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ONE HUNDRED TWELFTH CONGRESS

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COMMITTEE ON ETHICS

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Daniel A. Schwager
Staff Director and Chief Counsel

Joanne White
Administrative Staff Director

Kelle A. Strickland
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
Jo Bonner, Chairman *JB*
Linda T. Sánchez, Ranking Member *LS*

SUBJECT: Reminder About the 2012 Annual Ethics Training Requirement

This memorandum is a reminder to all offices to encourage staff to complete their 2012 ethics training requirement. A summary of the requirement is included below.

Each House employee must complete one hour of ethics training each calendar year. New House employees (*i.e.*, those who first began employment with the House during 2012) must complete their ethics training within 60 days of commencing House employment. "Existing" (*i.e.*, not new) House employees must complete their hour of training before the end of the calendar year. In addition, employees who are "senior staff"¹ must complete an additional hour of senior staff training during the 112th Congress (*i.e.*, by December 31, 2012).

Annual ethics training for existing House employees must be completed by **December 31, 2012**. ***There are no extensions to this deadline, for any reason.*** Each House employee must also certify to the Ethics Committee by January 31, 2013, that they have completed their annual ethics training. However, as explained below, the proper completion of an on-line ethics training course, or attendance at a live presentation, makes that certification automatically, without the employee having to take additional action.

It is a violation of House Rules to fail to complete the annual training requirement. *See* House Rule 11, clause 3(a)(6)(B)(ii). Sanctions for failing to satisfy annual training requirement may include the publication of noncompliant employees' names, along with the identity of their employing House office, additional ethics training, or other sanctions the Committee deems appropriate.

Existing House employees may complete their training on-line through HouseConnect. ***Ethics training is only accessible through computers connected to the***

¹ "Senior staff" are those employees who are paid at an annual rate of \$119,553.60 or more (\$9,962.80 per month) for at least 60 days in 2012. These individuals must also file an annual financial disclosure statement.

House network. Employees wishing to complete their training should go to the HouseConnect Web site, <https://houseconnect.house.gov>, and log on using the House user ID and password used to log on to their House computer. They should complete the training entitled "2012 General Ethics Training." NOTE: the "2012 General Ethics Training" course is the only course that satisfies the annual ethics training requirement for existing employees. Employees must complete the full course. At the end of the course, employees must click forward to view the confirmation screen in order to receive credit for completing the course. Staff who need to complete the senior staff training should take the course entitled "Senior Staff Ethics Training," which is also available through HouseConnect.

Once an employee has completed the training, the column titled "Complete" next to that training will read "True." (If the session has not been completed, the column will read "False".) Anyone needing to verify that they have completed the on-line training can log in to HouseConnect and view their own screen, and print the screen for verification. Their name appears in the upper right corner of the screen.

Any employee who completed their training on-line through HouseConnect (and the completed column reads "True") has already completed their annual ethics training requirement and made their required certification to the Ethics Committee of its completion. Attendees at a live ethics training presentation received an e-mail message from the Committee shortly after the end of the training session certifying to their attendance. Receipt of the e-mail message also indicates that the recipient has made the certification to the Committee required by Rule 11.

Further guidance on ethics training can be found on the Committee's Web site at <http://ethics.house.gov/training>. If you have any questions about the training requirement, please feel free to contact the Committee at extension 5-7103.