



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

October 15, 2007  
DT-07-038

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Arthur Andrew Lopez  
Special Assistant, Office of Agency Programs

SUBJECT: Resolving Real and Perceived Conflicts Courses Offered in Washington, DC

In November 2007, the U.S. Office of Government Ethics will conduct training in Washington, DC on Resolving Real and Perceived Conflicts. Please disseminate the attached training announcement to your ethics officials as soon as possible.

Attachment



## U. S. Office of Government Ethics FY 08 Ethics Training

### Resolving Real and Perceived Conflicts

#### Course Description

Preventing conflicts is the cornerstone of a successful ethics program. It is up to you to determine if employees are involved in conflicts. This course gives you the skills you need to help employees correctly identify and resolve financial conflicts of interests and appearances of a conflict. These skills are used when employees come to you with specific situations and when employees report real or potential conflicts and appearances on their financial disclosure reports.

#### Intended Audience

- New financial disclosure reviewers who plan to take OGE's Certifying 450 Reports and/or Certifying 278 Reports this fiscal year
- Ethics officials who need a basic refresher on § 208 conflicts and appearances

#### You Will Learn How To

- Determine whether a § 208 conflict exists
- Assess any impartiality issues
- Suggest one or more remedies

#### Course Dates

Tuesday, November 6, 2007	9:00 a.m. - 4:30 pm
Tuesday, November 13, 2007	9:00 a.m. - 4:30 pm

#### 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