Managing Ethics Training

Individuals required to file a Disclosure Report are required to attend Ethics Training once per year. FDM provides an "Ethics Training" tab for Ethics Counselors to notify Filers about ethics training and to record attendance. Ethics Counselors who record Filer training in FDM may generate training reports for the annual agency report to OGE.

Note: Ethics training must be recorded in the year presented, i.e., ethics training completed in 2010 must be recorded in FDM on the Ethics Training tab no later than 31 December 2010.

Type of Ethics Training Report

There are two types of ethics training:

- **Initial Training** – All Filers required to file an OGE 450 New Entrant Report are to receive initial ethics training within 90 days after entering a covered position in a new agency.
- **Annual Training** – All personnel required to file the OGE 450 Form must receive annual ethics training.

Training Recorders

The following roles in FDM can record and report ethics training:

- DAEO or DAEO EC.
- Agency Administrator.
- SLC, SLC EC or SLC Assistants.
- 450 Certifier, 450 Certifier EC, or 450 Certifier Assistant (for 450 Filers only).
- POCs

Note: A training recorder may create, view, or update a Filer's training record only for Filers within their organization.

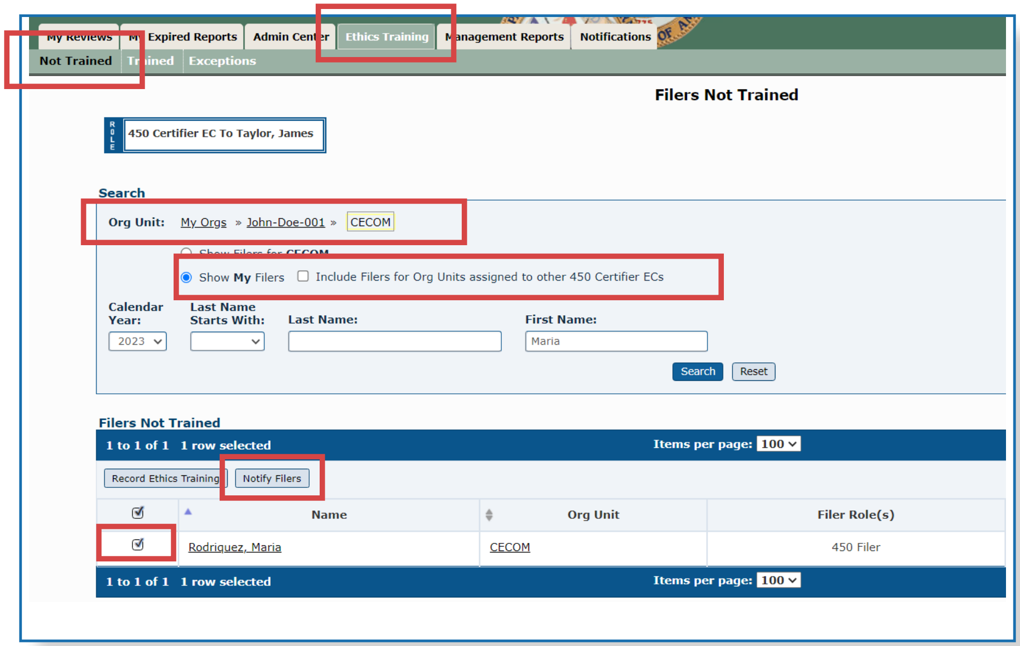
Not Trained

Ethics Training Notification to Filers

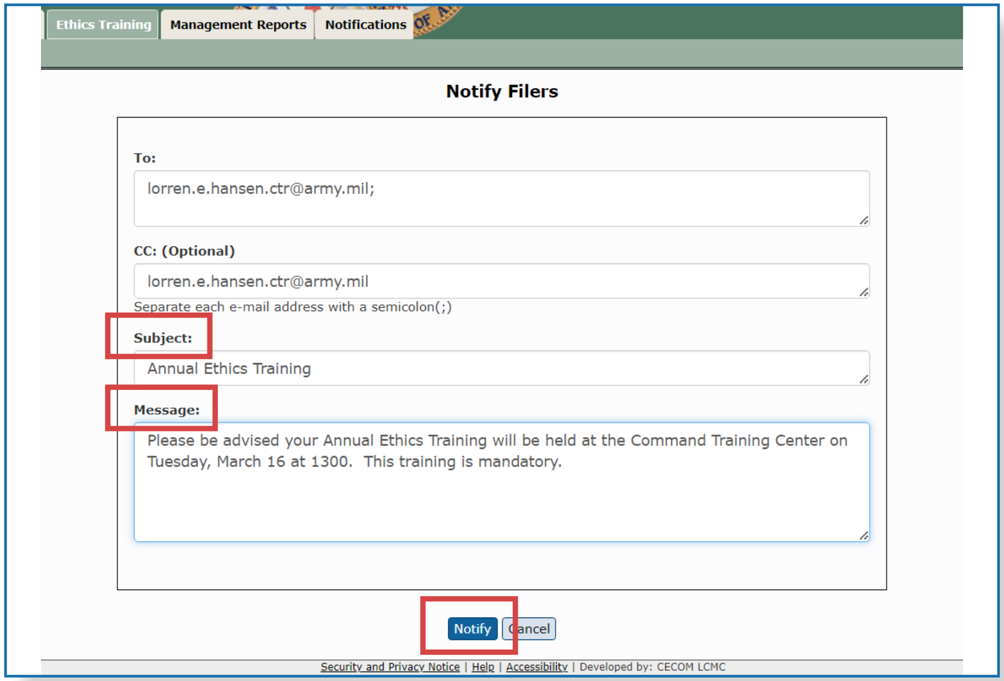
To notify Fliers of their requirement to attend ethics training:

1. Select **Ethics Training | Not Trained**.
2. Select the Org Unit of the Filers you wish to notify, or select **Show My Filers / Include Filers for Org Units assigned to other** 450 Certifier ECs to display a list of Filers.
3. Click the checkboxes next to the Filers to be notified.
4. Click the **Notify Filers** button. The Notify Filers screen is displayed.
5. Populate the **Subject** and **Message** fields.
6. Click the **Notify** button and an e-mail informs Filers of their requirement to attend annual Ethics Training.

Note: You can only advise multiple Filers for annual training.



Ethics Training Notification to Filers



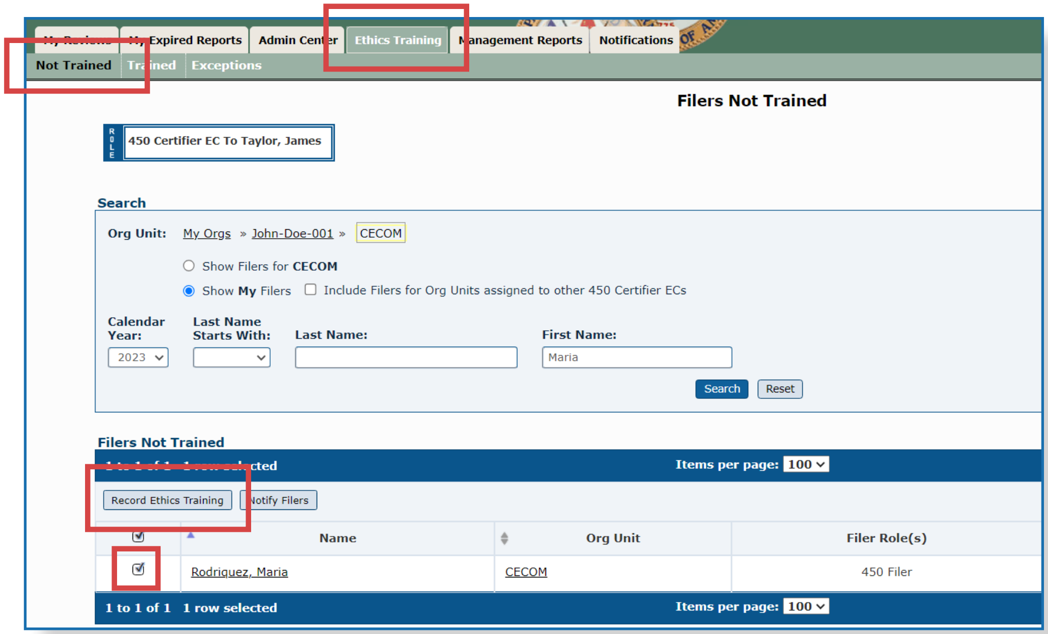
Notify Filers

Record Ethics Training

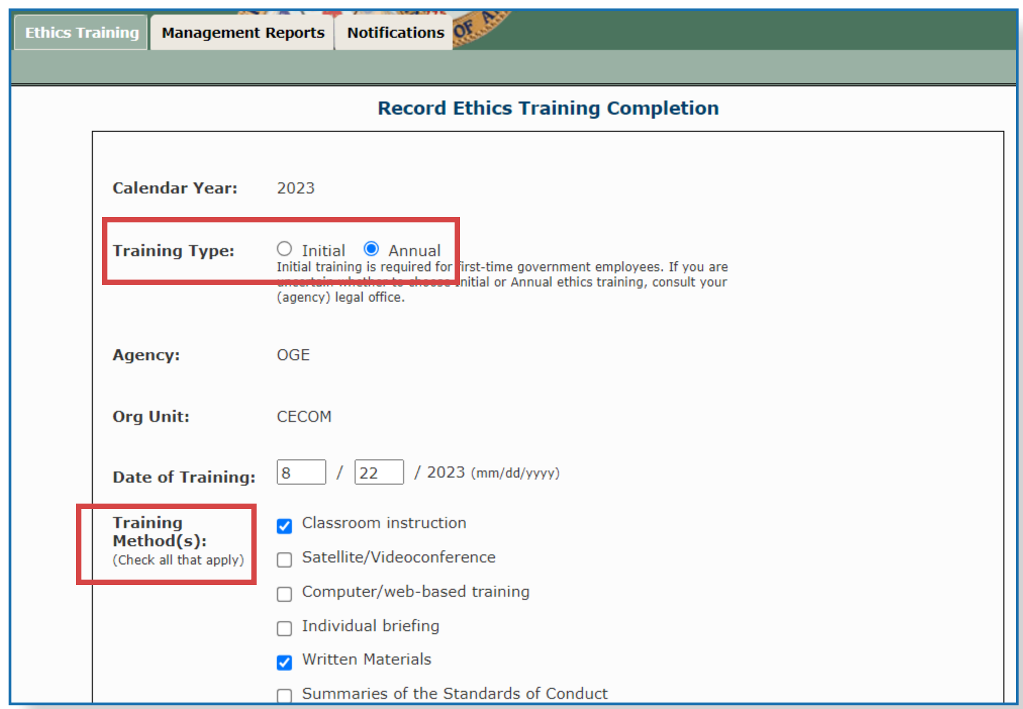
The Ethics Training tab is used to record completed trainings. Ethics training must be recorded in the year presented, i.e., ethics training completed in 2010 must be recorded in FDM no later than 31 December 2010.

1. Select the **Ethics Training | Not Trained** tabs.
2. Click on the checkbox next to each Filer who has received training.
   Note: Annual training, occurring on the same day, and using the same training method type is required to enter a group of Filers simultaneously. Initial training must be entered individually for each Filer.
3. Click the **Record Ethics Training** button. The Record Ethics Training Completion screen is displayed.
4. Click the **Training Type** radio button.
5. Select the **Training Method(s)** checkbox. Check all that apply.
6. Click **Save**.

Note: The Not Trained screen is displayed and the Filers' names are removed from this screen and display on the Trained screen.



Ethics Training Notification to Filers



Record Ethics Training Completions

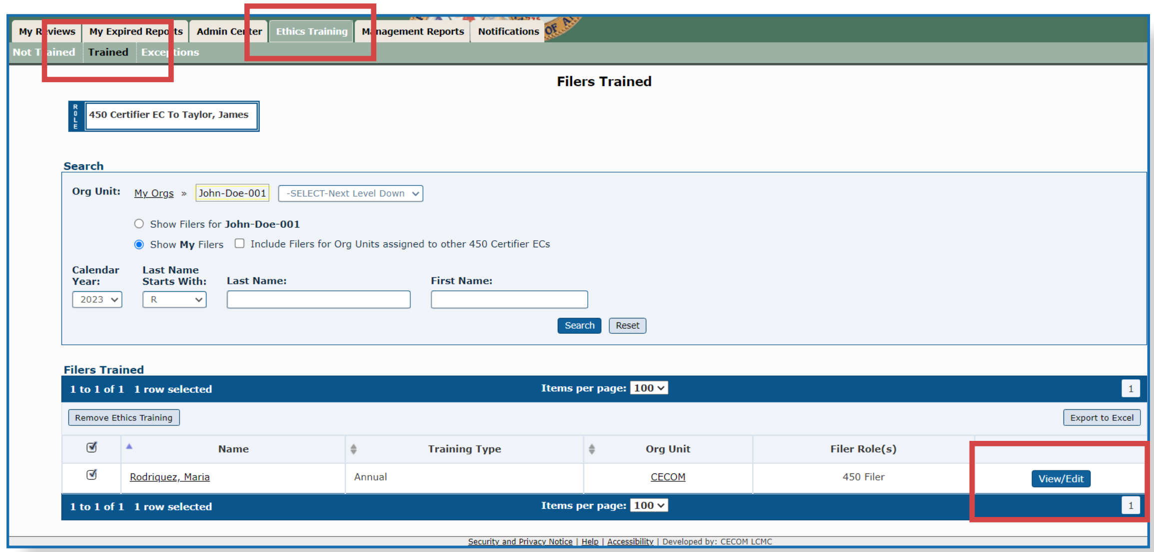
Trained

View or Change a Training Record

Recorded training records can be viewed, edited, or removed.

To view or change a training record:

1. Select the **Ethics Training | Trained** tab. The Filers Trained page is displayed.
2. Click the View/Edit button next to the Filer's name.
3. The Filers Trained page is displayed. Edit the date of training, training type, and/or method of training. Click **Save**.



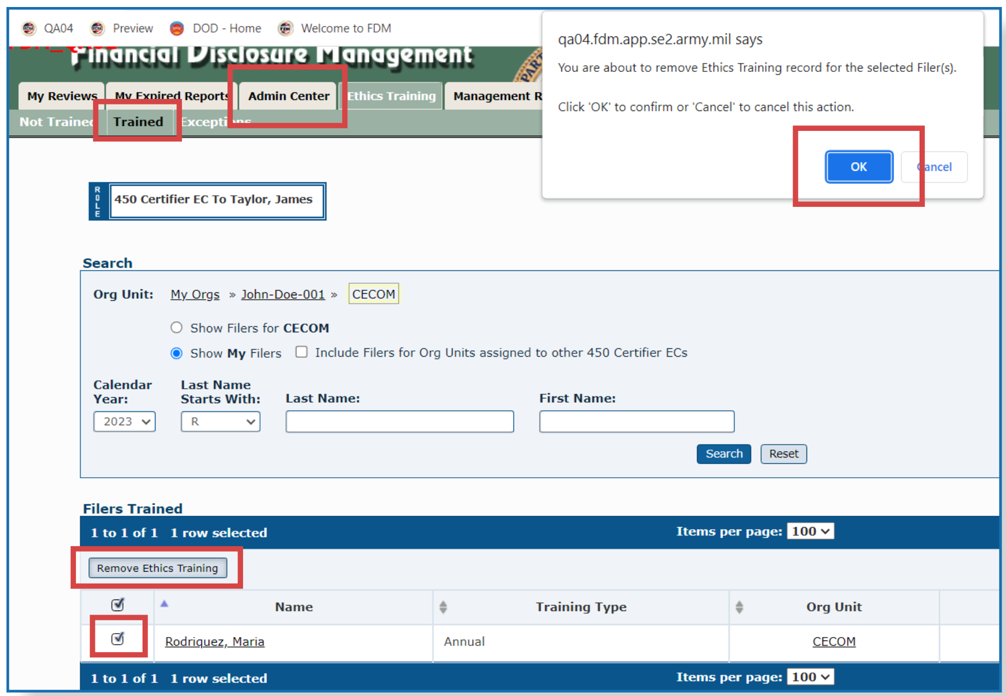
View or Change a Training Record

Remove a Training Record

To remove a training record:

1. Select the **Ethics Training | Trained** tab.
2. Click the checkbox by the training record to be removed. More than one Filer can be selected.
3. Click the **Remove Ethics Training** button. A message confirms the removal of a training record.
4. Click **OK** to confirm removal.

The Filer's name is removed from the Trained List and returned to the Not Trained List.



Remove a Training Record

Training Exception

An exception to annual or initial Ethics Training is extremely rare. However, there are instances where training in a particular year may be waived. The exception is recorded from the Not Trained page, and all exceptions are displayed on the Exceptions page.

Record an Exception to Ethics Training

Ethics training can be delivered in various ways. However, there are circumstances where a Filer's requirement to receive ethics training can be waived.

Exceptions for OGE 450 Filers:

- Written ethics training prepared by a qualified instructor will satisfy the verbal training requirement for a covered employee (or group of covered employees) if sufficient official duty time is provided for the training.
- The employee is an officer in the uniformed services serving on active duty for 30 or fewer consecutive days.

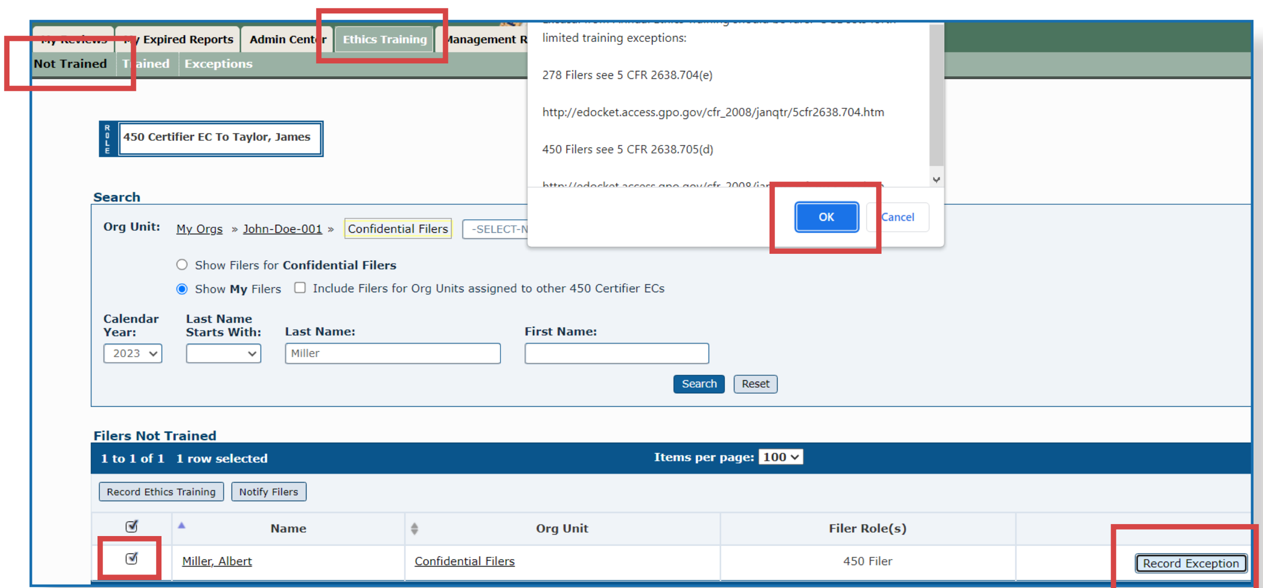
NOTE: For more information for OGE 450 Filers, click on the following link:

http://edocket.access.gpo.gov/cfr_2002/janqtr/5cfr2638.705.htm

To record an exception:

1. Select **Ethics Training | Not Trained**.
2. Click the checkbox next to the Filer's name.
3. Click the **Record Exception** button by the Filer's line item.
4. Click **OK** to confirm exception. The **Record Ethics Training Exception** screen is displayed.
5. Select the radio button next to the required type of training.
6. Enter a reason for the exception in the **Reason for Exception** text box.
7. Click **Save**.

The Not Trained screen is displayed and the Filer is removed and now displays on the Exception List.

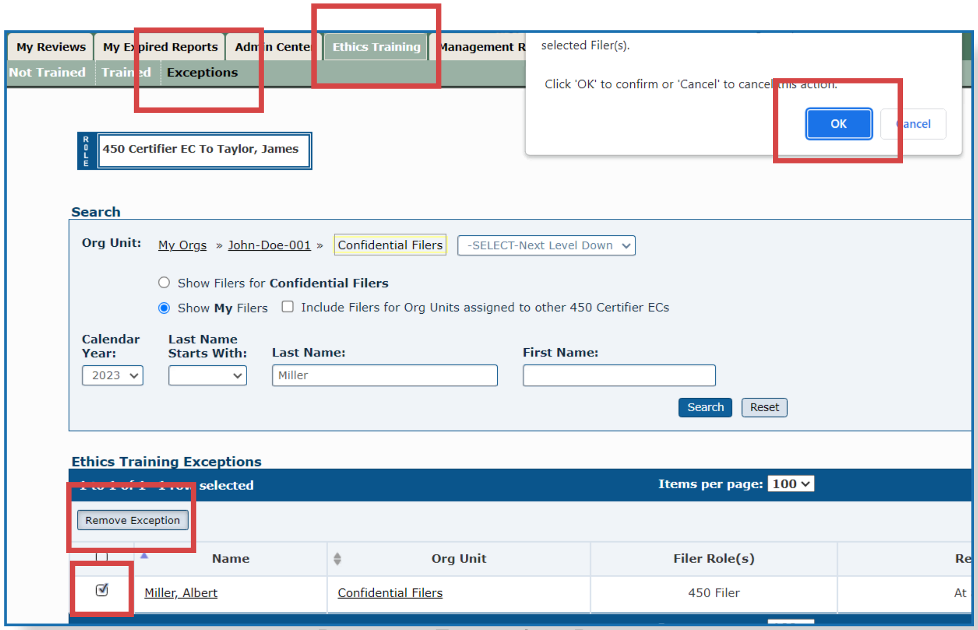


Record Exception Button

Remove an Exception to Ethics Training

To remove an exception to training:

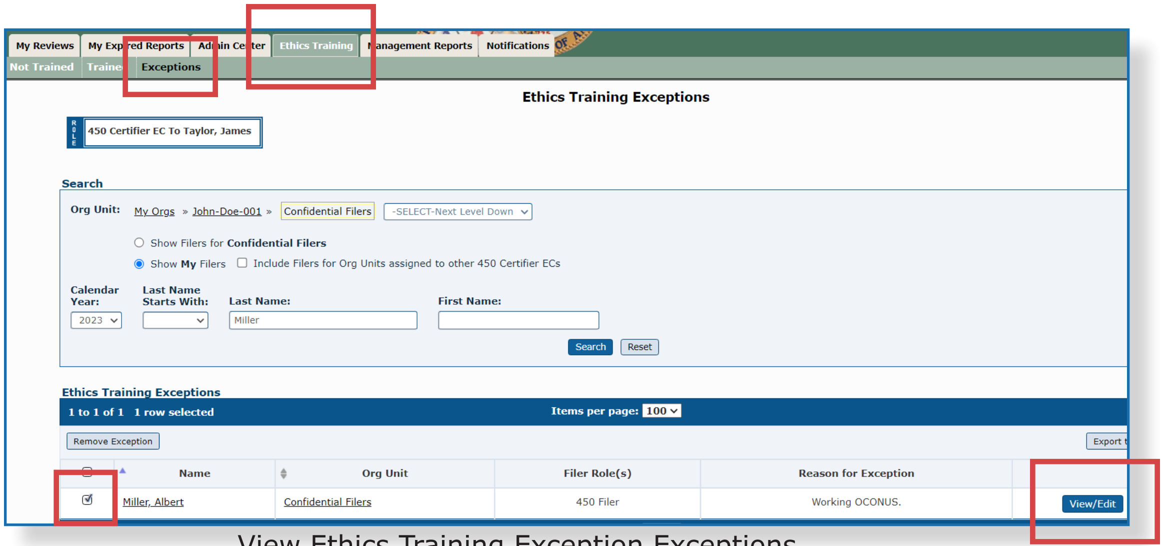
1. Select **Ethics Training | Exceptions**. The Exceptions page is displayed.
2. Click the checkbox next to the Filer's name. More than one can be selected.
3. Click the **Remove Exception** button. A message displays confirmation to remove the exception from the Filer.
4. Click **OK**. The exception is removed and the Filer is moved back to the Not Trained page.



Remove Exception Button

Change or View an Exception

1. Select **Ethics Training | Exceptions**.
2. Click the checkbox next to the Filer's name.
3. Click the **View|Edit** button. The **View|Edit Ethics Training Exception** screen is displayed.
4. Edit the reason for the change in the **Reason for Exception** text box.
5. Click **Save**. The Exceptions page returns and the edited Reason for Exception appears.



View Ethics Training Exception Exceptions