

May 19, 1995

TO: All ARRB staff

FROM: Sheryl Walter

RE: Monday, May 22 meeting, 10 am  
Ethics training and federal records briefing

Attached are briefing materials that will be covered during next Monday morning's mandatory ethics training and federal records briefing. It would be very helpful if each of you could review these beforehand, as well as the copies of two other ethics manuals -- "Do It Right" and "Take the High Road"-- which should have been distributed to you already.

The briefing should last no more than two hours and will take place in the board room. As previously advertised, a cool video showing is included, as are snacks (which will be provided in complete compliance with the ethics laws!). Please come prepared to ask questions and discuss these issues. If you need more information or don't have copies of the other ethics manuals, please see Eileen or Valerie.

Thanks!