

United States Department of Agriculture



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Transmitted via Email

November 3, 2003

MINNESOTA BULLETIN NO. 360-4-

SUBJECT: PER-Annual Ethics Training

Purpose. To inform all employees of their requirement to complete ethics training.

Expiration Date. January 31, 2004

ACTION REQUIRED BY: December 31, 2003

Background. The Office of Government Ethics requires all employees to complete ethics training in the following calendar years: CY 2003, CY 2006, CY 2009, etc. A supervisor may require employees to complete ethics training on a more frequent basis to address specific training needs.

Explanation. This national bulletin notifies all employees of their responsibility to complete ethics training by December 31, 2003. Completion of three training modules on the USDA Ethics Website at <http://www.usda-ethics.net> satisfies this requirement. There are 15 ethics training modules from which to choose. Also, you can download a copy of the Standards of Ethical Conduct for Employees of the Executive Branch from this website.

You must ensure you receive credit for completed training in EthTrack. This is USDA's system for recording and tracking completed ethics training which is integrated with your records at the National Finance Center. When training is completed on the USDA Ethics Website, you will be prompted to enter your social security number and email address to record your accomplishment in EthTrack. Credit for other completed ethics training, including in-person ethics courses, must be entered manually by your servicing ethics advisor. Employees who receive in-person ethics training are responsible for providing the following information to their servicing ethics advisor: name of the presenter, date and time (length of the session), and topic(s) covered.

If you have any questions or concerns, please contact Jim Ayres, State Ethics Advisor at (218) 736-5445.

WILLIAM HUNT
State Conservationist

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