



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

May 23, 2006
DT-06-016

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Pilot Test of New Ethics Course

On June 13-14, 2006 in Washington, DC, the U.S. Office of Government Ethics will pilot test a two-day course for new ethics officials. The new course, *Analyzing Conflicts of Interest: Fundamentals for New Ethics Officials* serves as an orientation program for employees who recently assumed responsibility for their agencies' ethics program. Please disseminate the attached training announcement to your ethics officials as soon as possible.

Attachment



U. S. Office of Government Ethics FY 06 Ethics Training

Analyzing Conflicts of Interest: Fundamentals for New Ethics Officials (Pilot Course)

Course Overview

The U.S. Office of Government Ethics (OGE) requests your assistance as we prepare to unveil a new 2-day course, Analyzing Conflicts of Interest: Fundamentals for New Ethics Officials. This pilot test allows new ethics officials to assist OGE shape the direction of the course before it is offered to all agencies. Due to logistics, OGE can only accept 25 participants. We are specifically looking for registrants who have a year or less of ethics experience. Registrants will be accepted on a first come basis. The course length includes time for participants' feedback about the strengths and weaknesses of the training session.

Course Description

One of the worst things that can happen to your ethics program is to have your agency become headline news for ethics violations. As an ethics official, your job is to protect your agency's reputation and credibility with the American people. This requires recognizing when employees have conflicts of interest or even the appearance of conflicts. Conflicts take a variety of forms from violations of the conflict of interest laws to violations of the impartiality and seeking employment rules in the standards of conduct.

As new ethics officials, it is important that you be well grounded in how to analyze conflicts. This course welcomes you to the ethics community and shows you how to analyze conflicts of interest and appearances. Class format includes lecture, discussion, hands-on exercises and a video.

Intended Audience

- New ethics officials (1 year or less of ethics experience)

You Will Learn How To

- Determine whether a § 208 conflict exists
- Assess any impartiality issues
- Analyze job-hunting conflicts
- Suggest one or more remedies

Course Date

June 13-14, 2006 9:00 a.m. – 4:30 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 this pilot course, please visit the Training Workshops and Seminars section of OGE's website at www.usoge.gov and complete the online [Registration Form](#).

The registration deadline is five (5) days before the course date or until the course 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
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
Phone: 202-482-9228