



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

March 11, 2005
DT-05-005

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: San Diego Three-Day Regional Ethics Symposium

The U.S. Office of Government Ethics (OGE) is offering a three-day ethics symposium in San Diego, CA, May 3-5, 2005. This symposium is being offered to ethics officials in and around the San Diego area. The symposium consists of plenary and training courses. Attached are the symposium agenda and descriptions of the various programs offered.

The symposium takes place at the following location:

Red Lion Hanalei Hotel
2270 Hotel Circle North
San Diego, CA 92108
TEL: 619-297-1101 (local) or 1-800-882-0858

Please note that the Red Lion Hanalei Hotel will accept the local Government per diem rate of \$129, if reservations are made before Wednesday, March 31, 2005. There is no guarantee of room availability or Government rate after the deadline.

If you are interested in attending the three-day San Diego symposium, please send your registration request, via e-mail, to Gwen Cannon-Jenkins at gcannon@oge.gov. You will receive a return response confirming your registration or notifying you that the symposium is full. Please provide Gwen with the following information:

- * name
- * agency name
- * e-mail address
- * phone number
- * fax number

For any additional information about the symposium, please contact Sheila Powers, Training Coordinator at sapowers@oge.gov. The OGE staff looks forward to seeing you in San Diego!

Attachments

San Diego Regional Symposium – May 3-5, 2005

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2270 Hotel Circle North
San Diego, CA 92108
TEL: 619-297-1101

Tuesday, May 3, 2005 - Day 1

8:00 - 8:15	Welcome	
	Session A	Session B
8:15 - 11:30	Conflicting Financial Interests	Gifts
11:30 - 12:30	Lunch (on your own)	
12:30 - 2:30	Conflicting Financial Interests (continued)	Gifts (continued)
2:30 - 2:45	Break	
2:45 - 4:00	Impartiality – In Whose Eyes?	

Wednesday, May 4, 2005 - Day 2

	Session A	Session B
8:00 - 10:00	450 Review	Gifts
10:00 - 10:15	Break	
10:15 - 11:30	450 Review (continued)	Gifts (continued)
11:30 - 12:30	Lunch (on your own)	
12:30 - 2:45	450 Review (continued)	Gifts (continued)
2:45 - 3:00	Break	
3:00 - 4:00	Managing an Ethics Program	

Thursday, May 5, 2005 - Day 3

8:00 - 9:30	Travel	
9:30 - 9:45	Break	
	Session A	Session B
9:45 - 12:15	Seeking Employment	Training Tips
12:15 - 1:15	Lunch (on your own)	
1:15 - 4:00	Post Employment	Misuse of Position

SAN DIEGO ETHICS SYMPOSIUM

May 3-5, 2005

SYMPOSIUM DESCRIPTIONS:

450 Review

In this session you learn how to review financial disclosure reports filed by non-public filers. You complete technical reviews and conflicts of interest analyses of the assets and liabilities schedules of the form. You also recommend solutions for any identified conflicts. You also complete technical reviews and conflicts of interest analyses of the remaining schedules and identify missing or inconsistent information and solutions for possible conflicts.

Conflicting Financial Interests

This session explains how to identify disqualifying financial interests as identified in 18 U.S.C. § 208. The course uses examples to illustrate concepts and real-world exercises to increase skills. The session also explains how to handle disqualifying financial interests by suggesting remedies to resolve conflicts, referring cases to the Inspector General and/or the Department of Justice, and notifying OGE of referrals.

Gifts

This session explores the inherent pitfalls when Federal employees receive gifts from outside sources and identifies what constitutes prohibited gifts from outside sources. Session format includes lecture, practical exercises, brainstorming, discussion, and case studies. In addition, this session helps participants determine who employees may give gifts to and receive gifts from, and identify the general standards for gifts between employees. Participants differentiate the categories of gift exceptions, and discover the circumstances under which employees may solicit and/or make contributions for a gift. Session format includes lecture, practical exercises and case studies.

Impartiality – In Whose Eyes?

It isn't enough that employees avoid conflicts of interest under 18 U.S.C. § 208. They also must avoid even the appearance of a conflict of interest. This session examines the various factors that ethics officials should consider when determining whether a reasonable person would question an employee's impartiality. Participants learn why it is important that they determine whether the employee's participation in a particular matter is defensible. They also examine the circumstances under which they can authorize an employee's participation despite an appearance problem.

Managing an Ethics Program

Sometimes, the hardest thing to do is getting it right the first time. What makes an ethics program effective? What duties must the ethics official perform? How do you know that your advice is correct? How do you get them to listen to you? What are some traps to avoid? Learn the answers to these questions and more as you manage a first class ethics program.

Misuse of Position

This session provides a broad overview of Subpart G. Attendees identify violations related to the four misuse of position standards: Public Office for Private Gain, Nonpublic Information, Government Property, and Official Time. Participants also complete activities to determine if misuse occurred, and recommend corrective action. Course format includes lecture and practical exercise.

Post Employment

This session provides an overview of the post-employment statute, 18 U.S.C. §207, as well as a step-by-step methodology for analyzing post-employment situations. Session format includes lecture and practical exercises.

Seeking Employment

This session enables participants to determine whether employees are participating personally and substantially in a particular matter that would have a direct and predictable effect on the financial interests of a prospective employer. They also learn how to determine whether the employees' activities constitute seeking employment and identify appropriate remedies for possible conflicts. Course format includes lecture, brainstorming, practical exercises, independent reading, and case scenarios.

Training Tips

Training Tips includes discussions about characteristics of effective and ineffective training programs. Participants learn how to help their employees retain and apply what they learn in class on the job, how to vary the instruction to keep employees interested and avoid boring them, and how to match various strategies and methods to the course objectives.

Travel

The discussion focuses on the latest developments on the use of frequent traveler benefits by Federal employees on official travel, the use of premium class accommodations, denied boarding compensation, latest changes to the regulations relating to acceptance of travel payments from non-Federal sources, the use of the travel charge card, routing of travel, issues relating to conferences and providing refreshments, and the GSA airline city pairs contract. There is also an open discussion relating to any questions and issues that participants wish to raise involving travel and related ethics topics.