



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

April 24, 2007
DT-07-010

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Certifying Public Financial Disclosure Reports Courses Offered in Washington,
DC

In May 2007, the U.S. Office of Government Ethics will conduct training in Washington, DC on Certifying Public 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 07 Ethics Courses

Certifying Public Financial Disclosure Reports

Course Description

This course focuses on the knowledge and skills new reviewers need to complete a review of the Executive Branch Public Financial Disclosure Report (SF 278). The course examines how to review the reports for technical accuracy and identify potential financial conflicts of interest. The course also addresses how to determine the best action to resolve various types of financial conflicts.

You have the opportunity to practice reviewing and analyzing a fictitious SF 278 with entries similar to those from a typical filer. Class format includes lecture, discussion, and hands-on exercises for each schedule of the fictitious employee SF 278.

Intended Audience

- Ethics officials who are new to the review process
- Other agency personnel who review and assess employees' public financial disclosure reports and are new to the review process

You Will Learn

- Identify information filers must report in each schedule of the SF 278
- Conduct a technical review and conflict of interest analysis of each entry
- Identify appropriate remedies to resolve conflicts

Course Dates

Tuesday, May 8, 2007	9:00 am – 3:30 pm
Thursday, May 10, 2007	9:00 am – 3:30 pm
Tuesday, May 15, 2007	9:00 am – 3:30 pm
Thursday, May 17, 2007	9:00 am – 2:30 pm

NOTE: May 8, 10, and 15 classes are for reviewers with 0-2 years experience. The May 17 class is for reviewers with 2+ years experience.

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 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
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
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