

## MEMORANDUM

TO: Review Board Staff

FROM: Ronald G. Haron

DATE: March 3, 1998

SUBJECT: Annual Ethics Training (1998)

The Office of Government Ethics ("OGE") requires that all Executive Branch government employees periodically receive ethics training, either through a training session or distribution of written materials. Accordingly, I am circulating for your review two enclosures to remind you of your ethical obligations. They are:

1. The Standards of Ethical Conduct, which summarizes the ethical obligations at 5 C.F.R. Part 2635
2. An OGE publication, "Do It Right," which provides additional information regarding your ethical obligations.

Please let me know if you have any questions.

cc: T. Jeremy Gunn

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## MEMORANDUM

TO: T. Jeremy Gunn  
Executive Director and General Counsel

Tracy Shycoff  
Associate Director for Administration

FROM: Ronald G. Haron  
Associate General Counsel

DATE: March 3, 1998

SUBJECT: Annual Ethics Training (1998)

The Office of Government Ethics ("OGE") requires that all Executive Branch government employees periodically receive ethics training, either through a training session or distribution of written materials.

Public filers are specifically required to have a verbal training session once a year (Tracy, I am putting you in this category for practical purposes, although you file a confidential report). This requirement can be met through viewing of a training video tape approved by OGE. Accordingly, please review the \_\_\_\_-hour videotape which I have available. After you have reviewed the videotape, please complete the attached certification.

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CERTIFICATION REGARDING ETHICS TRAINING

I have reviewed the ethics training videotape, entitled, “  
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\_\_\_\_\_

\_\_\_\_\_

T. Jeremy Gunn

Dated: \_\_\_\_\_

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## MEMORANDUM

TO: Review Board Members

FROM: Ronald G. Haron  
Associate General Counsel  
and Designated Agency Ethics Officer

DATE: March 5, 1998

SUBJECT: Submission of Confidential Reports (SF-450)

This is to remind you that your Confidential Financial Disclosure Report (SF-450) must be filed with me by April 10, 1998. Enclosed is an SF-450 to be completed for the reporting period of April 10, 1997 through April 10, 1998. If you need a copy of your last report for reference, let me know.

Please let me or Jeremy know if you have any questions.

cc: T. Jeremy Gunn  
Executive Director  
and General Counsel

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