



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

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MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman  
Associate Director, Education Division

SUBJECT: Employee Ethics Training

The U.S. Office of Government Ethics (OGE) is pleased to announce its development of a series of instructor-led training courses for executive branch employees. The interactive programs are designed to increase employees' knowledge of ethical and unethical behavior, and give them an opportunity to practice making ethical decisions. The course materials consist of an instructor guide and a participant guide. The programs also include an evaluation instrument that can be used to assess the extent to which agency employees learned, and can apply the concepts taught during training.

You may obtain a copy of the first course, Initial Ethics Orientation: What Does Ethics Mean to You?, by contacting Gwendolyn Cannon-Jenkins at [gcannon@oge.gov](mailto:gcannon@oge.gov) or (202) 482-9219.