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ONE HUNDRED TWELFTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

June 7, 2012

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### MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

**FROM:** Committee on Ethics *JB*  
Jo Bonner, Chairman *JB*  
Linda T. Sánchez, Ranking Member *AS*

**SUBJECT:** Ethics Training Sessions Regarding Periodic Transaction Reports Under the STOCK Act

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Among other requirements, the recently-enacted Stop Trading on Congressional Knowledge Act (STOCK Act) requires Members, officers, and employees who file personal Financial Disclosure (FD) Statements pursuant to the Ethics in Government Act of 1978 (EIGA) to file periodic reports of their personal financial transactions valued over \$1,000 in stocks, bonds, and other securities executed on or after **July 3, 2012**. The House Ethics Committee (Committee) has issued two advisory memoranda, or “pink sheets,” about the financial disclosure requirements enacted by the STOCK Act:

- New Ethics Requirements Resulting from the STOCK Act (April 4, 2012); and
- Periodic Reporting of Personal Financial Transactions Pursuant to the STOCK Act (June 7, 2012).

Both pink sheets are available on the Committee Web site, [www.ethics.house.gov](http://www.ethics.house.gov), under the “Reports/General Advisories” tabs.

In addition to issuing this printed guidance, the Committee will be holding several live training sessions for House Members and staff regarding the financial disclosure requirements enacted by the STOCK Act. This live training will cover, among other topics, detailed information about completing the Periodic Transaction Reports (PTR) now required by the STOCK Act.

### Live Ethics Training Sessions on PTRs

The Committee will be conducting the following live ethics training sessions for Members and House staff, each of which will last approximately one hour.

Date	Time	Location
Tuesday, June 12	10:00 a.m.	HVC-215
Thursday, June 28	2:00 p.m.	HVC-215
Thursday, July 12	2:00 p.m.	HVC-215

Pre-registration is *required* for all staff who attend an ethics training session (walk-ins will be admitted only as limited space permits). To pre-register, employees should go to the House Learning Center Web site, <http://registerme.house.gov/>, and click on the link for “Ethics,” then “Senior Staff Training.” Members are also invited to attend, and do not need to pre-register.

In addition to pre-registering, employees must check-in prior to the training by signing the attendance sheet and attend the full hour of the briefing. Any employee who registers and attends the full briefing will satisfy their senior staff ethics training requirement for the 112th Congress. (They will still have to complete one hour of general ethics training in 2012.) ***NOTE: late arrivals who miss the check-in period will not receive credit.*** Attending employees will receive email verification that they have completed their senior staff ethics training once the session has concluded.

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If you have any questions about the STOCK Act or the scheduled training sessions, please contact the Ethics Committee’s Office of Advice and Education at extension 5-7103 or visit us in 1015 LHOB.