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United States Senate

SELECT COMMITTEE ON ETHICS
HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

MEMORANDUM

To: Senate Personnel
From: John C. Sassaman, Chief Counsel
Matthew J. Mesmer, Counsel and Director of Education and Training
Date: February 18, 2011
Re: Certification of Ethics Training for New Senate Personnel (July 1 – December 31, 2010)

Pursuant to the Honest Leadership and Open Government Act of 2007 (the "Act"), the Select Committee on Ethics is required to conduct ongoing ethics training and awareness programs for Members of the Senate and Senate staff. The Act requires all **new** Senate Members and staff to receive ethics training within 60 days of commencing Senate service or employment. This memorandum sets forth a summary of the process for certifying each Senate office's compliance with **new** personnel training for the period of July 1 through December 31, 2010.

- All new Members, Officers, and employees of the Senate *must*, within 60 days of beginning their Senate service, attend the Mandatory Senate Code of Official Conduct training session (conducted by Ethics Committee staff through the Office of Education and Training) or view the training video (available via Webster) *and* must provide a signed "Individual Certification of Completion of Ethics Training Requirement" form to that effect **to their office Ethics Certification Officer ("ECO")** for verification. If Senate personnel obtain ethics training by watching a video presentation (via Webster), the ECO, State or Regional Director, or equivalent supervisor, must verify their training.

- **No later than March 15, 2011**, the ECO for each Senate office is required to submit to the Select Committee on Ethics a "New Senate Personnel – Ethics Training Certification Form" and copies of all "Individual Certification of Completion of Ethics Training Requirement" forms for his or her office for the period of July 1 through December 31, 2010 (**all office forms for this time period should be submitted to the Committee in *one submission***). The ECO must include with the "New Senate Personnel – Ethics Training Certification Form" a list of names of all Members, Officers, and employees who began Senate service between July 1 and December 31, 2010, the date each person began his or her Senate service, and the date each person completed ethics training.

- Each Senate office (Member personal office, committee office (majority and minority), leadership office, Officer office, and all other Senate offices) should have appointed an office ECO. If, for any reason, your office does not currently have an ECO, please contact Ethics Committee Counsel and Director of Education and Training Matt Mesmer at 224-2981 as soon as possible.