



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

October 19, 2004
DT-04-033

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Washington, DC Ethics Courses offered in November

The U.S. Office of Government Ethics (OGE) will conduct free introductory ethics courses in November in Washington, DC. Please forward this training announcement to your ethics officials so that they may register for the courses. The course dates, names and descriptions follow:

Monday, November 8, 2004:

Conflicting Financial Interests (Parts 1 & 2) 10:00 a.m. - 3:00 p.m.

Monday, November 22, 2004:

Public Financial Disclosure Review Course 9:00 a.m. - 3:30 p.m.

Tuesday, November 23, 2004:

Ethics Agreements 9:00 a.m. - 11:00 a.m.
Ethics Agreements (Repeat session) 1:00 p.m. - 3:00 p.m.

Tuesday, November 30, 2004:

Seeking Employment 10:00 a.m. - 12:00 noon
Post Employment 1:00 p.m. - 3:00 p.m.

COURSE LOCATION:

U.S. Office of Government Ethics (OGE)
Suite 500 - 5th Floor
1201 New York Avenue, NW
Washington, DC 20005
TEL: 202-482-9300 press "O" (Receptionist)

COURSE DESCRIPTIONS:

Conflicting Financial Interests, Part I. The first part of this two-part session explains how to identify disqualifying financial interests as identified in 18 U.S.C. § 208. The course uses examples to illustrate concepts and real-world exercises to increase skills.

Conflicting Financial Interests, Part II. The second part of the session explains how to handle disqualifying financial interests by suggesting remedies to resolve conflicts, referring cases to the Inspector General and/or the Department of Justice, and notifying OGE of referrals.

Ethics Agreements. A course designed to provide participants with hands-on experience of writing ethics agreements that adequately describe the specific actions a nominee must take to prevent an actual or apparent conflict of interest.

Post Employment. This course provides 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. Course format includes lecture and practical exercises.

Public Financial Disclosure Review Course (278). This course focuses on the skills and knowledge required to review and analyze the Executive Branch Public Financial Disclosure Report (SF 278). Participants practice determining technical accuracy, potential conflicts of interest, and appropriate remedial actions. Attendees apply this knowledge by analyzing Chris Cleer's SF278, using various review aids, such as a prohibited sources list.

Seeking Employment. This course helps participants determine whether employees are participating personally and substantially in a particular matter that would have a direct and predictable effect on the financial interests of a prospective employer, determine whether the employee's activity(ies) constitutes seeking employment, and identify appropriate remedies for possible conflicts. Course format includes lecture, brainstorming, practical exercises, independent reading, and case scenarios.

COURSE REGISTRATION DEADLINE/CONFIRMATION:

Anyone wanting to attend any of the listed courses MUST register by e-mailing Gwen Cannon-Jenkins at gcannon@oge.gov and provide:

- your name
- your agency name
- course(s) selection(s) and date
- phone number
- e-mail address

The registration deadline is 5 days before the class date or until each class is full, whichever occurs first. E-mail confirmations are sent to registrants prior to the course date. For any additional information about OGE training courses, please contact Sheila Powers, Training Coordinator, via e-mail at sapowers@oge.gov.