



STANDARDS OF CONDUCT SUMMARY

On February 3, 1993, the Office of Government Ethics (OGE) published, "Standards of Conduct for Employees of the Executive Branch," CFR Part 2635. It applies to the Navy and all other executive agencies and is the primary guidance on ethics and the Standards of Conduct. On August 30, 1993, DOD Directive 5500.7R, **JOINT ETHICS REGULATION** was signed by the Secretary of Defense. This directive supplements the OGE and applies to all members of the Department of Defense.

General Principles

- Use government resources for only Government purposes
- Do not use public office for private gain
- Do not give preferential treatment to any private entity

Gifts From Outside Sources

- You may not solicit or accept a gift from a "Prohibited Source" or a gift given because of your official position
- A "Prohibited Source" is any non-Federal entity that ---
 - seeks official action or does business with the Navy, or:
 - has interest that may be substantially affected by your official duties.
- Exceptions to the prohibited gifts rule include ---
 - a gift of \$20 or less, with a limit of \$50 per year per source
 - gifts based on a purely personal relationship
 - discounts or promotions available to large segments of the public
 - awards and prizes given as a part of a regularly established program of recognition
 - free attendance at a widely attended conference, when attendance would further Government interests

Gifts Between Employees

- Generally, you may not give, or solicit for, a gift to an official superior
- Exceptions include ---
 - food and refreshments shared in the office
 - personal hospitality gifts on social occasions
 - gifts on special infrequent occasions (such as retirement) which do not exceed \$300 per gift or \$10 per donating individual

Conflicting Financial Interests

- You may not take action, or provide any input, to a matters which will have a direct and predictable effect on your outside financial interests, or the interests of your spouse or children.

Impartiality in Performing Official Duties

- You must perform your official duties fairly and impartially. You must not give special treatment to anyone affected by the performance of your duties.

Misuse of Position

- You may not use your official position to coerce benefits from anyone
- You may not use your official position to imply that the Government endorses or sanctions a product, service, enterprise, or private organization
- You may not use "inside information" (information not available to the public) for private purposes
- You may not use Government property for private purposes
- You may not use official time for private activities

Outside Activities

- The new Hatch Act has eased the limits on civilian political activities. (SECNAVINST 12733) places uniformed personnel under different restrictions which generally prohibit participation in political activities
- All Federal employees are prohibited from acting as a representative for a non-Federal party in matters in which the Government has an interest
- You may not accept outside employment which conflicts with, or otherwise interferes with, the performance of your official duties
- You may not be paid for outside speaking, teaching, or writing which "relates to your official duties," or otherwise involves "remerchandising" the work you do for the Government
- You may not use your official position for private fundraising efforts. Support to charities must be purely personal
- You must satisfy all of your legitimate financial and legal obligations

ETHICS COUNSELORS

If you have any questions concerning ethics, please contact one of the two NTC Ethics Counselors. They are:

NTC Counsel	688-4422
Staff Judge Advocate	688-3805/2480

I hereby certify that I have read and understand the above instruction and that I will comply with its provisions.

Signature

Date

FOR OFFICIAL USE ONLY: PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties.