

Theodore E. Deutch, Florida  
*Chairman*

Kenny Marchant, Texas  
*Ranking Member*

Grace Meng, New York  
Susan Wild, Pennsylvania  
Dean Phillips, Minnesota  
Anthony Brown, Maryland

John Ratcliffe, Texas  
George Holding, North Carolina  
Jackie Walorski, Indiana  
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Christopher A. Doneso  
*Counsel to the Ranking Member*

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

November 26, 2019

### MEMORANDUM FOR ALL MEMBERS OF THE HOUSE OF REPRESENTATIVES

FROM: Committee on Ethics  
Theodore E. Deutch, Chairman  
Kenny Marchant, Ranking Member

SUBJECT: Reminder about Annual Ethics Training Requirements for 2019

---

This memorandum is a reminder to all offices about ethics training requirements. The Committee on Ethics is required to provide annual ethics training to each Member, Delegate, Resident Commissioner, officer, and employee of the House.<sup>1</sup> The Committee offers ethics training both through online video courses and in-person training sessions. For the 116th Congress to date, the Committee has held 80 in-person ethics training sessions and provided in-person ethics training to more than 3,200 Members<sup>2</sup>, officers, and employees. Additional in-person ethics training sessions for 2019 are included later in this memorandum.

New House Members and employees must complete a specifically designated ethics training session within 60 days of joining the House.<sup>3</sup> Existing House Members, officers, and employees are required to take one hour of general ethics training each calendar year. In addition, the Committee requires all senior staff<sup>4</sup> – whether new or existing employees – to complete an additional hour of specialized training at least once per Congress.

---

<sup>1</sup> House Rule 11, clause 3(a)(6)(A). The Committee defines an “officer or employee” as an individual appointed to a position of employment in the U.S. House of Representatives by an authorized employing authority who is receiving a salary disbursed by the Chief Administrative Officer or is on a leave without pay or furlough status.

<sup>2</sup> For all purposes in this memorandum, “Member” is defined to include any current Member, Delegate, or Resident Commissioner of the House of Representatives.

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

<sup>4</sup> “Senior staff” for training purposes are employees who are paid at the “senior staff annual salary rate” for at least 60 days in either (or both) calendar years of a Congress. For 2019, the senior staff annual salary rate is \$127,914, or a monthly pay rate at or above \$10,512. Please note that the senior staff annual salary rate is subject to change in 2019.

By January 31 of each year, all House Members and employees must certify to the Ethics Committee that they have completed ethics training during the preceding calendar year.<sup>5</sup> Employees who pre-register for and sign the attendance sheet at a live training *or* fully complete one of the online training options available through the Congressional Staff Academy will have made their necessary certification to the Committee. The following are the ethics training requirements for 2019 for Members, officers, and employees of the House, as well as the details of how to complete the registration and/or certification process for both live and online ethics training programs.

## **2019 ETHICS TRAINING REQUIREMENTS**

### **Members**

New House Members must complete a training session specifically designated for new Members within 60 days of joining the House. A “new” Member for the purposes of the 2019 training requirement is an individual who was *first* sworn in on or after January 3, 2019. Before each Congress, the Committee on Ethics provides ethics training for incoming new Members at the New Member Orientation organized by the Committee on House Administration. The Committee on Ethics also provides this training for new Members elected through a special election within the new Members’ first 60 days.

Existing Members are required to take annual ethics training, either by completing the training online, attending a live ethics training session, or requesting a briefing for their office. For 2019, this means all existing House Members must complete one hour of training by **December 31, 2019**. If Members would like to complete ethics training online, please have a staff member contact the Committee for a password.

### **“New” House Employees**

All new employees must complete ethics training within 60 days of beginning House employment. A “new” House employee for purposes of the 2019 training requirement is an individual who first began employment with the House on or after January 3, 2019. Any former House employee who returns to House employment after a gap of more than 90 consecutive calendar days is considered to be a “new” employee. Interns paid by the House for more than 60 days also must comply with this requirement.<sup>6</sup> New employees, depending on their work location, may satisfy their training requirement in the following manner:

- New employees who work in Capitol Hill offices are required to attend a *live* training session. The schedule of upcoming new employee live ethics training sessions is available on the Committee website: <https://ethics.house.gov>.

---

<sup>5</sup> House Rule 11, clause 3(a)(6)(B)(ii).

<sup>6</sup> Detailees, fellows, unpaid interns, and any individuals who are employed by the House and paid for fewer than 60 days are not required to attend ethics training in 2019. The Ethics Committee nonetheless encourages these individuals to complete ethics training, so they become familiar with the House ethics rules while working in a House office or for a House committee.

- New employees who do not work in Capitol Hill offices may either attend a live training session *or* watch the “2019 New District Staff” training video online through the Congressional Staff Academy website under the Annual Training tab. No other video satisfies the training requirement for new employees.

New employees will *not* receive credit for attending or watching any training sessions other than those specifically designated “New Employee” or “New District Staff.” New employees in Capitol Hill offices will not receive credit for completing online, rather than live, training. Note that new employees who are senior staff have an additional hour of training to complete, as explained more fully below under “Senior Staff Training.”

### **Existing House Employees**

“Existing” (*i.e.*, not new) House employees must complete one hour of training before the end of the calendar year. For 2019, this means all existing House employees must complete one hour of training by **December 31, 2019**. **There are no extensions to this deadline, for any reason.** In addition, employees who are senior staff may have an additional hour of training to complete, as explained more fully in the next section. Employees are responsible for knowing whether they are considered senior staff.

As a general matter, existing employees will fulfill their general ethics training requirement by completing an online session designated for general ethics training through the Congressional Staff Academy website. The Ethics Committee will also offer some live training sessions that fulfill the general ethics training requirement. Note that attending a live training session for *new* employees does not satisfy the annual ethics requirement for *existing* House employees.

### **Senior Staff Training**

All employees who are “senior staff”<sup>7</sup> are required to take an additional hour of training at least once per Congress on issues primarily of concern to senior staff or supervisors. For the 116th Congress, this means all senior staff must complete one hour of training by **January 3, 2021**. This “senior staff” hour is required *in addition to* the one hour of general ethics training all officers and staff are required to complete annually. Senior staff employees may fulfill the requirement for an additional hour by attending a live senior staff training session or completing an online senior staff training session through the Congressional Staff Academy website.

Briefings that satisfy the senior staff training requirement include general sessions on issues of concern to senior staff, sessions on completing financial disclosure (FD) statements or Periodic Transaction Reports (PTRs), or sessions on the post-employment restrictions. However, employees may *not* complete more than one hour of senior staff training in lieu of completing their annual general ethics training requirement.

---

<sup>7</sup> See *supra* note 3.

**ONLINE REGISTRATION & CERTIFICATION PROCESS**

**For live ethics training**

Employees who plan to attend any live training session *must* preregister at <https://house.csod.com/samldefault.aspx> (found under “annual trainings”) *and* sign-in on the attendance form prior to the start of the training. Even if employees preregister, they must sign in and attend the full hour to fulfill their ethics training requirement. Attendees must arrive within five minutes of the start of the training to be able to sign the attendance sheet. **Any late arrivals who miss the sign-in period will not receive credit.** After their attendance, employees who have signed the attendance sheet and attended the full hour of training will receive email confirmations, which they should preserve for their own records. Employees can download training certificates on the Congressional Staff Academy website under the “learning” tab and by clicking “view my transcript.” On this page, click the “active” drop-down box and select “completed.” The certificates are confirmation for employees that they have satisfied the annual training and certification requirement. Any employee who has received this email confirmation statement has made the necessary certification to the Committee that they have completed their ethics training requirement.

The list of upcoming live training sessions for the remainder of 2019 is listed below and also available on the Ethics Committee website: <https://ethics.house.gov>. All staff scheduled training sessions – whether for new, existing, or senior staff – will be listed on the Committee calendar on an ongoing basis.

<b>Name of Training</b>	<b>Location</b>	<b>Date and Time</b>
Senior Staff	HVC 201 A&B	December 2, 2019 at 10:30 AM
New Employee	HVC 201 A&B	December 2, 2019 at 2:00 PM
<b>Members-Only</b>	<b>HVC 201 A&amp;B</b>	<b>December 3, 2019 at 4:00 PM</b>
Senior Staff	HVC 201 A&B	December 9, 2019 at 10:30 AM
New Employee	HVC 201 A&B	December 9, 2019 at 2:00 PM
<b>Members-Only</b>	<b>HVC 201 A&amp;B</b>	<b>December 9, 2019 at 4:00 PM</b>
Senior Staff	HVC 201 A&B	December 16, 2019 at 10:30 AM
New Employee	HVC 201 A&B	December 16, 2019 at 2:00 PM

**For online ethics training**

Employees who want to complete ethics training online can access the training through the Congressional Staff Academy website: <https://house.csod.com/samldefault.aspx>. Ethics training can be found under the “annual training” tab. Employees must complete the entire online training program to receive credit. Employees must use a House computer to access the Congressional Staff Academy website. Employees who do not have access to a House computer or do not have a House email account should contact the Ethics Committee to make alternate arrangements for completing their training.

After completing an online training program, the system will automatically log the employee as “complete.” This information is automatically transmitted to the Ethics Committee.

Thus, once the system labels an employee as “complete,” the employee has satisfied the annual training and certification requirement. Employees will be able to check their Congressional Staff Academy transcript at any time to verify the completion of their own annual ethics training requirement.

Each individual House employee is responsible for completing their ethics training requirement and certifying completion. Employees can view past training history on the Congressional Staff Academy website under the “learning” tab and by clicking “view my transcript.”

A chief of staff (or staff director or other supervisors) can confirm employee ethics training completion by requesting each staff person to provide either the email they received after attending an in-person training or a print out their Training Completion Certificate from the Congressional Staff Academy website: <https://house.csod.com/samldefault.aspx>.

### **FAILURE TO COMPLY WITH THE TRAINING REQUIREMENTS**

Failure to satisfy the annual training requirement is a violation of House rules<sup>8</sup> and may result in any of the specified disciplinary sanctions for House Members and employees, including the publication of noncompliant House Members and employees’ names, additional ethics training, or other actions the Committee deems appropriate. If you have any questions regarding this guidance, please feel free to contact the Committee’s Office of Advice and Education at (202) 225-7103.

\* \* \* \* \*

---

<sup>8</sup> See House Rule 11, clause 3(a)(6)(B)(ii).