

March 24, 2004 DT-04-003

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman

Associate Director for Education

SUBJECT: 278 Ethics Courses offered in April and May in Washington, DC

The U.S. Office of Government Ethics (OGE) will conduct four free introductory Public Financial Disclosure Review Courses (278) in Washington, DC in April and May. Please forward this training announcement to your ethics officials as soon as possible. The dates/times of the 4-hour 278 courses are offered below (note: all courses are identical, except for time frame):

Tuesday, Apr 27	10:00 a.m 12:00 p.m. (Part 1)	Closed
278 Course	1:00 p.m 3:00 p.m (Part 2)) Closed

Thursday, Apr 29

278 Course 8:00 a.m. - 12:00 noon (Part 1 and 2)

Wednesday, May 5

278 Course 8:00 a.m. - 12:00 noon (Part 1 and 2)

Thursday, May 6

278 Course 10:00 a.m. - 12:00 p.m. (Part 1) 1:00 p.m. - 3:00 p.m (Part 2)

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)

COURSE DESCRIPTION:

This 4-hour course focuses on the skills and knowledge required to review and analyze the Executive Branch Public Financial Disclosure Report (SF-278) to ensure technical accuracy, identify potential conflicts of interest and determine appropriate remedial action. You apply this knowledge by reviewing and analyzing Chris Cleer's SF 278, using various review aids, such as a prohibited sources list.

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 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 or phone at 202-482-9269.