



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

April 6, 2001  
DT-01-014

MEMORANDUM

TO: Designated Agency Ethics Officials

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

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

The U.S. Office of Government Ethics (OGE) will offer introductory ethics courses on April 20 at the Pension Benefit Guaranty Corporation (PBGC) in Washington, DC. These courses have been offered previously in Washington and the regions. The course schedule and descriptions follow:

<b>SF 278 Review Course</b>	4/20/01	9:00 a.m. - 12:00 noon
<b>Seeking Employment</b>	4/20/01	1:00 p.m. - 4:00 p.m.

The above courses will be conducted at:

Pension Benefit Guaranty Corporation  
Training Institute  
Suite 170 (street entrance)  
1200 K Street, NW.  
Washington, DC 20005 [METRO STOP: Metro Center]

**Introductory Course Descriptions:**

The **SF 278 Review Course** focuses on the skills and knowledge required to review and analyze the Executive Branch Public Financial Disclosure Report (SF-278) to ensure technical accuracy, identify potential conflicts of interest and determine appropriate remedial action.

The **Seeking Employment** course is a "back to basics" course designed to introduce new ethics officials to the seeking employment rules as well as key terms and concepts used in the rule.

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.

OGE will confirm each student's 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 attached registration forms among your ethics officials as soon as possible. OGE plans to conduct additional introductory and intermediate ethics courses throughout FY 2001. Once cities and dates are confirmed they will be announced and information placed on OGE's web site.

The most current training course information can be found on:

**OGE's Web Page:**            [www.usoqe.gov](http://www.usoqe.gov)    "What's New In Ethics"  
**Recorded Training Announcements:**    202-208-8000, ext. 8201

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

Attachments:    [Registration Forms](#)