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ONE HUNDRED FOURTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

April 17, 2015

Thomas A. Rust
Staff Director and Chief Counsel

Joanne White
Administrative Staff Director

Clifford C. Stoddard, Jr.
Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Ethics
CWD Charles W. Dent, Chairman
LTS Linda T. Sánchez, Ranking Member

SUBJECT: Upcoming Financial Disclosure Clinics & Training

The Committee on Ethics will offer three Financial Disclosure Clinics in April in advance of the upcoming May 15, 2015, due date for the filing of all annual Public Financial Disclosure Statements (FD Statements). In addition, the Committee will hold one Senior Staff Training before the May 15 deadline.

Financial Disclosure Clinics give filers a chance to work closely with financial disclosure staff to address individual filers' questions. Financial Disclosure Clinics also serve to help filers use the electronic filing system to input and submit Statements and Periodic Transaction Reports.

Senior Staff Training provides additional ethics guidance to staff who are required to file Statements pursuant to the Ethics in Government Act (EIGA). Attendance at Senior Staff Training will satisfy either the annual ethics training requirement, or the requirement that senior staff complete an additional hour of specialized training per Congress.

Please note that participation in the Clinics will not satisfy any House-mandated training requirements.

The date, time, and location for each Clinic are included below. Committee staff will be available for the entire two hours of each Clinic, but attendees are welcome to walk in at any time, and may stay for as long as they need. You can find this and additional information about financial disclosure requirements on the Committee's Web site at <http://ethics.house.gov>.

Date	Time	Location
Monday, April 20	1:30pm – 3:30pm	B249 Longworth HOB, Rooms B & C
Friday, April 24	10:00am – 12:00pm	B249 Longworth HOB, Rooms B & C
Wednesday, April 29	10:00am – 12:00pm	B249 Longworth HOB, Rooms B & C

Although registration for the Clinics is not required, all those interested in participating are recommended to pre-register as space is limited. Please follow the directions below to register:

1. Visit <https://registerme.house.gov>
2. Click on “Ethics,” then “All Staff”
3. Add desired Financial Disclosure Clinic
4. Select “Register” on the left of the page
5. Login and Submit

In addition to the Clinics, the Committee will offer a Senior Staff Training that *will* satisfy either the annual ethics training requirement or the additional hour of training required for senior staff for the 114th Congress (staff must choose one or the other).¹ This training will cover general information about the requirement to file Financial Disclosure and Periodic Transaction Reports. It will take place on the following date, at the listed time, and in the listed location:

Date	Time	Location
Monday, April 27	10:00am – 11:00am	HVC-215, Capitol

In order to receive credit for this training, senior staff are ***required to pre-register*** by following the same directions as above and adding the desired Financial Disclosure Training in step three.

The Committee strongly recommends that filers use the electronic filing system to make all filings, but will provide assistance to both paper filers and electronic filers. Filers (and designated third-party preparers) can log onto the system at <https://fd.house.gov>. You can also download a blank copy of the paper form on the Committee’s Web site at <http://ethics.house.gov>. If you need to make a filing, but did not receive login information, or if you have lost your temporary password, please contact the Legislative Resource Center at (202) 226-5200 for assistance.

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Any questions on these matters should be directed to the Committee at (202) 225-7103.

¹ For 2015, senior staff are House officers and employees whose basic rate of pay is equal to or greater than \$121,956 for at least 60 days during 2015.