



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

Department of the Army HQ, USA Communications – Electronics Life Cycle Management Command (CECOM LCMC)

DESCRIPTION

CECOM designed training scenario handouts for personnel who are engaged in significant decision-making and policy-setting initiatives, are most likely to be aware of directorate activity in the subject areas, and are in the best position to identify ethics issues and provide guidance as these issues arise. Specifically, the training was targeted to senior leaders and managers in the Command, Senior Executive Service, and assigned General Officers. The scenarios are designed to facilitate discussion about common ethics dilemmas that senior leaders and managers could face. CECOM also created an electronic conference approval form. Employees can electronically submit conference attendance requests to their supervisors and legal personnel for approval. Some of the information on the form includes the name and phone number of the sponsor of the event, the website for the event, the cost of registration for Government and non-Government attendees, and an explanation of why it is appropriate for the Department of Defense and the Department of the Army to be associated with the event. The form is currently with software developers.

PURPOSE

The senior-level training helped them to identify ethics issues, facilitated discussion with their ethics counselors, and gave participants a reference guide. The electronic approval form creates a less cumbersome way for the workforce to request conference approval and provides sufficient information for supervisors and legal personnel to approve or deny a conference request.

PRODUCT ADAPTABILITY

The training scenario can be easily adapted by other departments and agencies. The conference form can be used by departments and agencies as a model for their approval of conference requests.

CONTRIBUTORS:

OGE recognizes the contributors at the Office of the Chief Counsel, Fort Monmouth, New Jersey.

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