

November 6, 2000
DT-00-040

MEMORANDUM

TO: Designated Agency Ethics Officials

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

SUBJECT: **Introductory/Intermediate Ethics Courses**
Offered in November and December
in Washington, DC

The U.S. Office of Government Ethics (OGE) will offer introductory ethics courses in November and intermediate ethics courses in December at the Office of Personnel Management (OPM). In addition to our existing courses, we've added a new introductory course on Seeking Employment. All other courses have been offered previously in Washington and the regions. The course schedule and descriptions follow:

Introductory Courses offered November 28-29, 2000:

OGE Form 450 Review	Nov. 28	9:00 a.m. - 12:00 noon
Disqualifying Financial Interests	Nov. 28	1:00 p.m. - 4:00 p.m.
Seeking Employment [NEW]	Nov. 29	9:00 a.m. - 12:00 noon
Intro. Post Employment	Nov. 29	1:00 p.m. - 4:00 p.m.

Intermediate Courses offered December 5-6, 2000:

Int. 18 U.S.C. § 208	Dec. 5	9:00 a.m. - 12:00 noon
Int. Exemptions and Waivers	Dec. 5	1:00 p.m. - 4:00 p.m.
Int. Post Employment	Dec. 6	9:00 a.m. - 12:00 noon

All courses will be conducted at OPM:

Office of Personnel Management
Room 1350
1900 E Street, NW. (enter on 19th Street)
Washington, DC 20415 [Metro stop: Foggy Bottom]

Introductory Course Descriptions:

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

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

The **Seeking Employment [NEW]** 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. (A shorter version of this course was offered at the 2000 Ethics Conference.)

The **Introductory 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.

Intermediate Course Descriptions:

The **Intermediate Post-Employment** course is designed to sharpen analytical skills that are used when applying the various post-employment restrictions to specific fact scenarios. The course analyzes six different post-employment situations and covers a variety of executive branch restrictions with post-employment ramifications.

The **Intermediate 18 U.S.C. § 208** course examines in detail the coverage and application of 18 U.S.C. § 208. The course covers the elements of § 208 and methods for resolving § 208 conflicts.

The **Intermediate Exemptions and Waivers Pursuant to 18 U.S.C. § 208** course reviews the executive branchwide exemptions from 18 U.S.C. § 208 and the regulatory requirements for the issuance of waivers in individual cases.

All courses are offered **free of charge**; however, advance registration is required. Each person planning to attend **MUST** register by faxing a completed registration form to OGE as soon as possible, but **not later than one week before course date**. Registration will be handled on a **first-come basis** and each course is limited to 40 participants. NO TELEPHONE OR E-MAIL

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REGISTRATIONS WILL BE ACCEPTED. Please fax completed registration forms to:

Sheila Powers
OGE Event Coordinator
FAX Number: 202-208-8039 (or 8038)

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.

Confirmed OGE training information, cities and dates may be found by accessing the following:

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 courses, you may contact Ms. Powers via E-mail: <sapowers@oge.gov> or phone: 202-208-8000, extension 1104.

Attachments:

Introductory Registration Forms
Intermediate Registration Forms