



## **FACT SHEET**

### **New Deputy Ethics Counselor/Ethics Coordinator Orientation**

#### **DESCRIPTION**

Live Initial Ethics Orientation (IEO) sessions were conducted for groups of one to three non-career appointees. For those political appointees who were Senate-Confirmed, a team of three ethics attorneys, including the DAEO, and the ADAEO, conducted IEO. Annual Ethics Training (AET) was conducted through multiple small in-person sessions focusing on endorsements, teaching, speaking, writing and gifts. Additionally, it included a review of the standards of ethical conduct. Reference materials were distributed, and attendance records were kept. Sessions were scheduled until there was 100% participation. Additionally, the name and contact information for attorneys was provided for both advice and financial disclosure. Separate live training sessions for non-career employees were also scheduled with the Office of Special Counsel for a presentation on political activities.

#### **PURPOSE**

To ensure compliance with OGE regulations, that all non-career financial disclosure filers receive accurate IEO and AET, and employee awareness of and compliance with the ethics rules, conflict of interest laws and the Hatch Act.

#### **PRODUCT ADAPTABILITY**

Other agencies may take the model of live training for political appointees as a paradigm, and electronic copies can be provided.

#### **AGENCY CONTACT**

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