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**October 21, 2003**

**WEST VIRGINIA BULLETIN NO: WV360-4-2**

**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 1, 2003**

**ALL EMPLOYEES ARE TO COMPLETE Mandatory ETHICS TRAINING BY DECEMBER 1, 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.**

**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.**

**Also, a copy of completion of this training must be forwarded to Diana Doerr at the State Office.**

**If you have any questions, please contact Charlotte Wertz, SAO, at (304) 284-7551.**

**Charlotte Wertz, Acting for**

**LILLIAN V. WOODS  
State Conservationist**

**DIST: E**