



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

August 27, 2009
DT-09-025

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Matthew S. Cross
Associate Director for Education

SUBJECT: OGE 2009 Education and Communication Awards Announcement

The U.S. Office of Government Ethics (OGE) is pleased to invite submissions of nominations for the OGE 2009 Education and Communication Awards. The awards will be presented at the 17th National Government Ethics Conference which will be held May 12 – 14, 2010 at the Hyatt Regency Chicago on the Riverwalk in Chicago, Illinois. The deadline for receipt of the nominations is October 9, 2009. Please refer to the attachment for nomination information.

Attachment



OGE 2009 Education and Communication Awards Announcement

The OGE 2009 Education and Communication Awards recognize executive branch agencies that demonstrate ethics program success as a result of education and communication efforts. We are looking for agencies that:

- Demonstrate a strong commitment to ethics education and communication,
- Create a stronger ethical culture as a result of these efforts, and
- Utilize model practices to encourage understanding and awareness of ethical behaviors.

Established in 2007, the OGE Education and Communication Awards program honors departments and agencies that took additional steps to ensure that ethics education is incorporated into their agencies' culture and increased employee awareness of ethics. Past award winners showed that they were innovative in delivering effective ethics education and program communications. Above all, award winners produced education and communication products that were:

- **Innovative:** award winners found novel ways to educate and communicate with employees.
- **Creative:** award winners took the initiative to design and deliver new education and communication products.
- **Transferable:** award winners created products that would work in other agencies with minor modifications.
- **Successful:** award winners created products that complied with regulations, exceeded expectations, fostered high ethical standards for employees, and helped ensure that the Government's business is conducted with impartiality and integrity.

Nominations for training awards will be accepted now through October 9, 2009. To submit a nomination, please follow the instructions located in the "How to Apply" section of this DAEOgram.

Success Factors

Agencies do not win OGE Education and Communication Awards by being effective at only one thing. They win awards by building comprehensive education and communication products that result in a strong ethical culture and an improvement in the public's confidence that the Government's business is conducted with impartiality and integrity.

The most successful applications:

- Highlight innovative and novel product(s) that are used to deliver training and communicate with agency employees.
- Provide evidence that the agency goes beyond compliance and takes initiative to deliver outstanding education and communication product(s).
- Describe the outcomes achieved through the education or communication product(s).
- Demonstrate a link between education or communication product(s), agency goals, and OGE goals.

The applications:

- Are filled out completely.
- Provide a detailed description of the education or communication product(s).
- Provide a detailed description of the purpose of the product(s).
- Describe the education or communication product(s) in a clear and concise manner.
- Describe the audience for which the education or communication product(s) was intended.
- Provide evidence to support statements.
- Demonstrate how the education or communication product(s) had a positive impact on the agency's ethics program.
- Include copies of the product(s) in either an electronic or hard copy format.

Past Winners

The OGE Training Awards Winner's Circle has recognized numerous departments and agencies committed to effective, innovative ethics education products and communication tools. For a list of the outstanding achievements of the 2008 Winner's Circle, see DAEOgram [DO-08-027](#) issued 9/8/08. For a list of the achievements of the 2007 Winner's Circle, see DAEOgram [DO-07-004](#) issued 2/23/07.

Submittal Suggestions

OGE does not want to place constraints on submissions and we expect to receive a variety of education and communication products. The following list highlights some of the items we hope to see this year. This list is not all inclusive and awards may be given for innovative education or communication products that do not fit into the categories below:

- Newsletters
- Posters
- Podcasts
- Instructor-led classroom training classes
- Instructor-led web-based training classes
- Self-paced, web-based training classes
- Print materials such as student guides, instructor guides, manuals, or pamphlets
- On-the-job training sessions
- Orientation training sessions
- Instructional games
- Quick references
- Job aids
- Evaluation forms
- Instructional video clips
- Instructional exercises.

Filing Deadline

You must apply and submit all of your education or communication products by October 9, 2009. Previous award winners can apply if they are submitting a new product or products. Products that were recognized in the previous year will only be considered if significant modifications were made to meet new learning objectives.

How to Apply

To apply for the 2009 OGE Education and Communications Awards, you must:

1. Fill out the OGE Education and Communication Training Awards Application form,
2. Submit the form to OGE, and
3. Submit or provide access to your education or communication product(s).

NOTE: You will need Adobe Acrobat Reader to submit your application. You may download a free version from <http://get.adobe.com/reader/>.

Step-by-Step Application Process

1. Open the OGE Education and Communication Awards Application form by clicking on the Application Form hyperlink at the end of this step. **Please Note: The application is available in an online format through October 9, 2009 and candidates must submit their application and product(s) by this date.**

[Application Form](#)

2. Enter all information into the electronic application form.
3. Click the submit button. This will send an electronic copy of the application form directly to the U.S. Office of Government Ethics.
4. If you are unable to complete the application in one sitting you may save it for completion at a later time. To save your application at any time click the "Save Via Email" button at the bottom of the application and follow the instructions in the dialogue box. **Please Note: Saving your application does not transmit your information to OGE. You must click the Submit button at the bottom of the form to send in your application.** If you have any questions or experience technical difficulties, please contact Kaneisha Cunningham at ktcunnin@oge.gov or 202-482-9228.
5. Submit or provide access to your education or communication product(s). OGE will accept your products in the following ways:

OPTION # 1: Submit Via Email

You may send copies of your education or communication products electronically via email to Kaneisha Cunningham at ktcunnin@oge.gov. You may also send hyperlinks to your education or communication products if they are electronically accessible through the public internet. When submitting your products, please include the agency name, contact name and phone number used on the application form in the body of the email message.

OPTION # 2: Submit Via Postage

You may send copies of your education or communication products through the mail to the U.S. Office of Government Ethics ATTN: Kaneisha Cunningham, 1201 New York Avenue Suite 500 Washington DC 20005. When sending the copies, please include the agency name, contact name and phone number used on the application form. If the product is available in an electronic format and cannot be submitted via email, please send a CD or DVD of the electronic file(s).