



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

May 5, 2004
DT-04-009

MEMORANDUM

TO: DAEOs and ADAEOs

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Initial Ethics Orientation Pilot Test

The U.S. Office of Government Ethics (OGE) requests your assistance as we prepare to unveil a new course, Initial Ethics Orientation. This pilot test allows Federal employees to assist OGE shape the direction of the course before it is offered to all agencies. We therefore ask you to solicit employees new to your agency to participate in this course. Due to logistics, OGE can only accept 25 participants to include both employees and agency ethics officials. We will accept registrants on a first come basis.

The course time below includes time for participants' feedback.

Tuesday, June 22, 2004: Initial Ethics Orientation 9:00 a.m. - 11:00 a.m.

Course Description: This course enables first time Federal employees to understand their ethical obligations as dictated by the ethics rules and regulations. Participants are introduced to such topics as: Gifts Between Employees, Gifts from Outside Sources, and Conflicting Financial Interests. The course and topics provide a framework for participants to gain a greater understanding of ethics as it relates to Federal employees. Course format includes lecture, brainstorming, exercises and scenarios.

Course Location:

U.S. Office of Government Ethics (OGE)
Suite 500 - 5th Floor
1201 New York Avenue, NW
Washington, DC 20005
TEL: 202-482-9300 press "O" (Receptionist)

Any employees who would like to participate in this pilot test, should contact Gwen Cannon-Jenkins at gcannon@oge.gov and supply their name, agency, email address and phone number.