



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

March 17, 2008
DT-08-008

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Matthew Cross
Associate Director for Education

SUBJECT: Certifying Public Financial Disclosure Reports Courses Offered in Washington,
DC

In April and May 2008, the U.S. Office of Government Ethics will conduct training in Washington, DC on Certifying Public Financial Disclosure Reports (SF 278). Please disseminate the attached training announcement to your ethics officials and other employees who have responsibility for reviewing these reports as soon as possible.

Attachment



U. S. Office of Government Ethics FY 08 Ethics Training

Certifying Public Financial Disclosure Reports

Course Description

This course focuses on the knowledge and skills new reviewers need to complete a review of the Executive Branch Public Financial Disclosure Report (SF 278). The course examines how to review the reports for technical accuracy and identify potential financial conflicts of interest. The course also addresses how to determine the best action to resolve various types of financial conflicts.

You have the opportunity to practice reviewing and analyzing a fictitious SF 278 with entries similar to those from a typical filer. Class format includes lecture, discussion, and hands-on exercises.

Intended Audience

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

You Will

- 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

Tuesday, April 29, 2008	9:30 am – 4:00 pm
Wednesday, April 30, 2008	9:30 am – 4:00 pm
Thursday, May 1, 2008	9:30 am – 4:00 pm
Tuesday, May 6, 2008	9:30 am – 4:00 pm
Wednesday, May 7, 2008	9:30 am – 4:00 pm
Thursday, May 8, 2008	9:30 am – 4:00 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 above course dates, 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 the OGE training courses, please contact:

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