

**United States Department of The Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
Denver, Colorado 80225-0047**

In Reply Refer To:  
1400-735 (HR-220)P

October 6, 1999

EMS TRANSMISSION

Instruction Memorandum No. HR-2000-002

Expires: 9/30/00

To: All State Directors, National Training Center Director, National Interagency  
Fire Center Director  
Attn: Servicing Personnel Officers

From: Director, National Human Resources Management Center

Subject: Annual Ethics Training Requirement

DD: 12/24/99

Just a reminder that 5 CFR Part 2638.704 requires that ethics training be provided annually to those employees who are required to file confidential financial disclosure reports. Also, please keep in mind that an Assistant Ethics Official must present the briefing verbally or be present to answer questions if you are showing a video one out of every three years. This training should be completed no later than December 17, 1999. Please advise Jane Haddock, Assistant Ethics Counselor, HR-220, by October 25, 1999, what your intentions are regarding training and whether you anticipate any problems completing training by this date.

As training is completed, please provide a list of those employees that received training, the date the training occurred, and a brief description of the course content by December 24, 1999. Remember, if you provide training to all employees, you must still identify the confidential filers who were trained.

If you have any questions, please call Ms. Haddock on (303) 236-6701 or send her an e-mail message.

Signed by:  
Laura Davis  
Acting Director, NHRMC

Authenticated by:  
Aleecia Leyba  
Personnel Assistant

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