

## MEMORANDUM

December 31, 1996

To: File

From: Brian E. Rosen  
Designated Agency Ethics Officer

Subject: Annual Ethics Training

I provided Jeremy Gunn and David Montague with OGE videos to view as a substitute for the training session provided to the office on December 18, 1996. Jeremy and David were the only two people to miss the December 18th office session. The viewing of these videos completes the training requirements for 1996.