

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
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In Reply Refer To:
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October 5, 2000

EMS TRANSMISSION

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To: All State Directors, National Training Center Director,
National Interagency Fire Center Director
Attn.: Servicing Personnel Officers

From: Director, National Human Resources Management Center

Subject: Annual Ethics Training Requirement **DD: 12/22/00**

Just a reminder that 5 CFR Part 2638.704 requires that ethics training be provided annually to those employees who are required to file confidential financial disclosure reports. Also, keep in mind that an Assistant Ethics Official must present the briefing verbally or be present to answer questions if you are showing a video one out of every three years. This training should be completed no later than December 22, 2000. Please advise Jane Haddock, Assistant Ethics Counselor, HR-220, by October 27, 2000, what your intentions are regarding training and whether you anticipate any problems completing training by this date.

Provide a list of those employees that received training, the date the training occurred, and a brief description of the course content by December 22, 2000. Remember, if you provide training to all employees, you must still identify the confidential filers who were trained.

If you have any questions, you may contact Ms. Haddock on (303) 236-6701 or send her an e-mail message.

Signed by
Mark Whitesell
Acting Director

Authenticated
Darlene Robitaille
Secretary

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