

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515

November 6, 2008

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Standards of Official Conduct
Gene Green, Acting Chairman *GG*
Doc Hastings, Ranking Republican Member *DH*

SUBJECT: New On-Line Ethics Training Option Available

The Standards Committee has created a new on-line option for House staff to use in fulfilling the annual ethics training requirement imposed by House Rule 11, clause 3(a)(6). The new alternative consists of a computerized quiz on the ethics rules relating to gifts and travel, including explanations and cites for the relevant provisions. Employees can access the training by selecting "Ethics" under the "Personnel" tab on HouseNet.

Completion of the quiz will satisfy the annual ethics training requirement for current House staff. Attending a live training session conducted by Committee staff, or watching one of the video presentations available on-line, remain as other options for fulfilling the ethics requirement. (An employee must complete only one of these options to fulfill the one-hour training requirement).

For individuals taking the on-line quiz, the program automatically takes the user to a completion certification form once the program has been completed. All employees who complete the on-line quiz must fill out the form, have it signed by their supervisor, and fax it to Committee as soon as possible. Employees who do not send the certification form to the Committee will *not* receive credit for having taken the training.

Note that the on-line quiz does *not* satisfy the ethics training requirement for new House employees. New House employees must complete the ethics training specifically titled "new employee" training within 60 days of beginning their employment with the House. New employees based in Washington, DC must attend a live new employee training session in person, and new employees in district office may watch the on-line video presentation available on HouseNet.

As a reminder, all employees other than new employees have until *December 31, 2008* to satisfy their ethics training requirement for this calendar year. Prior to January 31, 2009, each Member must send a letter to the Committee certifying that each of the Member's employees completed the required training during 2008. For staff of a committee, the letter should be signed by the committee chairman or ranking member, as

appropriate. The letter should list the names of each employee who is still on the payroll, and what type or types of training (general, new employee, or senior staff) the individual completed. Shared staff should be included in the letter sent by each office for which they work. The letter should also identify by name any employees who failed to complete the training and provide an explanation for each why the requirement was not fulfilled.

For 2008, the Committee will undertake a two-step process to penalize any employee who failed to comply with the training requirement. First, the Committee will send a letter to each Member, indicating the name(s) of that Member's employees whom Committee records indicate failed to complete training. The Member or named employee(s) will then have two weeks to provide documentation to the Committee that an individual so identified did, in fact, complete the required training. At the close of that two-week period, the Committee may publicize the names of all employees, together with their employing Member, committee, or office, who failed to satisfy the ethics training requirement. Other penalties may also be imposed as appropriate.