue in the upcoming Presidential transition as employees leave the current administration.

(1 HANDOUT AVAILABLE)

TRACK 4 TIMELESS TOPICS

84. ETHICS AS A PART-TIME JOB (*REPEAT SESSION – SEE SESSION 55*)

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TRACK 5 HOW TO REACH THEM WHETHER THEY'RE COMING, GOING OR STAYING

85. TEACHING IN TIMES OF CHANGE

Matt Cross, OGE

Teaching is critical in times of change. But how do you reach people during times of stress? This session will discuss challenges that ethics officials will face during the upcoming presidential transition as well as philosophies you can adopt to guide your education and training programs, methods you can use to teach a new set of leaders about ethics, strategies you can apply to build an ethical culture, and resources you can leverage to save time and money.

(2 HANDOUTS AVAILABLE)

TRACK 6 WORKSHOPS

86. MEET YOUR DESK OFFICER

OGE Desk Officers

This session will provide you with information about the services provided by the OGE desk officer program and provide you with an opportunity to meet your desk officer.

(1 HANDOUT AVAILABLE)