



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

March 9, 2006  
DT-06-006

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman  
Associate Director for Education

SUBJECT: Analyzing Public Financial Disclosure Reports (formerly known as Public  
Financial Disclosure Review) Courses Offered in Washington, DC

In April 2006, the U.S. Office of Government Ethics will conduct training in Washington, DC on Analyzing Public Financial Disclosure Reports. Please disseminate the attached training announcement to your ethics officials as soon as possible.

Attachment



## U. S. Office of Government Ethics FY 06 Ethics Training

### Analyzing Public Financial Disclosure Reports (formerly known as Public Financial Disclosure Review Course)

#### Course Description

Chances are you never set out to review public financial disclosure reports as part of your career goals. So, it is no wonder you might be overwhelmed by equity interests, pension interests, personal retirement accounts, tax shelters – and any other assets and income reported on SF 278s. To make matters worse, while you are grappling with the complexities of the financial instruments, you must also content with determining whether there is a conflict of interest. This course helps you become more comfortable with your role in the 278 review process. Class format includes lecture, discussion, and hands-on exercises for each schedule of a fictitious employee's SF 278.

#### Intended Audience

- Ethics officials
- Other agency personnel who review and assess employees' public financial disclosure reports and are new to the review process

#### You Will Learn How To

- Identify information filers must report in each schedule of the SF 278
- Conduct a technical review and conflict of interest analysis of each entry
- Identify appropriate remedies to resolve conflicts

#### Course Dates

Thursday, April 6, 2006	9:00 am – 3:30 pm
Tuesday, April 11, 2006	9:00 am – 3:30 pm
Thursday, April 20, 2006	9:00 am – 3:30 pm
Wednesday, April 26, 2006	9:00 am – 3:30 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 Analyzing Public Disclosure Reports courses, please visit the Training Workshops and Seminars section of OGE's website at [www.usoge.gov](http://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](mailto: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](mailto:ktcunnin@oge.gov)  
Phone: 202-482-9228