



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

April 13, 2003

DT-04-004

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Washington, DC Ethics Courses offered in May/June

The U.S. Office of Government Ethics (OGE) will conduct free introductory ethics courses in May and June. Please forward this training announcement to your ethics officials so that they may register for the course(s). The date, course names and descriptions follow:

Wednesday, May 12, 2004:

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

Wednesday, May 26, 2004:

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

Wednesday, June 9, 2004:

Conflicting Financial Interests (Part 1) 10:00 a.m. - 12:00 noon
Conflicting Financial Interests (Part 2) 1:00 p.m. - 3:00 p.m.

COURSE LOCATION:

U.S. Office of Government Ethics (OGE)
Suite 500 - 5th Floor
1201 New York Avenue, NW
Washington, DC 20005
TEL: 202-482-9300 press "O" (Receptionist)

INTRODUCTORY COURSE DESCRIPTIONS:

Gifts Between Employees. This course helps participants determine who employees may give gifts to and receive gifts from, identify the general standards for gifts between employees, differentiate between the categories of gift exceptions, and discover the circumstances under which employees may solicit and/or make contributions for a gift. Course format includes lecture, practical exercises, independent reading, and case studies.

Gifts from Outside Sources. This course explores the inherent pitfalls when Federal employees receive gifts from outside sources and identify what constitutes prohibited gifts from outside sources. Course format includes lecture, practical exercises, brainstorming, discussion, and case studies.

Seeking Employment. This course assists participants to determine whether employee's are participating personally and substantially in a particular matter that would have a direct and predictable effect on the financial interests of a prospective employer, determine whether the employee's activity(ies) constitutes seeking employment, and identify appropriate remedies for possible conflicts. Course format includes lecture, brainstorming, practical exercises, independent reading, and case scenarios.

Post Employment. This course provides 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. Course format includes lecture and practical exercises.

Conflicting Financial Interests. This course is presented in two parts. In Part I participants learn how to identify disqualifying financial interests under 18 U.S.C. § 208. Part II explains how to handle disqualifying financial interests by suggesting remedies to resolve conflicts, referring cases to the Inspector General and/or the Department of Justice, and notifying OGE of referrals.

COURSE REGISTRATION DEADLINE/CONFIRMATION:

Anyone wanting to attend any of the listed courses MUST register by e-mailing Gwen Cannon-Jenkins at gcannon@oge.gov and provide:

- ! your name
- ! your agency name
- ! course(s) selection(s) and date
- ! phone number
- ! e-mail address

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.

For any additional information about OGE training courses, please contact Sheila Powers, Training Coordinator, via e-mail at sapowers@oge.gov.