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ONE HUNDRED THIRTEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

September 30, 2013

Daniel A. Schwager  
*Staff Director and Chief Counsel*

Joanne White  
*Administrative Staff Director*

Jackie M. Barber  
*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  
K. Michael Conaway, Chairman   
Linda T. Sánchez, Ranking Member 

SUBJECT: Reminder about the 2013 Annual Ethics Training Requirement and  
Upcoming Training Dates

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This Memorandum is a reminder to all offices to encourage staff to complete their 2013 ethics training requirement. Failure to satisfy the annual training requirement is a violation of House Rules<sup>1</sup> and may result in any of the specified disciplinary sanctions for House employees, as well as publication of noncompliant employees' names and employing offices, additional ethics training, or other actions the Committee deems appropriate. A summary of the requirement is included below.

#### New Employees

Each new House employee (*i.e.*, those who first began employment with the House during 2013) must complete one hour of ethics training within 60 days of commencing House employment. New employees who work in Capitol Hill offices must attend a live ethics training briefing offered by the Ethics Committee. A complete list of the remaining live trainings for 2013 can be found at the end of this notice. New employees who work in offices outside of Washington, D.C., have the option of either attending a live ethics training briefing for new employees or watching the online training for new district staff.

The online training for new district office employees is available through the HouseConnect Web site, and is described in more detail below under "Completing Training Online." New district office employees will not receive credit for watching any training sessions other than the training session specifically designated for "New District Staff." New employees in Capitol Hill offices will not receive credit for completing online, rather than live, training.

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<sup>1</sup> See House Rule 11, clause 3(a)(6)(B)(ii).

### Existing House Employees

“Existing” (*i.e.*, not new) House employees must complete one hour of training before the end of the calendar year. For 2013, this means all existing House employees must complete one hour of training by **December 31, 2013**. **There are no extensions to this deadline, for any reason.** In addition, employees who are “senior staff”<sup>2</sup> must complete an additional hour of senior staff training during the 113<sup>th</sup> Congress (*i.e.*, by December 31, 2014). Each House employee is responsible for knowing whether he or she is considered “senior staff.” Existing House employees may complete both annual and their senior staff<sup>3</sup> training online through HouseConnect, as outlined below.

### Completing Training Online

Employees wishing to complete their training online should go to the HouseConnect Web site, <https://houseconnect.house.gov>, and log on using the House user ID and password they use to log on to their House computer. **Online ethics training is only accessible through computers connected to the House network.** The following are the only programs that satisfy each of the requirements.

Type of Training	Program Title
New district office employee	2012 New District Staff v.2
Any existing employee	2013 General Ethics Training
Any senior staff	Senior Staff Ethics Training

You must complete the full course to receive credit. At the end of the course, employees must click forward to view the confirmation screen in order to receive credit for completing the course. Once an employee has completed their training, they can verify their status on their account page in HouseConnect: the column entitled “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 online 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 online training 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.

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<sup>2</sup> “Senior staff” for training purposes 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 2013. These individuals must also file an annual financial disclosure statement.

<sup>3</sup> The Committee also generally offers several live training sessions during the year related to the filing of financial disclosure statements that satisfy the senior staff training requirement, but no such live presentations are scheduled for the remainder of 2013.

**Attending Live Training**

Employees who are required or who wish to complete their training by attending a live ethics training briefing must preregister online for a training session at <https://registerme.house.gov/> by entering the House user ID and password they use to log on to their House computer. **Online preregistration is required for live ethics training.** Note that the RegisterMe Web site is only accessible from a computer connected to the House network. In addition to pre-registering, employees must also sign the attendance form prior to the start of the training and attend the full hour to fulfill their ethics training requirement. **Any late arrivals who miss the sign-in period will not receive credit.** After their attendance, employees will receive e-mail confirmation that they have completed their required annual ethics training. Receipt of the e-mail message also indicates that the recipient has made the certification to the Committee that the employee has attended ethics training as required by House Rule 11.

**Remaining 2013 New Employee Ethics Training Presentations**

<b>Date</b>	<b>Time</b>	<b>Location</b>
Thursday, October 10	1:30 p.m.	HVC-215
Thursday, October 31	1:30 p.m.	HVC-215
Tuesday, November 21	1:30 p.m.	HVC-215
Tuesday, December 10	10:00 a.m.	HVC-215
Tuesday, December 31	10:00 a.m.	HVC-215

Each session will last approximately one hour. The home page of the Committee Web site ([ethics.house.gov](http://ethics.house.gov)) contains a calendar of all upcoming training dates, including links to RegisterMe for each scheduled training session.

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Further guidance on ethics training can be found on the Committee's Web site at [ethics.house.gov/training](http://ethics.house.gov/training). If you have any questions about the training requirement, please feel free to contact the Committee at 5-7103, or stop by our office in 1015 Longworth.