

**Croy, Russell J**

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**From:** Abedin, Huma  
**Sent:** Wednesday, January 23, 2013 12:05 PM  
**To:** Jordan, Angela M  
**Subject:** Re: Ethics Training

**RELEASE IN FULL**

Ok I wasn't aware  
Ill go online  
Thanks

---

**From:** Jordan, Angela M  
**Sent:** Wednesday, January 23, 2013 09:50 AM  
**To:** Abedin, Huma  
**Subject:** RE: Ethics Training

Hello Huma, am not talking about your Financial Disclosure Form am talking about your Ethics Training. Thanks, Angie

This email is UNCLASSIFIED.

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**From:** Abedin, Huma  
**Sent:** Saturday, January 19, 2013 12:28 AM  
**To:** Jordan, Angela M  
**Subject:** Re: Ethics Training

Angela - heather samuelson has my financial disclosure form.

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**From:** Jordan, Angela M  
**Sent:** Thursday, January 17, 2013 10:45 AM  
**To:** Abedin, Huma  
**Subject:** Ethics Training

Hello, Huma

Our records indicate that you have not completed Ethics Training for 2012. Per Federal Regulation, all financial disclosure filers must receive annual trainings. If you have taken the training either online or with an ethics attorney, please provide an approximate date.

If you were not in a position that required you to file a financial disclosure report (either OGE 450 or OGE 278), please advise me and we will consult with your Executive Office and remove your name from our database.

Otherwise, please take the FSI online course PA454 Annual Ethics Training by NLT January 30.

Thank you.

This email is UNCLASSIFIED.

Mr. Dennis W. Cheng

Id: Mr Dennis W Cheng		Agency: 000000104		State, Department of	
Year: 2009	Medium Name: Ethics for New Emp	Start Date: 08/05/2009			
Term: 1	Long Name: Ethics Orientation for New Employees	End Date: 08/05/2009			
Session: 1	Add/Drop/Wait List: Add	Billing Hours/Unit: 1.00			
Course Id: PA451	Change of Status Date: 08/05/2009	Report Hours/Unit: 1.00			
Sub Type: DL	Type: Training	Calendar Length: 1.00			
Section: DL01	Attend Status: Complete	Disp Unit: Hour			
Per Diem: \$0.00	100% Waiver: <input type="checkbox"/>	Lng:			
Travel: \$0.00	Final Grade:				
Indicator: <input type="checkbox"/>	Training Officer: P000247747	Required Not		FSI Detail	
Career Development Plan: <input type="checkbox"/>					FSI Report
Campus: 000021998	FSI Web				Comments

RELEASE IN FULL

HROnline Report Print

Dennis Cheng Employee Profile.txt

Department of State  
EMPLOYEE PROFILE

RELEASE IN PART  
B6

Report ID: EMPLOYEE PROFILE Page No. 1  
Oprid: bowlessq Run Date: 04/27/2016  
Emplid: \_\_\_\_\_ Run Time: 09:15:28  
Name: CHENG, DENNIS W

B6

p { page-break-after : always; }

WARNING: Disclose to Authorized Persons Only (22CFR 6A)  
Contains Information Protected by the Privacy Act of 1974

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_ SCD: 07/19/2009 ST: T  
LEGLRS: MARITAL ST: \_\_\_\_\_ EOD-FS: SEX: M  
HMLVRES: EOD-DP: 07/19/2009 VET: 1  
BIRTHPL: \_\_\_\_\_ CL: ES 00  
TEN: 29 EMP. PROGRAM: Not Applicable  
TYPE APPT: Noncareer (Senior Exec Perm)  
TOURTY: - SALARY: \$157,500.00 STEP: 00  
SKILL1: TED: AGN: ST 00  
SKILL2: EXLIMAPP: WGI DUE:  
SKILL3: CURORG: 010200 - S/CPRFEGLI: \_\_\_\_\_  
DIPLOMATIC TITLE: POSNO: D0703800FEHB:

B6  
B6

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PAST ASSIGN

DATE

POSITION SKILL

POSITION TITLE

WORKING TITLE

S/CPR03/11 DEPUTY CHIEF OF PROTOCOL  
S/CPR07/09 DEPUTY CHIEF OF PROTOCOL

GRADE

DATE

ES 0003/11  
GS 1507/09

Dennis Cheng Employee Profile.txt  
DETAIL (TEMPORARY DUTY) HISTORY

PAST ASSIGN

DATE

POSITION SKILL

POSITION TITLE

WORKING TITLE

NTE

<-CURRENT-->

<---HIGH--->

LANGUAGES

SP/RD

DATE

SP/RD

DATE

MLAT:

AWARDS

DATE

MSI/QSI

DEPENDENT NAME

RELATION

Dennis Cheng Employee Profile.txt

DOB

COURSE

EMP-IN-SERV-TRAIN

DATE

PA451Ethics Orientation for New Emp08/05/2009

Mr. Andrew J. Shapiro

Id:	Mr Andrew J Shapiro	Agency:	000000104	State:	Department of
Year:	2009	Medium Name:	Ethics for New Emp	Start Date:	03/25/2009
Term:	1	Long Name:	Ethics Orientation for New Employees	End Date:	03/25/2009
Session:	1	Add/Drop/Wait List:	Add	Billing Hours/Unit:	1.00
Course Id:	PA451	Change of Status Date:	03/25/2009	Report Hours/Unit:	1.00
Sub Type:	DL	Type:	Training	Calendar Length:	1.00
Section:	CLU1	Attend Status:	Complete	Disp Unit:	Hour
Per Diem:	\$ .00	100% Waiver:	<input type="checkbox"/>	Lng:	
Travel:	\$ .00	Final Grade:			
Indicator:	<input type="checkbox"/>	Training Officer:	PC00247747	Required Not	<input type="checkbox"/>
Career Development Plan:	<input type="checkbox"/>			FSI Detail	
Campus:	000021998	FSI Web		FSI Report	
				Comments	

RELEASE IN FULL

Andrew Shapiro Employee Profile.txt  
HROnline Report Print

RELEASE IN PART  
B6

Department of State  
EMPLOYEE PROFILE

B6

Report ID: EMPLOYEE PROFILE Page No. 1  
Oprid: bowlessq Run Date: 04/27/2016  
Emplid: Run Time: 09:22:28  
Name: SHAPIRO, ANDREW J

p { page-break-after : always; }

WARNING: Disclose to Authorized Persons Only (22CFR 6A).  
Contains Information Protected by the Privacy Act of 1974

SSN: [REDACTED] JOB: [REDACTED] SCD: 04/07/1999 ST: T  
LEGLRS: MARITAL ST: [REDACTED] EOD-FS: SEX: M  
HMLVRES: EOD-DP: 01/22/2009 VET: 1  
BIRTHPL: [REDACTED] -CL: ED 15  
TEN: 13 EMP. PROGRAM: Not Applicable  
TYPE APPT: Other (Except NonPerm)  
TOUR TYP: - SALARY: \$0.00 STEP: 10  
SKILL1: 0010 EXECUTIVE (PAS) TED: AGN: ST 00  
SKILL2: 0010 EXECUTIVE (PAS) EXLIM APP: WGI DUE:  
SKILL3: CUR ORG: 014010 - PMFEGLI:  
DIPLOMATIC TITLE: POSNO: E1013300 FEHB:

B6  
B6

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PAST ASSIGN

DATE

POSITION SKILL

POSITION TITLE

WORKING TITLE

PM05/13 FOREIGN AFFAIRS OFFICER (EXPER  
PM06/09 EXECUTIVE (PAS) ASSISTANT SECRETARY  
S/TT01/09 SPECIAL ADVISER

GRADE

DATE

ED 1505/13  
EX 0406/09  
GS 1501/09



Andrew Shapiro Employee Profile.txt

DETAIL (TEMPORARY DUTY) HISTORY

PAST ASSIGN

DATE

POSTION SKILL

POSITION TITLE

WORKING TITLE

NTE

<--CURRENT-->

<---HIGH--->

LANGUAGES

SP/RD

DATE

SP/RD

DATE

MLAT:

AWARDS

DATE

HONOR - DISTINGUISH02/2013

MSI/QSI

DEPENDENT NAME

Andrew Shapiro Employee Profile.txt

RELATION

DOB

COURSE

EMP-IN-SERV-TRAIN

DATE

PT130Bureau/Mission Offsites - PM03/28/2011  
PT401No FEAR Act Training05/06/2009  
PA451Ethics Orientation for New Emp03/25/2009

Mr. Philippe I. Reines

Id: <input type="text"/>	Mr Philippe I Reines	Agency: 000000104	State: Department of
Year: 2009	Medium Name: Ethics for New Emp	Start Date: 05/26/2009	
Term: 1	Long Name: Ethics Orientation for New Employees	End Date: 05/26/2009	
Session: 1	Add/Drop/Wait List: Add	Billing Hours/Unit: 1.00	
Course Id: PA451	Change of Status Date: 05/26/2009	Report Hours/Unit: 1.00	
Sub Type: DL	Type: Training	Calendar Length: 1.00	
Section: DL01	Attend Status: Complete	Disp Unit: Hour	
Per Diem: \$0.00	100% Waiver: <input type="checkbox"/>	Lng: <input type="text"/>	
Travel: \$0.00	Final Grade: <input type="text"/>		
Indicator: <input type="checkbox"/>	Training Officer: P900247747 Required Not	<input type="text"/>	FSI Detail <input type="text"/>
Career Development Plan: <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	FSI Report <input type="text"/>
Campus: 000021998	FSI Web <input type="text"/>		Comments <input type="text"/>

RELEASE IN FULL

Philippe Reines Employee Profile.txt  
HROnline Report Print

RELEASE IN PART  
B6

Department of State  
EMPLOYEE PROFILE

Report ID: EMPLOYEE PROFILEPage No. 1  
Oprid: bowlessqRun Date: 04/27/2016  
Emplid: Run Time: 09:08:19  
Name: REINES, PHILIPPE I

B6

p { page-break-after : always; }

WARNING: Disclose to Authorized Persons Only (22CFR 6A)  
Contains Information Protected by the Privacy Act of 1974

SSN: [REDACTED] DOB: [REDACTED] SCD: 07/22/2002ST: T  
LEGLRS: MARITAL ST: EOD-FS: SEX: M  
HMLVRES: EOD-DP: 02/27/2009VET: 1  
BIRTHPL: [REDACTED] CL: GS 15  
TEN: 45EMP. PROGRAM: Not Applicable  
TYPE APPT: Schedule C (Except Svc Perm)  
TOURTY: - SALARY: \$136,134.00 STEP: 04  
SKILL1: TED:AGN: ST 00  
SKILL2: EXLIMAPP: WGI DUE:02/24/2013  
SKILL3: CURORG: 100100 - PAFEGLI:  
DIPLOMATIC TITLE: POSNO: D0495200FEHB:

B6  
B6

B6

PAST ASSIGN

DATE

POSTION SKILL

POSITION TITLE

WORKING TITLE

PA02/10DEPUTY ASST SECRETARY  
PA02/09SENIOR ADVISOR

GRADE

DATE

GS 1508/09  
GS 1505/09  
GS 1502/09

Philippe Reines Employee Profile.txt

DETAIL (TEMPORARY DUTY) HISTORY

PAST ASSIGN

DATE

POSTION SKILL

POSITION TITLE

WORKING TITLE

NTE

<-CURRENT-->

<---HIGH--->

LANGUAGES

SP/RD

DATE

SP/RD

DATE

MLAT:

AWARDS

DATE

HONOR - DISTINGUISH02/2013

MSI/QSI

DEPENDENT NAME

Philippe Reines Employee Profile.txt

RELATION

DOB

COURSE

EMP-IN-SERV-TRAIN

DATE

PA451Ethics Orientation for New Emp05/26/2009

Department of State  
EMPLOYEE PROFILE

Report ID: EMPLOYEE PROFILE  
Oprid: diernancm  
Emplid  
Name: KENNEDY,PATRICK FRANCIS

RELEASE IN PART  
B6

Page No. 1  
Run Date: 04/20/2016  
Run Time: 15:20:06

WARNING: Disclose to Authorized Persons Only (22CFR 6A)  
Contains Information Protected by the Privacy Act of 1974

SSN: [REDACTED]  
LEGLRS: IL  
HMLVRES:  
BIRTHPL: [REDACTED]  
TEN 1  
TYPE APPT: Career (Competitive Svc Perm)  
TOURTY: Y - INDEFINITE  
SKILL1: 2010 MANAGEMENT OFFICER  
SKILL2:  
SKILL3:  
DIPLOMATIC TITLE: -

MARITAL ST: [REDACTED]

SCD: 12/30/1972  
EOD-FS: 12/01/1972  
EOD-DP: 12/01/1972  
PP-CL: EX 03  
EMP. PROGRAM: Not Applicable

ST: A  
SEX: M  
VET: 1

SALARY:  
TED:  
EXLIMAPP:  
CURORG: 012100 - M  
POSNO: E0860200

STEP: 00  
ACN: ST 00  
WGI DUE:  
FEGLI:  
FEHB:

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DEPENDENT NAME	RELATION	DOR	COURSE	EMP-IN-SERV-TRAIN	DATE
			PA454	Annual Ethics Training	12/23/2014
			HT401	High Threat Security Overseas	06/30/2014
			PA454	Annual Ethics Training	10/27/2013
			PT401	No FEAR Act Training	03/06/2013
			PA454	Annual Ethics Training	12/31/2012
			PT120	Ambassadorial Seminar	06/30/2000
			PT107	SEO/DIV AWARE-MGR&SPRVR	08/26/1997
			LAE200	ARABIC (EGYPTIAN)	07/08/1991
			MQ911	SOS: SECURITY O/S SEM	06/18/1991
			PG501	THE SENIOR SEMINAR	06/07/1991
			G501	EX SEM NAT/INTL AFF	09/01/1990
			A112	ADMINISTRATIVE CORE	06/01/1973
			G103	BASIC OFFICERS CRSE	02/01/1973

Privacy/PII  
This email is UNCLASSIFIED.

Mr. Patrick F. Kennedy

Id: Mr Patrick Francis Kennedy		Agency: 0000000104		State: Department of	
Year: 2014	Medium Name: Annual Ethics	Start Date: 10/21/2013			
Term: 1	Long Name: Annual Ethics Training	End Date: 10/27/2013			
Session: 1	Add/Drop/Wait List: Add	Billing Hours/Unit: 1.00			
Course Id: PA454	Change of Status Date: 10/29/2013	Report Hours/Unit: 1.00			
Sub Type: DL	Type: Training	Calendar Length: 1.00			
Section: DL01	Attend Status: Complete	Disp Unit: Hour			
Per Diem: \$0.00	100% Waiver: <input type="checkbox"/>	Lng: [ ]			
Travel: \$0.00	Final Grade: P	Pass: <input type="checkbox"/>			
Indicator: <input type="checkbox"/>	Training Officer: P000247747		Required Not		F-SI Detail <input type="checkbox"/>
Career Development Plan: <input type="checkbox"/>				FSI Report <input type="checkbox"/>	
Campus: 000018552		LearnCenter		Comments <input type="checkbox"/>	

RELEASE IN FULL



Mr. Patrick F. Kennedy

Id:	Mr Patrick Francis Kennedy	Agency:	000000104	State:	Department of
Year:	2013	Medium Name:	Annual Ethics	Start Date:	12/31/2012
Term:	1	Long Name:	Annual Ethics Training	End Date:	12/31/2012
Session:	1	Add/Drop/Wait List:	Add	Billing Hours/Unit:	1.00
Course Id:	PA454	Change of Status Date:	01/04/2013	Report Hours/Unit:	1.00
Sub Type:	DL	Type:	Training	Calendar Length:	1.00
Section:	DL01	Attend Status:	Complete	Disp Unit:	Hour
Per Diem:	5.00	100% Waiver:	<input type="checkbox"/>	Lng:	
Travel:	5.00	Final Grade:	P	Pass	
Indicator:	<input type="checkbox"/>	Training Officer:	P000247747	Required Not	<input type="checkbox"/>
Career Development Plan:	<input type="checkbox"/>			FSI Detail	<input type="checkbox"/>
Campus:	000018552	LearnCenter		FSI Report	<input type="checkbox"/>
				Comments	<input type="checkbox"/>

RELEASE IN FULL

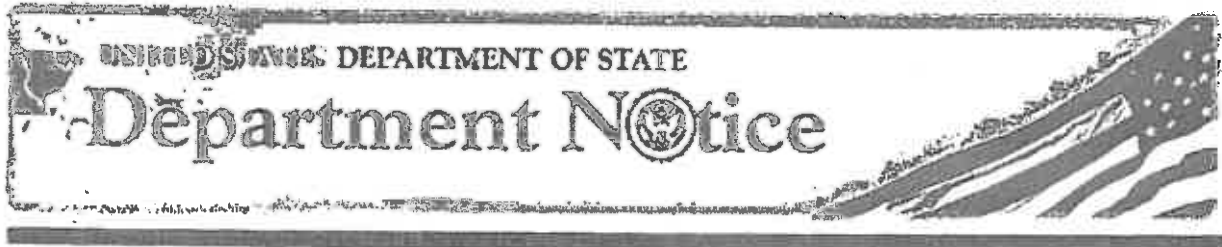
**Croy, Russell J**

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**From:** Lacey, Edward  
**Sent:** Monday, February 01, 2010 11:50 AM  
**To:** SP  
**Subject:** Annual Ethics Training

**RELEASE IN FULL**

**Importance:** High



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**Office of Origin:** L  
**Announcement Number:** 2009\_12\_115  
**Date of Announcement:** December 29, 2009

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## 2009 Annual Ethics Training

The Ethics in Government Act requires all employees who file a financial disclosure report to complete Ethics Training annually. This year, Ethics Training is available on BNET. You may access the training by visiting our website at <http://l.s.state.sbu/sites/emp/training>. On the left side, scroll, down to Additional Information, select Training, then select Annual Training. You have a choice of watching one of two videos: The Wizard of Laws or On the Couch. Although both videos are entertaining, it is our hope that you will understand the importance of complying with the ethic rules.

For all employees who have completed the online Orientation Training, attended the Ambassadorial or DCM seminars, you have already complied with your training requirement for the year. In addition, any Senate Confirmed employee who received a personal briefing from one of the ethics attorneys has also complied with their training requirement. All other Department employees must complete the online Annual training.

For those employees who are detailed to other agencies and have completed that training, you must provide an email, or certificate with the date the training was completed to receive credit for ethics training.

Our office has a limited number of DVDs that we can lend out for employees to complete their training if they are detailed to a location that does not provide ethics training.

Due to lateness of getting our notice out to employees, you must complete your training no later than February 28, 2010.

Any questions concerning Ethics Training should be directed to (202) 647-4646.

If you have to fill out a Financial Disclosure Form, you have to complete the annual ethics training by February 28. See attached. It takes about an hour.

**Croy, Russell J**

**From:** Motley, Cynthia J **RELEASE IN FULL**  
**Sent:** Wednesday, February 03, 2010 7:07 AM  
**To:** Macmanus, Joseph E; Russo, Robert V; Abedin, Huma; Jiloty, Lauren C; Sullivan, Jacob J; Valmoro, Lona J; Mills, Cheryl D; Laszczyc, Joanne; Hanley, Monica R, Burke-White, William; Lewis, Reta Jo; Kurtz-Phelan, Daniel; Kaplan, Jonathan E, Limage, Simon G; McAuliffe, Marisa S; Paniagua, Madeline S, Seiden, Maya D; Waxman, Sharon L; Mauldin, Caroline P; Huang, Cindy Y; Smith, Jeannemarie E; Reynoso, Julissa; Diminuco, Steven L; Harkin, Jennifer M; Binda, Rhonda S; Woodard, Eric W; Balenger, De'Ara N; Goldin, Nicole R; Powell, Catherine; Holbrooke, Richard C; Mitchell, George J; Rudman, Mara; Benjamin, Daniel S; Godec, Robert F; Abercrombie-Winstanley, Gina K; Fishbein, Jonathan L; Thompson, Mark I; Rapp, Stephen J; Goosby, Eric; McKey, David G; Gavaghan, Ann; Robinson, John M; Fried, Daniel; Johnson, Brock A; Klein, Jennifer L; Yu, Wenchi; Vogelstein, Rachel; Richardson, Karen E; Verveer, Melanne S; Goldberg, Robert H; Lynch, Paula (FA/COO); Smith, Daniel B; Bennett, Virginia L; Moy, Kin W; Wohlers, Paul; Sullivan, Stephanie S; Zareski, Karen B; Lukens, Lewis A; Slaughter, Anne-Marie; Chollet, Derek H; Lacey, Edward; Rooney, Megan; Gent, Stephanie R; Tillemann, Tomicah S; Muscatine, Lissa; Fuchs, Michael H; Harrell, Peter E; Kamanda, Olivier Y; Updegrove, Laura L; Crocker, Bathsheba N; Lavy, Brendan L; Steinberg, James B, Lew, Jacob J; Campbell, Piper; Hyde, Dana; Meier, Edward F; Pittman, H Dean; McHale, Judith A; Kenna, Corley; DiMartino, Kitty; Dowd, Katie W; Douglas, Walter T; Dickmeyer, James C; Davidson, Mark J; Burns, William J; Wells, Alice G; Mull, Stephen D; Tauscher, Ellen O; Timbie, James P; Goodman, Matthew P; Hormats, Robert D; Duncan, John D; Smitham, Thomas D; Otero, Maria; Young, David A, Peña, Laura; Gelber, Ethan M, Kennedy, Patrick F; Austin-Ferguson, Kathleen T; Carpenter, Margaret V.W.; Baer, Lawrence R; Geisel, Harold W (OIG); Samuelson, Heather F; Patel, Shraddha; Adair, Barbara J; Coffey, Marguerite R; Bryson, Robert C; Ross, Alec J; Townsend, Katherine K; Klevorick, Caitlin B; Villarosa, Shar; Rooney, Megan; Gent, Stephanie R  
**Cc:** Taylor, Sarah E; Carter, Carol P; Scandola, JoAnn E  
**Subject:** Reminder - 2009 Annual Ethics Training  
**Importance:** High

## Reminder 2009 Annual Ethics Training

The Ethics in Government Act requires all employees who file a financial disclosure report to complete Ethics Training annually. This year, Ethics Training is available on BNET. You may access the training by visiting our website at <http://l.s.state.sbu/sites/emp/training>. On the left side, scroll, down to Additional Information, select Training, then select Annual Training. You have a choice of watching one of two videos: The Wizard of Laws or On the Couch. Although both videos are entertaining, it is our hope that you will understand the importance of complying with the ethic rules. For all employees who have completed the online Orientation Training, attended the Ambassadorial or DCM seminars, you have already complied with your training requirement for the year. In addition, any Senate Confirmed employee who received a personal briefing from one of the ethics attorneys has also

complied with their training requirement. All other Department employees must complete the online Annual training.

For those employees who are detailed to other agencies and have completed that training, you must provide an email, or certificate with the date the training was completed to receive credit for ethics training.

Our office has a limited number of DVDs that we can lend out for employees to complete their training if they are detailed to a location that does not provide ethics training.

Due to lateness of getting our notice out to employees, you must complete your training no later than February 28, 2010.

Any questions concerning Ethics Training should be directed to (202) 647-4646.

*Cynthia J. Morley*

Administrative Officer  
S/ES-EX Room 7515 HST BLDG  
Office Phone: 202-647-5638  
Fax: 202-647-6040

In accordance with the policies and procedures outlined in Executive Order 12958, this e-mail is UNCLASSIFIED unless otherwise noted.

**Croy, Russell J**

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**From:** Mushingi, Tulinabo S  
**Sent:** Wednesday, September 28, 2011 12:11 PM  
**To:** SES-AllADUsers  
**Subject:** 2011 Annual Ethics Training

**RELEASE IN FULL**

Colleagues,

Re-sending the Notice on the Annual Ethics training (just in case you missed).

Please note:

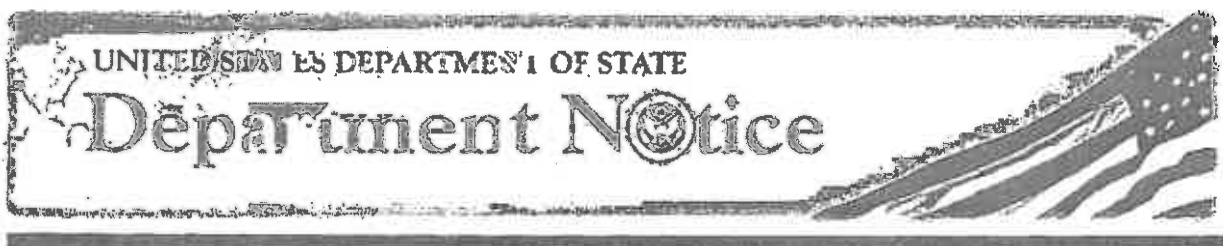
1. Training is required for all employees who file either the SF278 or the OGE Form 450 financial disclosure reports.
2. Training must be completed by 31 December 2011.
3. Two ways to complete the training: (a) attend one of the October 11, November 8, or December 6 training sessions here at HST or (b) take the on-line training via FSI website.

Thanks, Tuli

Deputy Executive Secretary

and Executive Director

Executive Office of the Secretary



**Office of Origin:** L

**Announcement Number:** 2011\_09\_113

**Date of Announcement:** September 22, 2011

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## 2011 Annual Ethics Training: Live and On-Line Options Available!

The 2011 Annual Ethics Training is required for all employees who file either the SF278 or the OGE Form 450 financial disclosure reports and encouraged for all others. During 2011 some filers of Financial Disclosure Reports have taken courses at FSI where ethics training by Department ethics attorney have been provided. In addition, a number of Presidential appointees received ethics orientation training during calendar year 2011, subsequent to their appointment as an employee. These employees should contact the Department's Ethics Office to confirm that the ethics training in which they participated qualified for credit. Training must be completed no later than December 31, 2011.

Training sessions will be offered in the Loy Henderson Auditorium, Oct 11, 2011, 10 a.m. Two other sessions will be held in the Dean Acheson Auditorium, November 8, and Dec 6, 2011 at 10 a.m. Each session will be approximately one hour long. You will be provided asked to sign-in so that your training can be documented by our office. Employees who are unable to attend one of these live sessions may take on-line training via FSI website. Specifically employees must register at FSI, select Distant Learning, Management Tradecraft Training, PA - 451 New Employees Ethics Orientation, PA451 Ethics Orientation for New Employees to Sign In to the training. Although this training may be geared to new employees, it will satisfy your training requirement for CY2011. For those employees who took this course last year, you must wait until the same time this year to take the training. Our office is redesigning our online training format for next year and will not be using last year's DVDs. You may print a certificate for your records. Our office does not keep certificates of training. Your training via FSI will automatically be recorded for our records.

Employees detailed to other federal agencies have the choice of attending the host organization's Ethics Training; employees detailed to a non-federal government agency may request a training DVD from our office. We have a limited supply of training DVDs. Ethics Attorneys are available to answer any questions. Please make note of the attorney mailbox e-mail address. Ethics attorneys can be reached through the Ethics Office webpage located at Ethics and Political Activities on the intranet by clicking on the link "Ask a Question", or at EthicsAttorneyMailbox@state.gov on the Global Address list. Of course, posts also may work through their desk officers in seeking ethics guidance from our office.

Questions should be directed to the Ethics Office at (202) 663-3770.

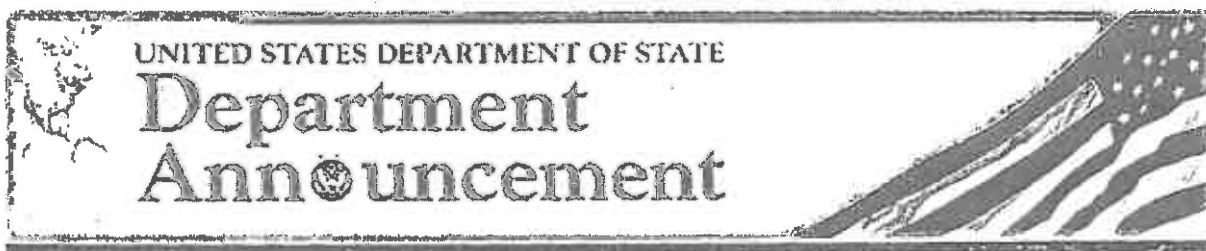
Croy, Russell J

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**From:** Motley, Cynthia J RELEASE IN FULL  
**Sent:** Thursday, December 08, 2011 8:09 AM  
**To:** SES-EX\_S-BureauDistribution  
**Subject:** Department Notice Reminder Last Live Ethics Training Session December 6, 2011.htm

Colleagues

This is a reminder that for those employees who have not attended the mandatory Ethics Training session PA-451, will need to complete it online no later than December 31<sup>st</sup>.



**Office of Origin:** L  
**Announcement Number:** 2011\_12\_014  
**Date of Announcement:** December 5, 2011

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## Reminder: Last Live "Ethics Training" Session December 6, 2011

This is a reminder that the last live "Ethics Training" Session will be held on December 6<sup>th</sup>, 2011, 10:00 AM-11:00 AM in the Dean Acheson Auditorium at Main State. For those employees who are unable to attend this session, you may do the online training PA-451, New Employees Orientation even though you are not a new employee through FSI's Distance Learning. This is the only online



training being offered this year. For those attending the training session, you must sign the attendance roster to receive credit for compliance. For those completing the online, your training is automatically recorded.

**REMEMBER** – Ethics Training is a mandatory requirement for all employees who file a financial disclosure form and must be completed no later than December 31<sup>st</sup>. If there are questions concerning this matter, you may send an email to L-FD-Financial Staff or call (202) 663-3770.