



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

July 9, 2003
DT-03-012

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Ethics Courses offered in Washington, DC: August 6, 7, 12

The U.S. Office of Government Ethics (OGE) is offering six free ethics courses next month in Washington, DC. Please forward this training announcement to your ethics officials as soon as possible for their information and registration. The courses are being conducted on the following dates and times. Please select one, several or all courses:

COURSE DATES/TIMES:

Wednesday, August 6:

Class A:	Seeking Employment	10:00 a.m. - 12:00 noon
Class B:	Post Employment	1:00 p.m. - 3:00 p.m.

Thursday August 7:

Class C:	Gifts Between Employees	10:00 a.m. - 12:00 noon
Class D:	Gifts from Outside Sources	1:00 p.m. - 3:00 p.m.

Tuesday, August 12:

Class E:	450 Review Course	9:00 a.m. - 12:00 noon
Class F:	450 Review Course	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: 202-482-9300, press 0

COURSE DESCRIPTIONS:

The Seeking Employment course is a “back to basics” course designed to introduce novice ethics officials to the seeking employment rules, as well as key terms and concepts used in the rule.

The Post Employment course provides both an overview of the post-employment statute, 18 U.S.C. § 207, as well as a step-by-step methodology for analyzing post-employment situations.

The Gifts Between Employees course refers to the gift rule in Subpart C and is one of the most frequently applied ethics rules. Through a series of discussions, the restrictions are examined as well as the exceptions that allow employees to accept gifts from and give gifts to each other.

The Gifts from Outside Sources course emphasizes the various exclusions and exceptions to the gift rule. It focuses on issues commonly raised about discounts and gifts based on personal relationships. The instructor leads the class through several exercises and provides a tool to assist ethics officials in determining whether a gift may be accepted.

The 450 Review Course will teach you to review financial disclosure reports filed by non-public filers. You complete technical reviews and conflicts of interest analyses of the assets and liabilities schedules of the form. You also recommend solutions for any identified conflicts and complete technical reviews and conflicts of interest analyses of the remaining schedules and identify missing or inconsistent information and solutions for possible conflicts.

COURSE REGISTRATION DEADLINE/CONFIRMATION:

Anyone wanting to attend one or any of the August courses must register by e-mailing Sheila Powers via sapowers@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 or phone at 202-482-9300.