



OGE'S EDUCATION AND COMMUNICATION AWARDS - 2010 WINNER'S CIRCLE FACT SHEET

Department of Health and Human Services (HHS)

DESCRIPTION

HHS uses a variety of training strategies to train its ethics counselors: (1) new ethics counselors and ethics coordinators receive live 1-on-1 training and a manual; (2) Deputy Ethics Counselors attend a 1-day workshop and receive a comprehensive manual with written standard operating procedures for all major ethics program elements; and (3) informal communications are maintained through monthly Stay in Touch Phone Calls and quarterly meetings and newsletters. In addition, HHS provides 450 filers with annual on-line training.

PURPOSE

Training new ethics officials and communicating with these officials regularly helps to ensure that these officials, who operate in a decentralized environment, provide consistent and accurate advice to employees. Providing annual training to 450 filers enforces employees' responsibilities to avoid actual or apparent conflicts of interest.

PRODUCT ADAPTABILITY

These training initiatives can be used by any ethics program.

CONTRIBUTORS

OGE recognizes the contributors at the HHS' Office of General Counsel, Ethics Division, Education & Training Section and Program Review Section especially (in alphabetical order): John Condray, Ilene Cranisky, Simon Devon, Catherine Hess, Wayne Johnson, Laura McManamy, Naomi Miske and Devon Simon.

AGENCY CONTACT

Laura McManamy
Ethics Counsel
(202) 690-8450
laura.mcmanamy@hhs.gov

For the ethics counselor training, contact:
Wayne Johnson
Senior Management Analyst
(202) 260-1807
wayne.johnson@hhs.gov.