

Date: May 3, 2004

In reply refer to: Training—2004

Subject: Ethics Training

To: All OCFO Employees

The Agency Ethics Office (AEO) will participate in a live training session on May 13, via a Department of Interior downlink titled *Seeking Other Employment and Post Employment Restrictions*.

Additionally, since 2004 is a politically active year, the AEO will be offering Hatch Act (Political Activity) training on May 17 and 19.

All employees are encouraged to attend these sessions and learn the dos and don'ts of "other" employment and of political activity.

May 13: Seeking Other Employment and Post Employment Restrictions

Live Department of Interior downlink

12:00-1:30 p.m.

NASA Auditorium

During this live session, you will have the opportunity to ask the presenters questions.

May 17: Political Activity (Video)

1:30-2:30 p.m.

NASA Auditorium

May 19: Political Activity (Video)

9:30-10:30 a.m. and 1:30-2:30 p.m.

NASA Auditorium

Employees wishing to attend the training sessions should make the request to their supervisors. Workload should be considered when scheduling attendance. Also, public and confidential financial disclosure report filers¹ who attend either of the above sessions will satisfy their annual training requirement.

If you have questions regarding these sessions, please contact Dawn Bolden or Lauren Faciane at 504-426-0308 or 504-426-0344, respectively.



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¹ Employees whose duties require that they file financial disclosure reports are notified of this requirement by the AEO.