



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

July 19, 2006
DT-06-021

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Seeking Employment and Analyzing Gift Issues Courses Offered in
Washington, DC

In August 2006, the U.S. Office of Government Ethics will conduct training courses in Washington, DC on Seeking Employment and Analyzing Gift Issues. 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

Seeking Employment

Course Description

Over the next five years, federal employees are expected to retire in record numbers. To compound the issue, studies show that younger workers are likely to change careers seven or eight times in their lifetime!

So, what are you to do? What can you do? It is your responsibility, as your agency's ethics official, to plan for and address the upcoming changes in the federal workforce. To effectively respond to conflict situations that could result when employees seek jobs with non-federal entities you must be well-versed in the appropriate statutes and regulations.

The Seeking Employment course provides you with the information you need to know what employees can and cannot do related to their job search. The extensive use of hands-on practices, real-life examples, and case studies provide you with the skills you need to accurately interpret the laws and effectively advise your agency's employees.

Intended Audience

Ethics Officials

You Will Learn How To

- Define key terms critical to analyzing seeking employment issues
- Determine if there is a potential issue related to seeking employment
- Select appropriate remedies to resolve seeking employment issues.

Course Dates

Thursday, August 3	9:00 a.m. – 12:00 noon
Thursday, August 10	9:00 a.m. – 12:00 noon
Thursday, August 17	9:00 a.m. – 12:00 noon
Thursday, August 24	9:00 a.m. – 12:00 noon

Analyzing Gift Issues

Course Description

As the ethics counselor and caretaker of your agency's ethics program, you often must help your employees steer a course through the sometimes tricky terrain of gift giving. With so many occasions to give and receive gifts, is it any wonder that employees are unsure about what they can and cannot do?

This course gives you the tools you need to determine whether a gift is permitted. The course provides an in-depth analysis of the rules pertaining to gifts between employees and gifts from outside sources.

The hands-on practice and real world exercises will give you the opportunity to improve your skills.

Intended Audience

Ethics Officials

You Will Learn How To

- Differentiate between gifts and gift exclusions
- Decide if a gift is prohibited
- Determine whether a gift exception applies
- Decide whether a gift exception may be used.

Course Dates

Thursday, August 3	1:00 p.m. – 4:00 p.m.
Thursday, August 10	1:00 p.m. – 4:00 p.m.
Thursday, August 17	1:00 p.m. – 4:00 p.m.
Thursday, August 24	1:00 p.m. – 4:00 p.m.

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 Seeking Employment and or Analyzing Gift Issues courses, please visit the Training Workshops and Seminars section of OGE's website at 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
Phone: 202-482-9219

General OGE Course Information

For information about OGE training courses, please contact:

Kaneisha Cunningham
Education Training Specialist
E-mail: ktcunnin@oge.gov
Phone: 202-482-9228