



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

February 8, 2002
DT-02-002

MEMORANDUM

TO: Designated Agency Ethics Officials

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

SUBJECT: **Introductory Ethics Courses** Offered in
San Francisco/Oakland, Dallas, Chicago, Atlanta
and Los Angeles

The U.S. Office of Government Ethics (OGE) will conduct introductory ethics courses in: San Francisco/Oakland, Dallas, Chicago, Atlanta and Los Angeles on the dates listed below.

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

SAN FRANCISCO/OAKLAND, CALIFORNIA

Tuesday, March 5

How to Identify DFIs	9:00 a.m. - 12:00 noon
How to Handle DFIs	1:00 p.m. - 4:00 p.m.

Wednesday, March 6

Seeking Employment	8:30 a.m. - 12:00 noon
Post Employment	1:00 p.m. - 4:00 p.m.

DALLAS, TEXAS

Tuesday, April 9

How to Identify DFIs	9:00 a.m. - 12:00 noon
How to Handle DFIs	1:00 p.m. - 4:00 p.m.

Wednesday, April 10

Post Employment	9:00 a.m. - 12:00 noon
WAG & Other Events Gift Exceptions	1:00 p.m. - 4:30 p.m.

ATLANTA, GEORGIA

Tuesday, May 21

How to Identify DFIs 9:00 a.m. - 12:00 noon

How to Handle DFIs 1:00 p.m. - 4:00 p.m.

Wednesday, May 22

Post Employment 9:00 a.m. - 12:00 noon

Gifts from Outside Sources 1:00 p.m. - 4:00 p.m.

CHICAGO, ILLINOIS

Tuesday, June 11

How to Identify DFIs 9:00 a.m. - 12:00 noon

How to Handle DFIs 1:00 p.m. - 4:00 p.m.

Wednesday, June 12

Misuse of Position 9:00 a.m. - 12:00 noon

WAG & Other Events Gift
Exceptions 1:00 p.m. - 4:30 p.m.

LOS ANGELES, CALIFORNIA

Tuesday, July 23

How to Identify DFIs 9:00 a.m. - 12:00 noon

How to Handle DFIs 1:00 p.m. - 4:00 p.m.

Wednesday, July 24

Misuse of Position 9:00 a.m. - 12:00 noon

WAG & Other Events Gift
Exceptions 1:00 p.m. - 4:30 p.m.

INTRODUCTORY COURSE DESCRIPTIONS

The **How to Identify Disqualifying Financial Interests (DFI)** course provides new ethics officials with seven steps to identify disqualifying financial interests. This course also serves as an ideal "nuts and bolts" refresher on 18 U.S.C. § 208.

The **How to Handle Disqualifying Financial Interests (DFI)** course is a follow on to the above course and covers the remedies to resolve a disqualifying financial interest. It also covers referring cases to the Inspector General and the Department of Justice.

The **Seeking Employment** course is a "back to basics" course designed to introduce novice ethics officials to the seeking employment rules, as well as key terms and concepts used in the rule.

The **Post Employment** course provides both 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.

The **Widely Attended Gatherings (WAG) and Other Events Gift Exceptions** course more closely examines the requirements of the speaking and similar engagement and widely attended gatherings gift exceptions.

The **Misuse of Position** course provides a broad overview of Subpart G of the Standards of Conduct and includes a four-step approach to determine whether proposed actions are prohibited by the misuse subpart.

The **Gifts from Outside Sources** course provides a general overview of Subpart B of the Standards of Conduct.

REGISTRATION INSTRUCTIONS

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

You may register for these courses 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 OR
- (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.

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 course.

The most current training course information can be found on:

OGE's Web Page: [Training Workshops and Seminars](http://www.usoqe.gov/pages/training_wrkshps/training_wrkshps.html)
(http://www.usoqe.gov/pages/training_wrkshps/training_wrkshps.html)

Designated Agency Ethics Officials

Page 4

Recorded Training

Announcements: 202-208-8000, ext. 8201

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

Attachment: Registration Forms

[San Francisco/Oakland, CA](#)

[Dallas, TX](#)

[Atlanta, GA](#)

[Chicago, IL](#)

[Los Angeles, CA](#)