



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W-1834
Sacramento, CA 95825
www.ca.blm.gov

July 21, 2005

In Reply Refer To:
1400-735 (P) CA-945

EMS TRANSMISSION: 7/21/05
Information Bulletin No. **CA-2005-055**

To: All CA BLM Employees

From: DSD, Support Services

Subject: Mandatory Ethics Training

DD: October 31, 2005

Program Area: Human Resources

Purpose: The purpose of this Information Bulletin is to provide guidance regarding ethics training requirements for new employees and for *covered* BLM employees, who are required to receive annual ethics training during this calendar year (January 1, 2005, through December 31, 2005). Covered employees are defined as fitting into any of the following categories:

- Required to file Confidential Financial Disclosure reports (OGE Form 450 or OGE Form 450A)
- Contracting Officers within the meaning of 41 USC 423 (f) (5), (Any employee who has been authorized by the Bureau Director or their designee to enter into, administer, or terminate contracts and make related determinations and findings)
- Other employees designated, based on their official duties

New Employees: As required by 5 CFR 2638.703, within 90-days after you begin working for the BLM, regardless of whether or not you are a covered employee as defined above, you must receive *initial ethics orientation*. To assist you in completing this requirement, a copy of the booklet, "Ethics Guide for Employees of the Department of the Interior" was provided to you, along with an employee certification form and the names, titles, office addresses and telephone numbers of the designated agency ethics official(s) who can advise you on ethics issues. A minimum of one hour of official duty time is authorized to review the booklet. Once you have received the booklet, you will need to complete the "employee certification" form provided with the booklet, and return it to Human Resource Services for inclusion in your Official Personnel File.

New employees are normally notified, within 90 days after their hire, if they occupy a "covered" position, of any requirement to file a confidential financial disclosure form, and the annual requirement for ethics training.

Covered Employees: In accordance with 5 C.F.R. 2638.705, BLM employees who have been identified to file confidential financial disclosure reports, based on their assigned position, are required to receive a minimum of one hour of annual ethics training. If you were required to file a disclosure report for calendar year 2004, and you have not changed to a non-covered position, you are required to complete ethics training again this calendar year. Supervisors will notify “covered” employees annually of their requirement to obtain ethics training and to file their confidential financial disclosure forms each year. An employee’s *initial ethics orientation*, accomplished after January 2005, may satisfy the written training requirement for calendar year 2005. To comply with the annual ethics training requirement for calendar year 2005, training must consist of a minimum of one hour of official duty time involved in one of the training options listed in attachment one.

Timeframe: Training is to be completed no later than **October 31, 2005**. Mandatory annual training is a requirement of the position for all financial filers.

Reporting Completion of Training: Completion of the training requirement should be documented through self-certification (**sample form attached**). Certifications should be mailed by blue envelope, to Deb Smith, Assistant Ethics Counselor, CA-945, and must be received by no later than **November 7, 2005**.

Background: Mandatory ethics training requirements for all employees subject to financial disclosure reporting requirements are prescribed by Government-wide regulations, 5 CFR 2638.704 and 5 CFR 2638.705.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A.Erickson
Records Management

2 Attachments

- (1) Training options (1 pg)
- (2) Ethics Training Certification Form (1 pg)

Training Options

- Attend satellite broadcasts sponsored by the Department of the Interior's Ethics Office on September 29, 2005, and October 18, 2005. Although the dates for the broadcasts look solid, information on the subjects and times is not yet available. Additional information will be forwarded as it becomes available such as locations for viewing the broadcasts.
- View videotapes of these satellite broadcasts. If your field office does not have a video of a satellite broadcast, contact your Assistant Ethics Counselor, Deb Smith at (916) 978-4477 to obtain a videotaped copy of a Departmental satellite broadcast. Videos may be viewed in a group setting or on an individual basis.
- Spend a minimum of one hour utilizing computer-based training modules from the Office of Government Ethics, or numerous other Federal agencies, including the Department of the Interior. These training modules can be accessed at:
http://www.usoge.gov/pages/comp_web_trng/comp_web_trng_pg2.html.
- Spend a minimum of one hour reading ethics materials of an employee's choice from:
<http://www.doi.gov/ethics>; or <http://www.usoge.gov>. Some suggested reading materials include: a 69 page Ethics Handbook found at <http://www.doi.gov/ethics/docs/eg02unbooked.pdf> (be patient, it takes a while to download); a 16 page summary of ethics regulations at http://www.doi.gov/ethics/docs/written_material_handouts.doc; the Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR 2635, at http://www.usoge.gov/pages/laws_regs_fedreg_stats/oge_regs/5cfr2635.html; pertinent criminal statutes pertaining to ethics at http://www.usoge.gov/pages/laws_regs_fedreg_stats/statutes.html; an excellent summary of post employment regulations at http://www.usoge.gov/pages/laws_regs_fedreg_stats/lrfs_files/othr_gdnc/og_sum207_04.pdf; the Internet Acceptable Use Policy at <http://www.doi.gov/ethics/docs/internet.html>; Serving as an Officer in an Outside Organization at <http://www.doi.gov/ethics/docs/officer.html>; Establishing Partnerships with Private Organizations at <http://www.doi.gov/ethics/docs/part.html>; and Acceptance of Payments from Non-Federal Sources at <http://www.doi.gov/ethics/docs/di-2000.pdf> (the guidance is attached to the form).

ETHICS TRAINING CERTIFICATION

I, _____ (PLEASE PRINT YOUR NAME), of
_____ (Office and Office Code, i.e., Alturas FO/CA-320),
certify that I have received a minimum of 1-hour of Ethics Training for calendar year 2005. I understand the ethics concepts and principles presented during this training. I know that I can contact my Assistant Ethics Counselor by telephone, email, or in person with questions about this training or other ethics inquiries.

Date of the training: _____

Type of training taken (please give some specificity, such as which satellite broadcast you watched, which computer-based training modules you used, what ethics subjects you read about, etc.):

- _____ Satellite broadcast
- _____ Videotape
- _____ Computer based training modules
- _____ Live classroom training
- _____ Read ethics materials

Notes regarding the type of training taken:

Who was the training instructor (if known)? _____

Please return this Ethics Training Certificate to Deb Smith, your servicing Assistant Ethics Counselor, Human Resource Services Office, CA-945, by no later than **November 7, 2005**. You may contact Ms. Smith at (916)-978-4477.