

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: March 1, 2016
Re: Bi-Annual Certification of Ethics Training for New Senate Personnel (July 1 – December 31, 2015) – **Due March 15, 2016**

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 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. Each Senate office must certify compliance with new personnel training for the period of July 1 through December 31, 2015.

- Training may be accomplished by attending the mandatory Senate Code of Official Conduct training session (conducted by Committee staff through the Office of Education and Training) or viewing the training video (available via Webster). Each individual must provide a signed *Individual Certification of Completion of Ethics Training Requirement* form 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, 2016**, the ECO for each Senate office must submit to the Committee a *New Senate Personnel – Ethics Training Certification Form*, along with 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, 2015. All office forms for this time period should be provided to the Committee in one submission. The ECO must include with the form a list of names of all Members, officers, and employees who began Senate service between July 1 and December 31, 2015, the date each person began his or her Senate service, and the date each person completed ethics training. If no new personnel began employment during this time frame, you must still complete the *New Senate Personnel – Ethics Training Certification Form* checking the appropriate box and submitting it to the Committee.

Each Senate office (Member personal office, committee office (majority and minority), leadership office, Officer office, and all other Senate offices) should have an ECO. If, for any reason, your office does not currently have an ECO, please contact the Committee at (202) 224-2981 as soon as possible.