

2019 Ethics Training

As Federal employees we have an obligation to perform our duties with integrity and to the highest ethical standards. To ensure consistent application of the ethics program requirements, Commissioner Burman approved [ETH TRMR-119](#) on February 15, 2019. This policy applies to all Reclamation employees and significantly expands the ethics training requirements.

All Reclamation Employees must complete Ethics Training in Calendar Year 2019. Financial Disclosure Filers, Procurement Personnel and Supervisors must complete live training provided by a Reclamation Ethics Counselor. All other employees may complete an online course or live training provided by a Reclamation Ethics Counselor. Further details in your course requirement are below

Public Financial Disclosure Filers (SES and SL Personnel): Training will be provided by the Deputy Ethics Counselor during the Reclamation Leadership Team meeting in July.

Confidential Financial Disclosure Filers (OGE 450 filers): Required to complete one hour of live ethics training during the 2019 calendar year. Must complete one of the following approved trainings:

- Reclamation 2019 Annual Ethics Training for Confidential Financial Disclosure Filers
- Reclamation 2019 Procurement Ethics Training

Instructor-led, face-to-face training is the preferred method of training delivery. Ethics Counselors will be on-site at all Regional Offices and selected Area Offices to present live training throughout the year. If you are unable to attend in person you may enroll for a Webex or VTC option.

IMPORTANT: You will only receive credit by completing one of the above approved training courses. As an OGE-450 filer you may not substitute any other ethics training course to satisfy your requirement for calendar year 2019.

Procurement Personnel (1102/1105/1109 Series personnel & Designated Level II & III Contracting Officer's Representatives):

Required to complete one hour of live ethics training during the 2019 calendar year. Must complete one of the following approved trainings:

- Reclamation 2019 Annual Ethics Training for Confidential Financial Disclosure Filers
- Reclamation 2019 Procurement Ethics Training

Instructor-led, face-to-face training is the preferred method of training delivery. Ethics Counselors will be on-site at all Regional Offices and selected Area Offices to present live training throughout the year. If you are unable to attend in person you may enroll for a Webex or VTC option.

IMPORTANT: You will only receive credit by completing one of the above approved training courses. As a Procurement Personnel filer you may not substitute any other ethics training course to satisfy your requirement for calendar year 2019. These courses may be used to satisfy your certification requirements; however, you should check with your certifying official to verify your requirements.

Supervisors

Required to complete one hour of live ethics training during the 2019 calendar year. Must complete one of the following approved trainings:

- Reclamation 2019 Supervisors Ethics Training

Instructor-led, face-to-face training is the preferred method of training delivery. Ethics Counselors will be on-site at all Regional Offices and selected Area Offices to present live training throughout the year. If you are unable to attend in person you may enroll for a Webex or VTC option.

IMPORTANT: Supervisors who are OGE 450 filers or Procurement Personnel must complete the training required for that status. You will only receive credit by completing the above approved training course or one of the courses required for an OGE 450 filer. As a supervisor you may not substitute any online or non-Reclamation course to satisfy your requirement for calendar year 2019.

Employees (not listed in any category above):

Required to complete the online Reclamation 2019 Ethics Review or complete the Reclamation 2019 Supervisors Ethics Training.

IMPORTANT: You will only receive credit by completing one of the above approved training courses

New employees:

New employees will automatically be assigned the Reclamation Ethics Orientation, an online course, in DOI Talent and must complete it within 90 days.

Enroll Using DOI Talent

You should enroll in an approved course through [DOI Talent](#) by selecting *Find Learning* in the green banner under the logo, and then *Course*. In the *Course Name* box, you may search by either using the key term “*ethics*” or by copying and pasting one of the course names above. Select “*Bureau of Reclamation*” in the *Responsible Bureau* box and then select *Search*. From the results, select the appropriate course to view and enroll in one of the scheduled events. If your search yields no results or does not return one of the above approved trainings, Jim Gibson at 303-445-2727 or jgibson@usbr.gov prior to enrolling in a course. Please see the [DOI Talent User Guide](#) for additional information on navigating DOI Talent.

Ethics Resources

Every Reclamation employee should have a desktop [Ethics Guide for DOI Employees](#). For those who do not, we have placed an order and will distribute them once received. In the meantime, we encourage you to use the [Bureau of Reclamation Ethics Site](#), [Departmental Ethics Office](#), or [The U.S. Office of Government Ethics](#) websites as sources of information. Certain ethics rules are complex and require some analysis in applying them to specific situations. For this reason, employees should always seek the advice of an [ethics official](#) when contemplating any action that may be covered by the rules.