

Date: May 10, 2004

In reply refer to: Training—2004

Subject: Ethics Training Rescheduled

To: All OCFO Employees

The live Ethics training session scheduled for Thursday, May 13, via a Department of Interior (DOI) downlink titled *Seeking Other Employment and Post Employment Restrictions* has been cancelled. The NASA satellite is broken and the repair date is not known.

DOI has agreed to videotape the training. Two viewings of the training will be held on Tuesday and Wednesday, May 25 and 26, at 10:00 a.m., in the NASA Auditorium.

We apologize for any inconvenience that this rescheduling may cause.

The political activity training in the NASA Auditorium is still on for May 17, at 1:30-2:30 p.m. and May 19, at 9:30-10:30 a.m. and 1:30-2:30 p.m.

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

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 sessions will satisfy their annual training requirement.

If you have questions regarding this training, 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 Agency Ethics Office.