



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

May 9, 2002

DT-02-011

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Barbara A. Mullen-Roth
Associate Director for Education
and Program Services

SUBJECT: **Introductory Ethics Courses** Offered
in Washington, DC

The U.S. Office of Government Ethics (OGE) will conduct two free introductory ethics courses on **May 31, 2002** at the Overseas Private Investment Corporation (OPIC) in Washington, DC.

Please circulate this training announcement with attached registration forms among your ethics officials as soon as possible. Thank you in advance for your assistance.

Gifts from Outside Sources 9:00 a.m. - 12:00 noon

Gifts between Employees 1:00 p.m. - 3:00 p.m.

Course Descriptions

Gifts from Outside Sources. This course teaches you how to decide whether an employee may accept a gift from someone outside the Government. Course format includes lecture, practical exercises, brainstorming, discussion, independent reading, and case studies.

Gifts between Employees. This course will help you decide whether an employee may give or accept a gift from another Federal employee. Course format includes lecture, practical exercises, independent reading, and case studies.

Registration

Each person planning to attend **MUST** register by faxing a completed registration form to Gwen Cannon-Jenkins at 202-208-8039.

You may complete the registration form in one of two ways:

1. Manually complete the printed form attached to this memorandum and fax it. OR
2. Complete the fillable registration form available on the OGE web site, print the complete form and fax it.

The registration deadline is May 24, 2002, or until the class is full. OGE will confirm each registration several days prior to the date of the course.

You can find the most current information on OGE's training courses on:

OGE's Web page: http://www.usoge.gov/pages/training_wrkshps/training_wrkshps.html

For any additional information about OGE training courses, you may contact Ms. Sheila Powers via e-mail at sapowers@oge.gov or phone at 202-208-8000, extension 1104.

Attachment: [Registration Forms](#)