



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

March 3, 2005  
DT-05-004

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman  
Associate Director for Education

SUBJECT: 278 Review Courses offered in Washington, DC

The U.S. Office of Government Ethics (OGE) will conduct four free identical Public Financial Disclosure Review Courses (278) in Washington, DC in April. Please forward this training announcement to your interested ethics officials as soon as possible. The dates/times of the courses are listed below.

**PUBLIC FINANCIAL DISCLOSURE REVIEW COURSES (278):**

Monday, April 4	9:00 a.m. - 3:30 p.m.
Tuesday, April 12	9:00 a.m. - 3:30 p.m.
Wednesday, April 20	9:00 a.m. - 3:30 p.m.
Tuesday, April 26	9:00 a.m. - 3:30 p.m.

**COURSE DESCRIPTION:**

This 5½ hour course focuses on the skills and knowledge required to review and analyze The Executive Branch Public Financial Disclosure Report (SF 278). Participants practice determining technical accuracy, potential conflicts of interest, and appropriate remedial actions. Attendees apply this knowledge by analyzing Chris Cleer's SF278, using various review aids, such as prohibited sources list.

**COURSE REGISTRATION DEADLINE/CONFIRMATION:**

Anyone wanting to attend one of the above courses MUST register by e-mailing Gwen Cannon-Jenkins at [gcannon@oge.gov](mailto:gcannon@oge.gov) and provide the following information:

- Your name
- Your agency name
- E-mail address
- Phone number
- Course date preference

The registration deadline is 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.

**COURSE LOCATION:**

Overseas Private Investment Corporation (OPIC)  
USE EAST LOBBY ELEVATOR  
Room 12195A – 12<sup>th</sup> Floor, Central America/Eurasia Room  
1100 New York Avenue, NW [across New York Avenue from OGE]  
Washington, DC 20527  
TEL: 202.336.8400 [press “O” for OPIC 12<sup>th</sup> Floor Operator/Receptionist]

**NOTE:** GOVERNMENT ID REQUIRED TO ENTER BUILDING

**NOTE:** Metro Center stop (red/blue/orange), exit 12<sup>th</sup> & G St.

For any additional information about the OGE training courses, please contact Sheila Powers, Training Coordinator, via e-mail at [sapowers@oge.gov](mailto:sapowers@oge.gov) or phone 202.482.9269.