



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

September 6, 2005  
DT-05-013

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman  
Associate Director for Education

SUBJECT: Certifying Confidential Financial Disclosure Reports (formerly known as OGE Form 450 Review) Courses Offered in Washington, DC

In October 2005, the U.S. Office of Government Ethics will conduct training in Washington, DC on Certifying Confidential Financial Disclosure Reports. Please disseminate the attached training announcement to your ethics officials as soon as possible.

Attachment



## U. S. Office of Government Ethics FY 06 Ethics Courses

### **Certifying Confidential Financial Disclosure Reports (formerly known as OGE Form 450 Review)**

#### **Course Description**

This 5½ hour course covers the fundamentals of how to certify OGE Form 450s. Participants analyze each entry on a fictitious filer's 450 and resolve reporting errors and conflicts of interest. Class format includes lecture, discussion, and hands-on exercises for each part of the form.

#### **Intended Audience**

- Those who are new to certifying confidential financial disclosure reports
- Supervisors or other agency personnel who perform a preliminary 450 review
- Those who would like a refresher on how to certify reports

#### **You Will Learn**

- What information filers should and should not report
- When you can make assumptions and when you need to contact filers for more information
- How to conduct a technical review and conflict of interest analysis
- Appropriate remedies to resolve conflicts of interest

#### **Course Dates**

Wednesday, October 5	9:00 a.m. - 3:30 p.m.
Tuesday, October 11	9:00 a.m. - 3:30 p.m.
Wednesday, October 19	9:00 a.m. - 3:30 p.m.
Thursday, October 27	9:00 a.m. - 3:30 p.m.

## Course Location

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

## Registration Information

To register for one of the above courses, please visit the [Training Workshops and Seminars](#) section of OGE's website at [www.usoge.gov](http://www.usoge.gov) and complete the online [Registration Form](#).

The registration deadline is five (5) days before the class date or until each class is full, whichever occurs first. E-mail confirmations are sent to registrants prior to the course date.

For information regarding the registration process, please contact:

Gwen Cannon-Jenkins  
Education Assistant  
E-mail: [gcannon@oge.gov](mailto:gcannon@oge.gov)  
Phone: 202-482-9219

## General OGE Course Information

For information about the OGE training courses, please contact:

Kaneisha Cunningham  
Education Training Specialist  
E-mail: [ktcunnin@oge.gov](mailto:ktcunnin@oge.gov)  
Phone: 202-482-9228