



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

March 31, 2003

DT-03-004

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman  
Associate Director for Education

SUBJECT: SF 278 Courses offered in Washington, DC

The U.S. Office of Government Ethics (OGE) will offer four identical, free Public Financial Disclosure Review Courses (SF 278) on May 1 and 7. Please forward this training announcement to your ethics practitioners as soon as possible for their information and registration. The courses will be conducted on the following dates and times. Please select one course:

**Thursday, May 1, SF 278 Course:**

Class A: 9:00 a.m. - 12:00 noon

Class B: 1:00 p.m. - 4:00 p.m.

**Wednesday May 7, SF 278 Course :**

Class C: 9:00 a.m. - 12:00 noon

Class D: 1:00 p.m. - 4:00 p.m.

**COURSE LOCATION:**

U.S. Office of Government Ethics  
Suite 500 - 5th Floor  
1201 New York Avenue, NW.  
Washington, DC 20005  
TEL: 202-208-8000, extension 0

**COURSE DESCRIPTION:**

The Public Financial Disclosure Review Course demonstrates how to review and analyze a completed SF 278. You will find out what filers should report on each schedule, the resources reviewers may use to research a particular item on the SF 278, and the procedures for performing both a technical review and a conflict of interest analysis. Course format includes lecture, practical exercises and a case study.

**COURSE REGISTRATION DEADLINE/CONFIRMATION:**

Anyone wanting to attend one of the SF 278 courses listed must register by e-mailing Gwen Cannon-Jenkins at [gcannon@oge.gov](mailto:gcannon@oge.gov) . Please provide the following required information:

- ! name
- ! agency name
- ! phone number
- ! e-mail address
- ! selected course date/time

The registration deadline is five days before the class date or until each class is full, whichever occurs first. E-mail confirmations are sent to each registrant.

**NOTE:** In the event of the government closing, offering liberal leave policy due to inclement weather or any special circumstances, the day's courses will be canceled and you will be notified later of the rescheduled date.

For any additional information about OGE training courses, please contact Sheila Powers, Training Coordinator, via e-mail at [sapowers@oge.gov](mailto:sapowers@oge.gov) or phone at 202-208-8000, extension 1104.