

STANDARDS OF CONDUCT

The Department of Defense prescribes certain minimum standards of conduct which are expressed from all personnel. Secretary of the Navy Instruction 5370.2J was issued to amplify and implement Department of Defense (DoD) Directive 5500.7R.

The following statement provided from DoD Directive 5500.7R outlines the responsibilities for each DoD employee.

Each DoD Employee shall:

- a. Abide by the ethical principles established by Executive Order 12674 in subsection 12-100 of this Regulation, ethics statutes, and the ethics regulations promulgated by DoD thereunder:
- b. Set a personal example for fellow DoD employees in performing official duties within the highest ethical standards;
- c. Report suspected violations of ethics regulations in accordance with subsection 10-200 of this Regulation;
- d. Perform all official duties so as to facilitate Federal Government efficiency and economy;
- e. Attend ethics and procurement integrity training as required;
- f. File financial and employment disclosure reports as required;
- g. Use Federal Government equipment and property, including communications systems, only for official purposes or authorized purposes as approved by your supervisor;
- h. Use official time in an honest effort to perform official duties, and do not ask subordinates to perform tasks outside their official duties.

CODE OF ETHICS OF GOVERNMENT SERVICE

Any person in government service should:

I. Put loyalty to the highest moral principles and to country above loyalty to person, party or government department.

II. Uphold the Constitution, laws, and regulations of the United States and all government therein and never be a party to their evasion.

III. Give a full's day labor for a full day's pay; giving earnest effort and best thought to the performance of duties.

IV. Seek to find and employ more efficient and economical ways of getting tasks accomplished.

V. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

VI. Make no private promises of any kind binding upon the duties of office, since a Government employee has no private work which can be binding on public duty.

VII. Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.

VIII. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.

IX. Expose corruption wherever discovered.

X. Uphold these principles, ever conscious that public office is a public trust.

I have read and understand the above policy statement and I understand that this applies to me. I understand I may review the Joint Ethics Regulations, DoD Directive 5500.7R and Secretary of the Navy Instruction 5370.2J in whole, upon making an appointment with the Human Resources Branch.

Signature

Date