



U.S. Department
of Transportation

**Federal Aviation
Administration**

Memorandum

Office of the Center Counsel, ACT-7
Wm. J. Hughes Technical Center

Subject: **ACTION:** Required Annual Agency Ethics Training; Calendar Year 2004

Date: September 9, 2004

From: Center Counsel, ACT-7

Reply to Brenda Martello
Attn. of: 609-485-7088
FAX: 609-485-4920

To: All Employees Required to Receive Annual Ethics Training

Regulations issued by the Office of Government Ethics (OGE), at 5 C.F.R. 2638.704, require that certain identified employees of the executive branch be provided with ethics training every calendar year. Your manager has identified you as meeting the criteria for annual required ethics training. The OGE permits FAA to satisfy its annual ethics training requirement for employees for up to two out of every three years through the distribution of a written ethics briefing.

This year's written ethics briefing package, which will be used to comply with OGE's annual ethics training requirement for calendar year 2004, is entitled "A BRIEF WRAP ON ETHICS" (prepared by OGE and supplemented by FAA). Your manager will make a copy of the ethics briefing package available or you can access this training material on the Technical Center's Employee Intranet Center Counsel page: http://www.tc.faa.gov/legal/Docs_Forms.html. Also attached is a certification to verify that you have completed the training.

Your manager may allow approximately one hour of official time to review this material. **Upon completion, please sign the certification and return it to your office administrative assistant (or other designee). Do not send the certification directly to this office.** You must complete this training no later than **December 10, 2004**, or earlier if directed by your manager.

After review of this ethics briefing package, if you have any ethics questions, please contact Brenda Martello at x5-7088.

Thomas E. Flatley, Jr.

Attachment:
Certification