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ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

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December 14, 2023

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: **Committee on Ethics**
Michael Guest, Chairman
Susan Wild, Ranking Member

SUBJECT: Reminder of Ethics Training Requirements for 2023

As we look forward to a new calendar year, the Committee on Ethics wishes to remind all House Members, officers, and employees of their annual ethics training and certification requirements. This memorandum explains 2023 ethics training requirements, how to access ethics training, and the required certification process for both live and on-demand ethics training.

The Committee is required to provide ethics training to each Member, Delegate, Resident Commissioner, officer, and employee of the House.¹ The Committee provides a general ethics training, as well as sessions designed for New Members, existing Members, and senior staff. Ethics trainings are presented throughout the year, live and on-demand. The Committee is pleased to report that, to date, approximately 72% of House Members² and employees have satisfied their 2023 ethics training requirement. So far this Congress, the Committee has presented 39 live trainings, and over 9,451 Members and employees completed annual ethics training.

In addition to completing required ethics training, House Members and employees must also certify to the Ethics Committee that they have satisfied their annual ethics training requirement by January 31st of the following year.³

¹ 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. This definition includes fellows and interns paid by the House.

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

³ House Rule 11, clause 3(a)(6)(B)(ii).

2023 ETHICS TRAINING REQUIREMENTS AND ACCESS

The Committee’s non-partisan staff presents live trainings sessions throughout the year, as well as online training modules available on-demand through the Congressional Staff Academy. New House Members and employees must complete an ethics training session within 60 days of joining the House.⁴ Existing House Members and employees are required to take one hour of general ethics training each calendar year. In addition, the Committee requires all senior staff⁵ – whether new or existing employees – to complete an additional hour of specialized training at least once per Congress.

Members

House Members must complete one hour of ethics training per year:

- **New House Members.** A new House Member must complete a live, dedicated training session within 60 days of joining the House. A “new” Member for the purposes of the 2023 training requirement is an individual who was *first* sworn in on or after January 3, 2023. 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 reaches out to new Members elected through a special election to schedule individual, live ethics training within new Members’ first 60 days.
- **Existing House Members.** Existing House Members must complete one hour of ethics training by December 31, 2023. Members, or staff on their behalf, may request a link to the Member on-demand training module by contacting the Committee at ethics.training@mail.house.gov.

House Employees

House employees must complete *at least* one hour of ethics training per calendar year:

- **New employees.** A new House employee must complete one hour of ethics training within 60 days of beginning House employment. A “new” House employee for purposes of the 2023 training requirement is an individual who first began employment with the House on or after January 3, 2023. 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. Fellows and interns paid by the House for more

⁴ House Rule 11, clause 3(a)(6)(B)(i).

⁵ “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 2023, the senior staff annual salary rate is \$141,022, or a monthly pay rate at or above \$11,752. Please note that the senior staff annual salary rate is subject to change in 2024.

than 60 days also must comply with this requirement.⁶ This training requirement may be satisfied by attending a live or on-demand training.⁷ Employees may satisfy this requirement by completing the 118th Congress General Ethics 2023 Training live or on-demand.

- **Existing employees.** Existing House Employees must complete one hour of ethics training before the end of the calendar year, by December 31, 2023. **There are no extensions to this deadline, for any reason.** Employees may satisfy this requirement by completing the 118th Congress General Ethics 2023 Training live or on-demand.
- **Senior Staff.** House employees paid at or above the senior staff level (“senior staff”⁸) are required to complete an additional hour of ethics training once per Congress on issues primarily of concern to senior staff or supervisors. For the 118th Congress, this means all senior staff must complete one hour of senior staff training by January 3, 2025. Senior staff training may be completed live or on-demand. To be clear, the senior staff training requirement is *in addition to* the annual one-hour House Ethics Training module/requirement for all staff. The Committee offers designated senior staff ethics training on-demand, but other briefings may also satisfy the senior staff training requirement: general sessions on issues of concern to senior staff, sessions on completing financial disclosure (FD) statements or Periodic Transaction Reports (PTRs), and sessions on post-employment restrictions. Note that employees may *not* complete more than one hour of senior staff training in lieu of completing their annual general ethics training requirement.

Employees can complete ethics training on-demand through the Congressional Staff Academy website. Ethics training can be found under the “required training” tab. Employees must complete the entire on-demand training program to receive credit. Access to the Congressional Staff Academy website requires use of a House computer. Employees who do not have access to a House computer or who do not have a House email account should email the Ethics Committee at ethics.training@mail.house.gov to make alternate arrangements for completing their training.

⁶ Detailees, fellows not paid by the House, unpaid interns, and individuals who are employed by the House and paid for fewer than 60 days are not required to attend ethics training in 2023. 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.

⁷ On March 11, 2020, the Committee waived the live training requirement for new employees who work in Capitol Hill offices until further notice. New employees who work in Capitol Hill offices may complete the 118th Congress General Ethics 2023 Training available through the Congressional Staff Academy.

⁸ See *supra* note 4.

Summary

| Position | Training Required | Deadline |
|-----------------------|---|----------------------|
| New Member | Email ethics.training@mail.house.gov to schedule a one-on-one training | Within first 60 days |
| Existing Member | Email ethics.training@mail.house.gov for link to on-demand training | December 31, 2023 |
| New Staff | 118 th Congress General Ethics 2023 Training | Within first 60 days |
| Existing Staff | 118 th Congress General Ethics 2023 Training | December 31, 2023 |
| New Senior Staff | 118 th Congress General Ethics 2023 Training <i>and</i> Senior Staff Ethics 2023 Training or other ethics briefing on senior staff or supervisor issues. | Within first 60 days |
| | | January 3, 2025 |
| Existing Senior Staff | 118 th Congress General Ethics 2023 Training <i>and</i> Senior Staff Ethics 2023 Training or other ethics briefing on senior staff or supervisor issues. | December 31, 2023 |
| | | January 3, 2025 |

TRAINING CERTIFICATION

House Members and employees must certify to the Committee that they have satisfied their 2023 annual ethics training requirement no later than January 30, 2024.⁹

Members

The Committee automatically certifies New Members who complete the live ethics training and Existing Members who complete the on-demand Members ethics training. Members may email the Committee at ethics.training@mail.house.gov to request confirmation that they have completed required ethics training.

Employees

Each House employee is responsible for completing their annual ethics training requirement and certifying completion. The Committee records employees who complete live ethics training sessions. After an employee completes an online training program, the Congressional Staff Academy will log the employee as “complete;” this information is transmitted to the Ethics Committee, automatically certifying the annual training requirement once

⁹ House Rule 11, clause 3(a)(6)(B)(ii).

met. Employees may check their Congressional Staff Academy transcript at any time to verify the completion and certification of their own annual ethics training requirement.

A chief of staff (or staff director or other supervisors) can confirm employee ethics training completion by requesting each staff person provide the printout of their Training Completion Certificate from the Congressional Staff Academy website.

FAILURE TO COMPLY WITH THE TRAINING REQUIREMENTS

Failure to satisfy the annual training requirement is a violation of House rules¹⁰ 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 ethics.training@mail.house.gov.

¹⁰ See House Rule 11, clause 3(a)(6)(B)(ii).