



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

April 9, 2001
DT-01-016

MEMORANDUM

TO: Designated Agency Ethics Officials

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

SUBJECT: Regional Introductory Ethics Courses
Offered in May and June 2001

The U.S. Office of Government Ethics (OGE) will offer introductory ethics courses in May and June 2001 in the following cities: San Francisco, San Diego, Albuquerque, Dallas, Portland, Denver, Philadelphia and Newark. The cities, course titles, dates, times and course descriptions are listed below:

San Francisco, CA May 14-15, 2001

Disqualifying Financial Interests	5/14/01	1:00 p.m. - 4:00 p.m.
Misuse of Position	5/15/01	9:00 p.m. - 12:00 noon
Widely Attended Gatherings	5/15/01	1:00 p.m. - 4:00 p.m.

San Diego, CA May 17-18, 2001

Seeking Employment	5/17/01	9:00 a.m. - 12:00 noon
Post Employment	5/17/01	1:00 p.m. - 4:00 p.m.
450 Review Course	5/18/01	9:00 a.m. - 12:00 noon

Albuquerque, NM May 21-22, 2001

Misuse of Position	5/21/01	1:00 p.m. - 4:00 p.m.
Disqualifying Financial Interests	5/22/01	9:00 a.m. - 12:00 noon
Widely Attended Gatherings	5/22/01	1:00 p.m. - 4:00 p.m.

Dallas, TX May 24-25, 2001

Disqualifying Financial Interests	5/24/01	9:00 a.m. - 12:00 noon
Widely Attended Gatherings	5/24/01	1:00 p.m. - 4:00 p.m.
Seeking Employment	5/25/01	9:00 a.m. - 12:00 noon

Portland, OR June 11-12, 2001

Misuse of Position	6/11/01	1:00 p.m. - 4:00 p.m.
OGE 450 Review	6/12/01	9:00 p.m. - 12:00 noon
Widely Attended Gatherings	6/12/01	1:00 p.m. - 4:00 p.m.

Denver, CO June 14-15, 2001

Disqualifying Financial Interests	6/14/01	9:00 a.m. - 12:00 noon
OGE 450 Review	6/14/01	1:00 p.m. - 4:00 p.m.
Widely Attended Gatherings	6/15/01	9:00 a.m. - 12:00 noon

Philadelphia, PA June 25-26, 2001

Disqualifying Financial Interests	6/25/01	9:00 a.m. - 12:00 noon
OGE 450 Review	6/25/01	1:00 p.m. - 4:00 p.m.
Widely Attended Gatherings	6/26/01	9:00 a.m. - 12:00 noon

Newark, NJ June 27-28, 2001

Disqualifying Financial Interests	6/27/01	9:00 a.m. - 12:00 noon
Seeking Employment	6/27/01	1:00 p.m. - 4:00 p.m.
Post Employment	6/28/01	9:00 a.m. - 12:00 noon

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 **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.

The **Widely Attended Gatherings** Course is designed to more closely examine the requirements of this specific gift exception.

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.

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 **OGE 450 Review** course is designed for ethics officials who have responsibility for reviewing the OGE Form 450 and advising employees about financial disclosure.

All courses are offered **free of charge**. You may register for these courses by using one of these two 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.

NOTE: Although you can complete the web form on line, you must print the form out and fax it to the fax 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 in FY 2001 in Washington, DC, and these courses will be announced separately.

You may obtain the most current training information for the regional cities and Washington, DC by Internet or telephone:

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: [Registration Form - San Francisco, CA](#)
[Registration Form - San Diego, CA](#)
[Registration Form - Albuquerque, NM](#)
[Registration Form - Dallas, TX](#)
[Registration Form - Portland, OR](#)
[Registration Form - Denver, CO](#)
[Registration Form - Philadelphia, PA](#)
[Registration Form - Newark, NJ](#)

