



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

March 19, 2002
DT-02-005

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Barbara A. Mullen-Roth
Associate Director for Education
and Program Services

SUBJECT: **Public Financial Disclosure Review Seminar** Offered
in Washington, DC

The U.S. Office of Government Ethics (OGE) will conduct an introductory level seminar on reviewing the Public Financial Disclosure Report (SF 278) at the Overseas Private Investment Corporation (OPIC) in Washington, DC on **April 19**. The seminar will begin at 9:00 a.m. and is expected to last approximately 3 hours. Directions to OPIC can be found on the attached registration forms.

Because you are our primary means for advertising training, please circulate this memorandum with attached registration forms among your ethics officials as soon as possible.

REGISTRATION INSTRUCTIONS

This seminar is offered **free of charge**. Each person planning to attend **MUST** register **no later than one week before the seminar start date**. Registration will be handled on a **first-come basis** and is limited to 40 participants.

You may register for this seminar by using one of these two methods:

- (1) manually complete the printed form attached to this memorandum AND fax it to Gwen Cannon-Jenkins at 202-208-8039.
- (2) complete the fillable registration form available on the OGE web site, print the completed form AND fax it to Gwen Cannon-Jenkins at 202-208-8039.

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Please note, telephone and e-mail registrations **cannot** be accepted at this time.

OGE will confirm each registration by return fax several days prior to the date of the seminar.

The most current training information can be found on:

OGE's Web Page: http://www.usoge.gov/pages/training_wrkshps/training_wrkshps.html

Recorded Training

Announcements: 202-208-8000, extension 8201

For any additional information about OGE training, you may contact Ms. Powers via E-mail at sapowers@oge.gov or phone at 202-208-8000, extension 1104.

Attachment: [Registration Forms](#)