



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

October 30, 2006  
DT-06-032

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman  
Associate Director for Education

SUBJECT: Analyzing Gift Issues Courses Offered in Washington, DC

In November and December 2006, the U.S. Office of Government Ethics will conduct training in Washington, DC on Analyzing Gift Issues. Please disseminate the attached training announcement to your ethics officials as soon as possible.

Attachment



## U. S. Office of Government Ethics FY 07 Ethics Training



### Analyzing Gift Issues



#### Course Description

As the ethics counselor and caretaker of your agency's ethics program, you often must help your employees steer a course through the sometimes tricky terrain of gift giving. With so many occasions to give and receive gifts, is it any wonder that employees are unsure about what they can and cannot do?

This course gives you the tools you need to determine whether a gift is permitted. The course provides an in-depth analysis of the rules pertaining to gifts between employees and gifts from outside sources.

The hands-on practices and real world exercises will give you the opportunity to improve your skills.

#### Intended Audience

- New ethics counselors

#### You Will Learn How To

- Differentiate between gifts and nongifts.
- Determine if a gift is prohibited.
- Determine whether gift exceptions may be used in specific circumstances.

#### Course Dates

Thursday, November 30	1:00 p.m. – 4:00 p.m.
Thursday, December 7	1:00 p.m. – 4:00 p.m.

## Course Location

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

## Registration Information

To register for one of the above courses, please visit the Training Workshops and Seminars section of OGE's website at [www.usoge.gov](http://www.usoge.gov) and complete the online [Registration Form](#).

The registration deadline is five (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 information regarding the registration process, please contact:

Gwen Cannon-Jenkins  
Education Assistant  
E-mail: [gcannon@oge.gov](mailto:gcannon@oge.gov)  
Phone: 202-482-9219

## General OGE Course Information

For information about the OGE training courses, please contact:

Kaneisha Cunningham  
Education Training Specialist  
E-mail: [ktcunnin@oge.gov](mailto:ktcunnin@oge.gov)  
Phone: 202-482-9228