

## **Reclamation Calendar Year 2020 Ethics Training**

For calendar year 2020 only employees who are financial disclosure filers (OGE 278 and OGE 450) along with new employees are required to complete ethics training. In addition, the Reclamation Ethics Program has prepared other ethics training modules on specific topics which are tailorable for a specific audience. In particular, the Reclamation Ethics Program is offering training on Political Activities (Hatch Act) to ensure employees understand restrictions regarding partisan political activities in an election year. Any supervisor who would like to schedule training should contact their Ethics Counselor.

### **Required Training**

#### **Reclamation 2020 Public Financial Disclosure Filer (OGE Form 278e) Annual Ethics Training**

This is an instructor led live course that meets the requirements for annual ethics training for public financial disclosure filers (OGE Form 278) in accordance with 5 C.F.R. section 2638.308. The instructor will be the Deputy Ethics Counselor or their designated representative.

Length: 1 hour

Format: Instructor led, live training (includes WebEx). This course will be scheduled for the April Reclamation Leadership Team meeting.

Audience: Public Financial Disclosure Filers (SES and SL personnel or those in acting SES or SL positions)

Suspense: December 10, 2020

DOI Talent registration: <https://doitalent.ibc.doi.gov/course/view.php?id=13929>

#### **Reclamation 2020 Confidential Financial Disclosure Filer (OGE Form 450) Annual Ethics Training**

This is an instructor led live course that meets the annual ethics requirements for confidential financial disclosure filers (OGE Form 450) in accordance with 5 C.F.R. section 2638.307. The instructor must be an appointed Ethics Counselor. Confidential Financial Disclosure filers are required to take annual ethics training and must get prior approval to substitute any other course for this requirement.

Length: 1 hour

Format: Instructor led, live training (includes WebEx).

Audience: Confidential Financial Disclosure Filers (Financial Disclosure Code: I)

Suspense: December 10, 2020

DOI Talent registration: <https://doitalent.ibr.doi.gov/course/view.php?id=10129>

## **Reclamation Ethics Orientation**

This training course will provide you with an overview of the basic rules of ethical conduct for Federal employees. This course is required for all new Bureau of Reclamation employees and must be completed within 3 months of entry on duty.

This course is designed for Bureau of Reclamation employees and as such, it focuses on specific Reclamation policies related to ethics rules, policies and laws. The majority of the content is appropriate for all DOI employees; however, you should check with your specific bureau ethics officials for further guidance.

Length: Approx. 40 minutes - 1 hour

Format: Online

Audience: All new employees. Employees will be assigned the training with their DOI Talent enrollment.

Suspense: 90 days from entry on duty. Employees will receive several notifications from DOI Talent to complete the course.

DOI Talent registration: <https://doitalent.ibr.doi.gov/mod/scorm/view.php?id=6032>

## **Elective courses:**

The following list is an example of tailored ethics training available in Calendar Year 2020. Courses may be tailored for a specific audience or additional topics may be covered based on the request of managers.

### **Reclamation 2020 Political Activities (Hatch Act) Training**

This course provides an overview of federal employee restrictions regarding partisan political activities. The Hatch Act ensures that federal programs are administered in a nonpartisan fashion, protects federal employees from political coercion in the workplace, and ensures that federal employees are advanced based on merit and not political affiliation.

Length: Approx. 15 - 60 minutes

Format: Instructor led, live training (managers may request alternative methods of training)

Audience: Not required; as requested by managers

### **Reclamation 2020 Conflicts of Interests (Government Ethics) Training**

This course provides an overview of financial conflict of interest laws and regulations regarding impartiality. Financial Conflict of Interest and Impartiality laws and regulations ensure that government employees do not hold financial interests or relationships conflicting with their conscientious performance of duty.

Length: Approx. 15 - 30 minutes

Format: Instructor led, live training (managers may request alternative methods of training)

Audience: Not required; as requested by managers. This course is adaptable for specific audiences such as purchase card holders, contracting officer's representatives, awarding officials, etc.

### **Reclamation 2020 Use of Government Resources (Government Ethics) Training**

This course provides an overview of the proper use of official authority, time, and resources. May include rules regarding teaching, speaking and writing as requested.

Length: Approx. 15 - 30 minutes

Format: Instructor led, live training (managers may request alternative methods of training)

Audience: Not required; as requested by managers

### **Reclamation 2020 Gifts (Government Ethics) Training**

This course provides an overview regarding gift acceptance from outside sources and between employees.

Length: Approx. 15 - 30 minutes

Format: Instructor led, live training (managers may request alternative methods of training)

Audience: Not required; as requested by managers. This course is adaptable for specific audiences such as purchase card holders, contracting officer's representatives, awarding officials, etc.

### **Reclamation 2020 Post Employment Ethics Training**

This course provides an overview regarding rules applicable to former employees.

Length: Approx. 15 - 30 minutes

Format: Instructor led, live training (managers may request alternative methods of training)

Audience: Not required; as requested by managers.

### **Reclamation 2020 Contractors in the Workplace Ethics Training**

This course provides an overview regarding ethics, procurement and personnel rules related to contractors in the workplace including information security, contractor-employee relations, supervisory roles, gifts, and transportation.

Length: Approx. 30 – 60 minutes

Format: Instructor led, live training (managers may request alternative methods of training)

Audience: Not required; as requested by managers.

### **Purchase Card Holder Ethics Training**

Purchase card holders are a specific target group for ethics training. As requested, portions of the Conflicts of Interests, Gifts, and Use of Government Resources modules can be tailored to train Purchase Card Holders for create training for a specific audience.

Length: Approx. 30 – 60 minutes

Format: Instructor led, live training (managers may request alternative methods of training)

Audience: Purchase Card Holders

### **Executive Assistant/ Administrative Professional Ethics Training**

Executive Assistants and Administrative Professionals are a specific target group for ethics training. As requested, portions of the Conflicts of Interests, Gifts, and Use of Government Resources modules can be used to create training to familiarize these employees with issues related to executive travel and gift acceptance.

Length: Approx. 30 – 60 minutes

Format: Instructor led, live training (managers may request alternative methods of training)

Audience: Executive Assistants/ Administrative Professionals