

Training

Q3



OGE Ethics Training Course Catalogue for Quarter 3 of Fiscal Year 2009

Welcome to the OGE Ethics Training Course Catalogue for the third quarter of fiscal year 2009. The catalogue for this quarter has offerings for ethics officials at all levels of expertise. For the novice, the New Ethics Official Orientation is offered once each month along with a series great beginner level courses. For those officials looking to brush up on their program administration skills there are a variety of courses including a few Compliance+ workshops and a couple of sessions on self assessments. Additionally, the seasoned ethics official may be interested in registering for something more advanced like the Advance Financial Disclosure: Unusual Financial Instruments course. Classes fill up quickly, so register today.



FY2009 Q3

Advanced Financial Disclosure: Select Unusual Financial Instruments

In response to recent trends in financial disclosure, this course focuses on two hypothetical Presidential nominees in positions requiring the advice and consent of the Senate confirmed Presidential appointees (PASers). The first exercise deals with a typical scenario involving an academic coming into Government from a private university; the second involves an attorney entering Government from the private sector. The course will also cover the reporting requirements for several less common financial holdings.

Course Length: 3 hours

Who Should Attend

This course is primarily aimed at reviewers of public financial disclosure forms, particularly those who review nominee reports. A working knowledge of the conflict of interest laws and regulations is necessary to fully benefit from the course.

Schedule

May 12–9:00AM–12:00PM
June 9– 9:00AM–12:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW.
Suite 500
Washington, DC 20005

Analyzing Gift Issues

Gift rules in the federal Government are designed to prevent employees from giving and accepting inappropriate gifts. This course gives you as ethics officials the tools you need to help employees make sound decisions about gifts.

Note: The material covered in this course is also covered in the New Ethics Official Orientation Course.

Course Length: 3 hours

Who Should Attend

Ethics officials who want to learn the basic laws and regulations on giving and accepting gifts.

Schedule

April 7– 10:00AM–12:00PM
May 19–10:00AM–12:00PM
June 16–10:00AM–12:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW.
Suite 500
Washington, DC 20005

Book Deals

This session reviews the limitations that apply to executive branch employees who receive compensation for writing a book. This session was previously given at the 16th National Government Ethics Conference.

Session Length: 2 hours

Who Should Attend

Ethics officials who want to know the limitations that apply to executive branch employees who receive compensation for writing a book.

Schedule

May 12–2:00PM–4:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW.
Suite 500
Washington, DC 20005

Certifying 278 Reports

This course focuses on the knowledge and skills new reviewers need to complete a review of the Executive Branch Public Financial Disclosure Report (SF 278). The course examines how to review the reports for technical accuracy and identify potential financial conflicts of interest. The course also addresses how to determine the best action to resolve various types of financial conflicts.

You have the opportunity to practice reviewing and analyzing a fictitious SF 278 with entries similar to those from a typical filer. Class format includes lecture, discussion, and hands-on exercises for each schedule of the fictitious employee's SF 278.

Course Length: 7 hours

Who Should Attend

Ethics officials who want to learn the basics of reviewing and certifying public financial disclosure reports.

Schedule

April 16–9:00AM–4:00PM
April 22–9:00AM–4:00PM
April 28–9:00AM–4:00PM
April 30–9:00AM–4:00PM
May 5– 9:00AM–4:00PM
May 7– 9:00AM–4:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW.
Suite 500
Washington, DC 20005

Certifying 450 Reports

Correctly identifying and resolving real and potential conflict of interest issues reported on OGE Form 450 reports are the hallmarks of an effective reviewer. This course shows you how to successfully complete a technical review and conflict analysis of the OGE 450 form.

Course Length: 3 hours

Who Should Attend

Ethics officials who are new to reviewing and/or certifying OGE Form 450 reports.

Schedule

April 21–9:00AM–12:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW.
Suite 500
Washington, DC 20005

Compliance+: Financial Disclosure

With over 6,000 ethics officials in the executive branch ethics program, there is a wealth of administrative knowledge available. Come learn ways you can tap into that wealth of knowledge and improve your ethics program without reinventing the wheel. In this session, we will share and discuss model practices in the financial disclosure system management.

Note: This workshop does not deal specifically with the Department of the Army's Financial Disclosure Management e-filing system.

Workshop Length: 3 hours

Who Should Attend

Ethics officials who want to improve their ethics program through cooperation with the ethics community.

Schedule

April 21–2:00PM–5:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW.
Suite 500
Washington, DC 20005

Compliance+: Raising Awareness about Ethics

With over 6,000 ethics officials in the executive branch ethics program, there is a wealth of administrative knowledge available. Come learn ways you can tap into that wealth of knowledge and improve your ethics program without reinventing the wheel. In this session we will share and discuss model practices in raising employee awareness about the ethics program.

Workshop Length: 3 hours

Who Should Attend

Ethics officials who want to improve their ethics program through cooperation with the ethics community.

Schedule

June 2–9:00AM–12:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW.
Suite 500
Washington, DC 20005

Compliance+: Succession Planning

With over 6,000 ethics officials in the executive branch ethics program, there is a wealth of administrative knowledge available. Come learn ways you can tap into that wealth of knowledge and improve your ethics program without reinventing the wheel. In this session we will share and discuss model practices in succession planning.

Workshop Length: 3 hours

Who Should Attend

Ethics officials who want to improve their ethics program through cooperation with the ethics community.

Schedule

June 23–9:00AM–12:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW.
Suite 500
Washington, DC 20005

Conflict-Free Post Employment Activities

As more and more federal employees leave Government service the demand for post-employment counseling increases. Your challenge is to provide accurate counseling on how to avoid activities that violate the post-employment laws. This course focuses on the key elements of the most common post-employment restrictions and gives you the opportunity to analyze real life situations.

Course Length: 7.5 hours

Who Should Attend

Ethics officials who need to provide post-employment counseling to employees and any new ethics officials looking for an introduction to post-employment laws and regulations.

Schedule

April 9–9:30AM–5:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW.
Suite 500
Washington, DC 20005

Elements of a Complete Ethics Program

This session is designed for new ethics officials. Its purpose is to clarify what an ethics program encompasses, what resources you should have available, and what "non-ethics issues" you should familiarize yourself with. If you are not sure you are covering all the bases, this session will help you identify what you should be including in your ethics program.

Session Length: 3 hours

Who Should Attend

All ethics officials, particularly those new to ethics.

Schedule

May 28–9:00AM–12:00PM
June 18–9:00AM–12:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW.
Suite 500
Washington, DC 20005

How to Conduct a Self Assessment with Surveys

This interactive workshop includes a general discussion of what self-assessments are and how they can be used to help you evaluate your ethics program. Particularly, participants will learn how to conduct self-assessments with surveys. Examples of surveys used by agencies to evaluate their ethics program will be shared. Participants are provided with a framework for developing and administering surveys and will walk away with a self-assessment survey created during the workshop that can be implemented in their respective agencies.

Workshop Length: 2 hours

Who Should Attend

Ethics officials who want to learn how to conduct self-assessments with surveys.

Schedule

May 28–2:00PM–4:00PM
June 9– 2:00PM–4:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW.
Suite 500
Washington, DC 20005

Introduction to Conflicts of Interest: The Law, Appearances, and Prospective Employment

As a new ethics official, it is your job to accurately interpret the ethics rules that define ethical behavior. This requires recognizing when employees have conflicts of interest or even the appearance of conflicts. Conflicts take a variety of forms from violations of the conflict of interest laws to violations of the impartiality and seeking employment rules in the Standards of Conduct. As new ethics officials, it is important that you are knowledgeable in how to analyze conflicts. This course introduces you to ethics and shows you how to analyze conflicts of interest and impartiality issues.

Course Length: 2 Days

Who Should Attend

Ethics officials who want to interpret the ethics rules that define ethical behavior.

Schedule

May 20-21–9:30AM–4:30PM
June 3-4 –9:30AM–4:30PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW.
Suite 500
Washington, DC 20005

New Ethics Official Orientation

Are you new to the world of ethics? This course is the fastest way to get up to speed with the ethics basics. In this intensive one day experience, you will be introduced to a variety of ethics issues, including: conflicts of interest, gifts, and financial disclosure. If you are starting from zero and need to get up to speed fast this is the course for you.

Course Length: 8 hours

Who Should Attend

New ethics officials looking for an introduction to a variety of ethics issues.

Schedule

April 23–9:00AM–5:00PM
May 14– 9:00AM–5:00PM
June 11– 9:00AM–5:00PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW.
Suite 500
Washington, DC 20005

Widely Attended Gatherings

This course covers the rules for the two gift exceptions under Widely Attended Gatherings (WAG) and Other Events -- Speaking and Similar Engagements and WAG. You will have the opportunity to analyze your questions using the six analysis steps under WAG.

Course Length: 2 hours

Who Should Attend

Ethics officials who want to learn the two gift exceptions under Widely Attended Gatherings and Other Events.

Schedule

April 7– 1:30PM–3:30PM
May 19–1:30PM–3:30PM
June 16–1:30PM–3:30PM

[Registration Form](#)

Location

U.S. Office of Government Ethics
1201 New York Avenue, NW.
Suite 500
Washington, DC 20005

Meet the Instructors

Paul Bergstrand joined the U.S. Office of Government Ethics in January of 2005 and works as a Program Analyst in the Program Review Division where he conducts program reviews of executive branch agency ethics programs. He earned his Bachelors of Arts degree in Political Science, cum laude, from Western Illinois University.

Doug Chapman served as an intelligence analyst for 4 years on active duty with the U.S. Army and 18 years in the Army Reserve, including two mobilizations, before retiring in May 2006. He joined the U.S. Office of Government Ethics in 1993 as a management analyst in the Program Review Division of the Office of Agency Programs. In this position, he has conducted ethics program reviews at scores of Government departments and agencies and their components.

Allison George is an Associate General Counsel with the U.S. Office of Government Ethics (OGE). Prior to joining OGE, she was Senior Counsel at the Washington, DC office of Foley & Lardner, where she counseled multi-national corporations and organizations on foreign business practices, anti-corruption initiatives, and campaign finance, lobbying and ethics laws. While in private practice, Ms. George specialized in developing and implementing global corporate compliance programs, as well as in

conducting substantial internal investigations concerning alleged violations of the Foreign Corrupt Practices Act, improper payments, kickbacks, fraud and corruption. She has also represented clients in Congressional investigations, and in civil and criminal federal enforcement actions.

Ms. George received her B.A. from Yale University and her J.D. from the Duke University School of Law.

Megan Granahan graduated with honors in Psychology from George Mason University. For the past five years she has been a program analyst at the U.S. Office of Government Ethics (OGE), where she conducts agency program reviews, coordinates alternative financial disclosure procedure requests, and administers surveys. Ms. Granahan was instrumental in the development of OGE's Leadership Initiative as well as OGE's recent Financial Disclosure Questionnaire and Review.

Seth Jaffe has been with the U.S. Office of Government Ethics (OGE) for over two years, and he joined the office after practicing civil rights and constitutional law for seven years. After graduating *cum laude* from Duke University School of Law, Seth began his career working as a litigation associate for Curtis Mallet-Prevost Colt & Mosle, a large New York City law firm. Immediately prior to joining OGE, Seth served as Acting Deputy General Counsel and Director of EEO Programs at the

U.S. Commission on Civil Rights. In addition, Seth worked as the Managing Attorney for the American Civil Liberties Union of North Carolina where he represented individuals in both state and Federal court.

Cheryl Kane-Piasecki is a Senior Desk Officer in the Program Services Division/U.S. Office of Government Ethics (OGE). Cheryl has been with OGE since December of 1991. She currently provides ethics liaison services to four Departments and seven agencies in the executive branch. Prior to joining OGE, Cheryl served as a Peace Corps volunteer in Costa Rica.

Cheryl holds a master's degree from the Columbia University School of International and Public Affairs. She earned her B.A., *cum laude*, from Mount Holyoke College.

Jennie Keith joined the U.S. Office of Government Ethics (OGE) in October 2003 and works as a Government Ethics Specialist in the Program Services Division. She is the desk officer for the ethics programs of 14 Executive branch departments and agencies.

Prior to OGE, Jennie lived in Western Washington where she worked as a program coordinator with the Municipal League of King County, a nonprofit civic organization, and as committee staff for the Washington State House of Representatives. She graduated from the University of Washington with a Bachelor of

Arts degree in Classical Studies and Political Science.

Keith Labeledz joined the U.S. Office of Government Ethics in December of 2007 and works as a Desk Officer in the Program Services Division. Prior to joining OGE, Keith worked as a management analyst and HRIS coordinator at the University of Illinois Medical Center at Chicago. He received his Bachelor of Science in Business Administration from the University of Illinois at Urbana-Champaign and his Master of Arts in Political Science from Columbia University.

David A. Meyers joined the U.S. Office of Government Ethics in July 1997. He is a Management Analyst in the Program Review Division of the Office of Agency Programs, and has responsibility for conducting ethics program reviews at scores of Government departments and agencies and their components.

He earned his B.S. degree in Agricultural Business and Economics with a minor in Marketing, *cum laude*, from Virginia State University.

Stephanie Nonluecha joined the U.S. Office of Government Ethics in February 2006. She is a Government Ethics Specialist in the Office of Agency Programs. As such, she serves as ethics liaison to 13 executive branch departments and agencies and assists ethics officials within these agencies in effectively administering their agency ethics

program. In addition, Ms. Nonluecha provides guidance on ethics laws and regulations, reviews the financial disclosure statements of the Presidential appointees confirmed by the Senate, and provides assistance in the development of education programs.

Ms. Nonluecha began her federal career with the Department of Health and Human Services, Office of the Secretary in 1991. She recently worked in the Department of Justice Ethics Office for five years and also did ethics work at the National Institutes of Health for two years where she served as a Human Resources Specialist with the National Institute on Aging.

Karen Rigby is a recent addition to the U.S. Office of Government Ethics. She serves as a Lead Management Analyst with Program Review Division. Ms. Rigby comes from the U.S. Department of Labor where she was a Management Analysis Officer. She began at the Department of Labor as a part of its MBA Fellows Program, aimed at recruiting and developing individuals with business skills. Ms. Rigby holds a Master of Business Administration degree and Bachelor of Science degree in Decision and Information Science from the Robert H. Smith School of Business at the University of Maryland.

Patrick Shepherd joined the U.S. Office of Government Ethics in December of 2004 and works as a Desk Officer in the Program Services Division. In addition to providing ethics liaison services

to executive branch agencies, Patrick has experience conducting ethics program reviews. He earned his Bachelors of Arts degree in Philosophy, magna cum laude, from Mary Washington College.

Dan Skalla serves as a Desk Officer with the U.S. Office of Government Ethics (OGE). Prior to joining the OGE staff in January 2008, Dan served 10 years as a U.S. Air Force NCO and Officer. He holds a Bachelor of Arts in Social Science from Chapman University and a Masters of Business Administration from Touro University.

Nicole Stein joined the U.S. Office of Government Ethics in 2004. A Desk Officer in the Office of Agency Programs, she has responsibility for servicing the ethics programs of some 12 executive branch Departments and agencies. In this capacity, she provides guidance on the ethics laws and regulations; reviews financial disclosure statements of presidential appointees confirmed by the Senate; monitors agency compliance with ethics laws and regulations. Ms. Stein received her B.A. from Indiana University.

Mark Stewart joined the U.S. Office of Government Ethics (OGE) in July of 2003. He is a Desk Officer in the Office of Agency Programs, and has responsibility for servicing the ethics programs of 15 executive branch Departments and agencies.

Mr. Stewart is retired from active duty with the United States Coast Guard, where he served as a Law Specialist. He also served four years in the United States Navy. He received his Juris Doctor Degree from the University of Miami School of Law, and is a member of the Florida Bar. He received his Bachelors Degree in Economics from Fairfield University, and his Associates Degree in Management from Hawaii Pacific College.



Lorna Syme is a desk officer in the U.S. Office of Government Ethics (OGE) Program Services Division. Ms. Syme previously served as a government ethics specialist in OGE's Financial Disclosure Division. Prior to joining OGE in July 1996, she worked at the Department of Labor. Ms. Syme received her Bachelor of Arts and Bachelor of Science degrees from the University of Maryland, and her Masters of Business Administration degree from Johns Hopkins University.