



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

November 15, 2007
DT-07-045

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Patricia Zemple
Associate Director, Office of Agency Programs

SUBJECT: December Training Courses Offered in Washington, DC

In December 2007, the U.S. Office of Government Ethics will conduct training in Washington, DC on Certifying Confidential Financial Disclosure Reports (OGE 450). Please disseminate the attached training announcement to your ethics officials and other employees who have responsibility for reviewing these reports as soon as possible.

Attachment



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

Certifying Confidential Financial Disclosure Reports

Course Description

Correctly identifying and resolving real and potential conflict of interest issues reported on confidential financial disclosure reports (OGE 450) are the hallmarks of an effective reviewer. This course shows you how to successfully complete a technical review and conflict analysis. Class format includes lecture, discussion, and hands-on exercises for each part of an OGE 450 report.

Intended Audience

Ethics officials and other agency personnel who review and/or sign employees' confidential financial disclosure reports and are new to the review process

You Will

- Increase your knowledge and skills in reviewing reports
- Learn how the conflict of interest laws and standards of conduct relate to your review of each part of the OGE 450 report
- Learn the most common errors employees make in completing the report and how to resolve them

Course Dates

Tuesday, December 4, 2007	9:30 a.m. - 4:00 pm
Wednesday, December 5, 2007	9:30 a.m. - 4:00 pm
Tuesday, December 11, 2007	9:30 a.m. - 4:00 pm
Wednesday, December 12, 2007	9:30 a.m. - 4:00 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 course dates, please visit the Training Workshops and Seminars section of OGE's website at 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
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
Phone: 202-482-9228