

Susan W. Brooks, Indiana
Chairwoman
Theodore E. Deutch, Florida
Ranking Member



ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

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April 6, 2017

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Ethics
Susan W. Brooks, Chairman
Theodore E. Deutch, Ranking Member

SUBJECT: Upcoming Financial Disclosure Clinics & Training

The Committee on Ethics will offer four Financial Disclosure Clinics in April in advance of the upcoming May 15, 2017, due date for the filing of all annual Public Financial Disclosure Statements (FD Statements). In addition, the Committee will hold two Senior Staff Trainings before the May 15 deadline.¹

In addition to the Clinics and Trainings, the Committee's nonpartisan staff is available to review forms in advance of filing for House Members, Officers, and employees. Employees, however, must submit their forms to the Committee for prescreening no later than Monday, May 1, 2017, to ensure that the prescreening is completed by the filing deadline. You may fax your prescreen request to (202) 225-3713 or e-mail it to financial.disclosure@mail.house.gov.

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 time for 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 website at <https://ethics.house.gov>.

¹ For 2017, senior staff are House officers and employees whose basic rate of pay is equal to or greater than \$124,406 for at least 60 days during 2017.

Date	Time	Location
Friday, April 7	11:00am – 12:30pm	216 Ford HOB
Tuesday, April 11	11:00am – 12:30pm	B249 Longworth HOB, Room C
Tuesday, April 18	11:00am – 12:30pm	B249 Longworth HOB, Room C
Monday, April 24	11:00am – 12:30pm	B249 Longworth HOB, Room C

Members, officers, and employees are invited to attend these Clinics. We recommend that interested participants pre-register for the Clinics as space is limited.

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 senior staff training that ***will*** satisfy either the annual ethics training requirement or the additional hour of training required for senior staff for the 115th Congress (staff must choose one or the other). This training will cover general information about the requirement to file Financial Disclosure and Periodic Transaction Reports. These trainings will take place on the following dates, at the listed times, and in the listed locations:

Date	Time	Location
Thursday, April 13	2:00pm – 3:00pm	HVC-215, Capitol
Tuesday, April 18	2:00pm – 3:00pm	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 website at <https://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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If you have any questions, please contact the Committee at (202) 225-7103.