



Memorandum

Date: November 8, 2010

From: Gladys Lewellen, M.B.A., M.P.A.
Committee Management Officer
Management Analysis and Services Office (MASO)

To: Special Government Employees Appointed to Serve on CDC and ATSDR Federal Advisory Committees

Subject: Annual Ethics Training for Special Government Employees

As a Special Government Employee (SGE) appointed to serve on a CDC/ATSDR Federal advisory committee, you contribute to the valuable guidance and recommendations your committee provides to the program, the Director, CDC, and the Secretary, HHS. To maintain the integrity of the Federal advisory committee's recommendations, it is imperative that CDC makes every effort to ensure there are no violations of Federal conflict of interest statutes and regulations.

To accomplish this task, the U.S. Office of Government Ethics (OGE) requires that all SGE Confidential Financial Disclosure Report (OGE 450) filers receive ethics training annually. CDC provides your training through written materials, which you may access at our website at <http://www.cdc.gov/maso/FACM/facmhome.htm>. From any page of the Federal Advisory Committee website, you may click on the link entitled "Ethics Training".

NOTE: We require confirmation that you have received and reviewed this 2010 Annual Ethics Training. For your convenience, you may:

1. Print the certificate, sign it and fax to: 404-929-2781, or
2. Print, sign and mail the certificate to:

CDC
Federal Advisory Committee Management Branch
Ethics and Financial Disclosure Team
1600 Clifton Rd. M/S E11
Atlanta, GA 30333

Please provide your confirmation by December 17, 2010

If you have any questions about this training, please send an e-mail to sgeethics@cdc.gov or call Terry Wheeler at (404) 498-2392. Thank you for your timely attention to this important aspect of the Department's ethics program.