



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

March 15, 2001
DT-01-010

MEMORANDUM

TO: Designated Agency Ethics Officials

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

SUBJECT: Introductory Ethics Courses Offered
in New Orleans and Atlanta in April 2001

The U.S. Office of Government Ethics (OGE) will offer introductory ethics courses in New Orleans, Louisiana and Atlanta, Georgia in April. The cities, course titles, dates, times and course descriptions are listed below:

New Orleans, LA - April 2-3, 2001 - Introductory courses:

Disqualifying Financial Interests	4/02/01	1:00 p.m. - 4:00 p.m.
Seeking Employment	4/03/01	9:00 a.m. - 12:00 noon
Post Employment	4/03/01	1:00 p.m. - 4:00 p.m.

Atlanta, GA - April 5-6, 2001 - Introductory courses:

Gifts from Outside Sources	4/05/01	9:00 a.m. - 12:00 noon
Gifts Between Employees	4/05/01	1:00 p.m. - 3:00 p.m.
Misuse of Position	4/06/01	9:00 a.m. - 11:30 a.m.

Introductory Course Descriptions:

The **How to Identify Disqualifying Financial Interests** course provides seven steps to identify disqualifying financial interests and serves as a "nuts and bolts" refresher on 18 U.S.C. § 208.

The **Seeking Employment** course is a "Back to Basics" course designed to introduce novice ethics officials to the seeking employment rules, as well as key terms and concepts used in the rule.

The **Post-Employment** course provides both an overview of the post-employment statute, 18 U.S.C. § 207, as well as a step-by-step methodology for analyzing post-employment situations.

The **Gifts from Outside Sources** Course is designed to provide a general overview of Subpart B of the Standards of Conduct.

The **Gifts Between Employees** Course is designed to provide a general overview of Subpart C of the Standards of Conduct.

The **Misuse of Position Course** provides a broad overview of Subpart G and includes a four-step approach to determine whether proposed actions are prohibited by the misuse subpart.

All courses are offered **free of charge**. You may register for these courses using one of the following methods: (1) manually complete the printed form attached to this memorandum or (2) use the new fillable registration form available on the OGE web site. Either way you prefer to register, you MUST fax the registration form to the OGE fax number listed on the registration form. **PLEASE NOTE: Although you can complete the web form on line, you must print the form out and fax it to the number listed on the form.** Telephone and e-mail registrations cannot be accepted at this time. Each person planning to attend **MUST** register **no later than one week before the course start date**. Registration will be handled on a **first-come basis** and each course is limited to 40 participants. OGE will confirm each registration by return fax several days prior to the date of the course.

Because you are our primary means for advertising training courses, please circulate this memorandum with attachments among your ethics officials as soon as possible. OGE plans to conduct additional introductory ethics courses throughout FY 2001 in the following cities:

St. Louis, MO	April 16-17	Dallas, TX	May 24-25
Kansas City, MO	April 19-20	Portland, OR	June 11-12
San Francisco, CA	May 14-15	Denver, CO	June 14-15
San Diego, CA	May 17-18	Phil., PA	June 25-26
Albuquerque, NM	May 21-22	Newark, NJ	June 27-28
Washington, DC	Various dates (to be announced)		

You will be able to obtain the most current training course information for the above cities on:

OGE's Web Page: www.usoge.gov "What's New In Ethics"
Recorded Training Announcements: 202-208-8000, ext. 8201

For any additional information about OGE training, you may contact Ms. Powers via E-mail: <sapowers@oge.gov> or phone: 202-208-8000, extension 1104.

Attachments: [\(New Orleans, LA Registration Form\)](#)
[\(Atlanta, GA Registration Form\)](#)