**Notification of Ethics Requirements for Prospective Employees**

In accordance with 5 C.F.R. § 2638.303, the following material is provided to you as a prospective employee along with your written offer of employment. Please review the information below, which is provided to ensure that you are able to make a conscious choice to either become a contributing part of an Agency’s strong ethical culture or decline the job offer.

**DISA General Ethics Policy**.

Ethics and values-based decision making are critical DoD, DISA, and JFHQ-DODIN priorities. To sustain an ethical culture that upholds and inspires public confidence, employees must go beyond their responsibilities to strictly follow the letter of the ethics laws and regulations and ensure that employees faithfully fulfill their financial, civic, and ethical duties.

DISA considers proper ethical conduct to be essential at all levels of the organization. DISA personnel are required to adhere to the highest standards of ethical conduct and ensure that no activity is carried out that will discredit or cast doubt on the integrity of the operations or mission of DISA, DoD, or the Federal Government.

DoD’s ethics program is covered under the Joint Ethics Regulation (JER),
DoD 5500.7-R. The JER supplements regulations issued by the U.S. Office of Government Ethics (OGE), which can be found at 5 C.F.R. § 2635.

We urge you to review the complete text of the JER at <http://www.defenselink.mil/dodgc/defense_ethics/index.html>. The Federal Standards of Conduct, 5 C.F.R. § 2635 is available at this site as well. You are also urged to review DoD’s supplement to the Standards of Conduct found at 5 C.F.R. § 3601 et. seq. See also JER, Chapter 2, Section 2; and DoD Employee’s Guide to Standards of Conduct.

**Core Principles of Ethical Conduct for Federal Employees.**

1. Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.
2. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
3. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
4. An employee shall not, except as permitted by the Standards of Ethical Conduct, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
5. Employees shall put forth honest effort in the performance of their duties.
6. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
7. Employees shall not use public office for private gain.
8. Employees shall act impartially and not give preferential treatment to any private organization or individual.
9. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
10. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.
11. Employees shall disclose waste, fraud, abuse, and corruption to the appropriate authorities.
12. Employees shall satisfy in good faith their obligations as citizens, including all financial obligations, especially those -- such as Federal, State, or local taxes -- that are imposed by law.
13. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or disability.
14. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in the Standards of Ethical Conduct. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

**Criminal Ethics Laws Governing Federal Service**.

Failure to comply with these restrictions may result in criminal prosecution:

* Do not accept a bribe. 18 U.S.C. § 201.
* Do not represent or accept money for representing another’s interests before the U.S. Government. 18 U.S.C. § 203 and 205.
* Do not take official action that will affect your personal financial interests as well as those of your spouse, children, and/or prospective employer. 18 U.S.C. § 208.
* Do not accept payment from others for the performance of your Federal duties. 18 U.S.C. § 209.

**Initial Ethics Training.**

Under 5 C.F.R. § 2638.304, each new Agency employee must complete initial ethics training within 3-months of their appointment.

**Financial Disclosures**.

Some new employees are required to file public or confidential financial disclosures as part of their position. If you are required to file a public or confidential financial disclosure report, you must do so within 30 days of assuming your duties.

**For More Information, please visit any of the following**:

The DISA General Counsel’s Website at <http://www.disa.mil/About/Our-Organization-Structure/GC/Government-Ethics>.

The U.S. Department of Defense Standards of Conduct Office at

<http://www.dod.mil/dodgc/defense_ethics/>.

The U.S. Office of Government Ethics at <https://www2.oge.gov/>.