



DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL BASE SAN DIEGO  
3455 SENN RD.  
SAN DIEGO, CA 92136-5084

NAVBASESANDIEGOINST 5370.2G

N05M

10 Sep 07

NAVBASE SAN DIEGO INSTRUCTION 5370.2G

Subj: STANDARDS OF CONDUCT

Ref: (a) DoDD 5500.7

1. Purpose. To provide guidelines for the standards of conduct of personnel assigned to Naval Base San Diego (NBSD), per reference (a).

2. Cancellation. NAVSTASDIEGOINST 5370.2F. This is a complete revision and should be read in its entirety.

3. Background. Reference (a) prescribes detailed policies, regulations and requirements governing the conduct of Department of the Navy military and civilian personnel. Reference (a) further mandates annual ethics training and the filing of a Confidential Financial Disclosure Report (OGE Form 450) by certain categories of personnel.

4. Action

a. The NBSD Command Judge Advocate (CJA) is designated as the Standards of Conduct Coordinator.

b. The CJA shall contact each Department Head at least annually to schedule standards of conduct briefing for military and civilian personnel required to file an OGE Form 450. Additionally, the CJA shall ensure newly arrived military personnel are briefed on the standards of conduct as part of their indoctrination. Civilian personnel shall receive standards of conduct briefing by the Commander, Navy Region Southwest (CNRSW) Human Resources Office, as part of their indoctrination.

c. Each Department Head shall ensure a Code of Ethics for Government Service poster is displayed in appropriate areas of their office spaces.

d. The CJA shall ensure the "Bedrock Standards" are published at least quarterly in the Plan of the Week, e.g., never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, 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.

e. The Commanding Officer (CO) and Executive Officer (XO) of NBSD and other persons designated by the CO NBSD shall submit an OGE Form 450 within 30 days of assuming their duties, and each year thereafter not later than 30 November, with information current as of 30 September, per reference (a). The report is used to determine whether the identified filers have any conflicts of interest between their official duties and their private financial holdings. Reports shall be submitted to CO NBSD via the CJA, who shall review the reports and forward them to the Staff Judge Advocate, CNRSW, for ethics counselor review. All reports shall be maintained on file onboard NBSD for a period of six years with the exception of the CO's original report, which is maintained by CNRSW.



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