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

April 15, 2004
DT-04-006

MEMORANDUM

TO: DAEOs and ADAEOs

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Pilot Tests

The U.S. Office of Government Ethics (OGE) requests your assistance as we prepare to unveil two new courses, Analyzing Giving and Receiving Gifts and Misuse of Position. These pilot tests allow Federal ethics officials to assist OGE shape the direction of the courses before they are offered to all agencies. Due to logistics, OGE can only accept 25 participants. We will accept registrants on a first come basis. The course length includes time for participants' feedback about the strengths and weaknesses of the training sessions.

Tuesday, May 25, 2004:
Analyzing Giving and Receiving Gifts 10:00 a.m. - 2:00 p.m. (on your own lunch break)

Course Description: This course helps ethics officials determine whether employees may accept or give gifts to each other or accept gifts from outside sources. Participants also identify instances where gift exceptions may be applicable. Course formats includes lecture, practical exercises, brainstorming, discussion, independent reading, and case studies.

Thursday, June 10, 2004:
Misuse of Position 9:00 a.m. - 12:00 noon

Course Description: The course provides a broad overview of Subpart G. You identify violations related to the four misuse of position standards: Public Office for Private Gain, Nonpublic Information, Government Property, and Official Time. You also complete activities to determine if misuse occurred, and recommend corrective action. Course format includes lecture and practical exercises.

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)

Any ethics official who would like to participate in either of these pilot tests, should contact Gwen Cannon-Jenkins at gcannon@oge.gov and provide their name, agency, email address, phone number, and indicate which pilot test they would like to attend.