

JANUARY 29, 2007

**INFORMATION MEMORANDUM FOR THE SECRETARY**

**FROM:** Melinda Loftin  
**TELEPHONE:** 202/208-5295  
**SUBJECT:** Ethics Meeting - Review of Ethics Model Practices

**I. SUMMARY**

On October 26, 2006, I discussed an assessment of the Department of the Interior ethics program based on a review of ethics model practices and provided you with an action plan for deliverables. This meeting is to discuss the implementation of the plan with the Director, Office of Government Ethics (OGE). Additionally, we will discuss the upcoming OGE conference where you will be a speaker.

**II. DISCUSSION**

**THE DEPARTMENT OF THE INTERIOR ETHICS PROGRAM –  
Ethics Program Model Practices**

Previously, you requested an assessment of the Ethics Program Model Practices provided to DOI by Robert Cusick, Director of the Office of Government Ethics. You requested information on how many of the practices are currently in place and an action plan for implementing some of the other model practices into the DOI ethics program.

Of the eighty Ethics Program Model Practices, the Department of the Interior had implemented sixty of the model practices. I outlined an action plan for the remaining twenty practices and included items we currently did but could enhance.

**III. PARTICIPANTS**

Brian Waidmann, Chief of Staff  
Robert "Ric" Cusick, Director, Office of Government Ethics  
Joseph Gangloff, Deputy Director of Agency Programs  
Melinda Loftin, DAEO, Director, Ethics Office  
Michael Bogert, Counselor to the Secretary  
David Lehman, Senior Advisor to the Secretary

## **IV. ATTACHMENTS**

Attachment 1: Updated Action Plan

### **ACTION PLAN FOR DELIVERABLES**

**EXEMPTION 5**

**Withheld in Full: Next 4 pages**