



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
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MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Employee Crossword Puzzles

The U.S. Office of Government Ethics (OGE) has developed a series of ethics crossword puzzles to enhance your ethics training for executive branch employees. OGE will release a total of five employee crossword puzzles on a variety of ethics topics. The first puzzle, on misuse of position, is now available.

The puzzles may be used for a variety of purposes. For example, you may distribute the puzzles:

- During in-person annual ethics training
- As part of written annual ethics training during the two years in which you do not provide verbal training
- As part of a leadership initiative aimed at your agency's supervisors, encouraging them to discuss the answers with their employees at a staff meeting
- During presentations to employees
- As part of your ethics or agency newsletter.

The misuse of position puzzle is available in three formats: a fillable online version, a 508 compliant version, and a printed version. All versions are available on our web site at: http://www.usoge.gov/pages/comp_web_trng/comp_web_trng.html.

Please note that the fillable version requires JAVA. Therefore, please check with your agency's Information Resources staff to see if your agency has JAVA enabled in your Internet browser. The Section 508 compliant version requires employees to download and install Talking Word Puzzle on their computers. Again, please check with your agency's Information Resources staff.

For questions about the puzzles, please contact Gwen Cannon-Jenkins at gcannon@oge.gov or 202-482-9219.