

FORCE JUDGE ADVOCATE'S

ETHICS ORIENTATION

The Force Judge Advocate's (FJA) Office welcomes you to Commander, Navy Installations Command (CNIC). The FJA is the Ethics Counselor for CNIC and is responsible for ensuring all newly assigned personnel receive an orientation on CNIC's ethics program within 90 days of reporting onboard.

Ethics Counselors provide guidance to government employees on how to comply with regulations and instructions governing financial conflicts of interest, off-duty employment and off-duty business activities, fundraising, private organizations, post-Government employment, standards of conduct, travel restrictions, financial disclosure requirements and the ethical obligations of public service.

As a new employee with CNIC, please be aware that all personnel are required to adhere to the highest standards of ethical conduct so as not to bring discredit or cast doubt on the integrity of the operations of CNIC.

You are allowed up to one hour of official duty time to review the following materials in accordance with Title 5, Code of Federal Regulations, Section 2638.703(a)(3). Additional time may be granted at the discretion of your supervisor.

- CNIC Employee's Guide to the Standards of Conduct. Includes discussions on:
 - Gifts
 - Conflicts of Interest
 - Impartiality in Performing Official Duties
 - Misuse of Position
 - Use of Government Resources
 - Fundraising
 - Teaching, Speaking & Writing
 - Outside Activities
 - Political Activities
 - Employment Issues
 - Official Travel Benefits
- Principles of Ethical Conduct for Government Officers and Employees (derived from Executive Order 12674)
- Working With Government Contractors – What You Need to Know as a Federal Employee Who Works with Government Contractors
- Practical Advice on Contractor Employees in the Federal Workplace

You may also obtain additional ethics information by accessing the link provided below:
http://www.defenselink.mil/dodgc/defense_ethics/index.html

Remember: If you are unsure of the appropriateness of certain conduct, please ask your ethics counselor ahead of time. Unethical conduct can end a career or possibly result in administrative, civil, or criminal action.

Ethics Counselor for CNIC

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