

## 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: Deborah Sue Mayer, Chief Counsel and Staff Director  
Date: September 1, 2016  
Re: Bi-Annual Certification of Ethics Training – **Due September 15, 2016**

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Pursuant to the Honest Leadership and Open Government Act of 2007 (the Act), the Select Committee on Ethics (the Committee) is required to conduct ongoing ethics training and awareness programs for all Senate Members, officers, and employees. The Act requires that all new Senate Members, officers and employees receive ethics training within 60 days of commencing Senate service or employment. Each Senate office must certify to the Committee its compliance with this requirement.

- The mandatory training may be completed by either: (1) attending a live Code of Official Conduct training session organized through the Office of Education and Training and conducted by Committee staff; or (2) viewing the Code of Official Conduct training video available via Webster.
- Upon completing the required training, each individual must provide a signed *Individual Certification of Completion of Ethics Training Requirement* form to their office's Ethics Certification Officer (ECO) verifying their completion of the training. If the training is completed by watching the video presentation, the ECO, State or Regional Director, or equivalent supervisor must verify the employee's completion of the training.
- No later than September 15, 2016, the ECO for each Senate office must submit to the Committee a completed *New Senate Personnel – Ethics Training Certification Form*, along with the following items:
  - A list of names of all Members, officers, and employees who began Senate service between January 1 and June 30, 2016, the date each person began his or her Senate service, and the date each person completed the required ethics training.
  - A copy of all *Individual Certification of Completion of Ethics Training Requirement* forms for the office for the covered period (January 1 - June 30, 2016).

If no new personnel began employment during this time period, the ECO must still complete the *New Senate Personnel – Ethics Training Certification Form* and submit it to the Committee.

If you have any questions about this requirement or how to comply with it, please do not hesitate to contact the Committee at (202) 224-2981.