



NEW EMPLOYEE ETHICS BRIEF 2016

DISA Office of General Counsel
C4A24

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FAX (301) 225-0510

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Welcome to DISA!



www.disa.mil



THE PUBLIC TRUST

WITH GREAT POWER, COMES GREAT RESPONSIBILITY!





Basic Obligations of Public Service Under Executive Order 12674

Public Service is a Public Trust

- Employees have a duty to place loyalty to the Constitution, laws, and ethical principles above private gain. 5 C.F.R. 2635.101(a).

Impartiality is Essential

- Employees shall act impartially and not give preferential treatment to any private organization or individual. 5 C.F.R. 2635.101(b)(8).



Why is this relevant to YOU?

Ethics is serious business. Violations may result in:



Embarrassment of yourself and the Agency



Job Loss



Criminal Penalties



Fines



Employee Responsibilities:

DO

- Place loyalty to the Constitution, the laws, and ethical principles above private gain.
- Give an honest effort in the performance of your duties.
- Protect and conserve Federal property.
- Disclose waste, fraud, abuse, and corruption to appropriate authorities.
- Fulfill in good faith your obligations as citizens, and pay your Federal, State, and local taxes.
- Comply with all laws providing equal opportunity to all persons, regardless of their race, color, religion, sex, national origin, age, or disability.

DO NOT

- Use nonpublic information to benefit yourself or anyone else.
- Solicit or accept gifts from persons or parties that do business with or seek official action from DOD (unless permitted by an exception).
- Make unauthorized commitments or promises that bind the Government.
- Use Federal property for unauthorized purposes.
- Take jobs or hold financial interests that conflict with your government responsibilities.
- Take actions that give the appearance that they are illegal or unethical.
- Remain silent if you know of or suspect fraud, abuse, or corruption.



CRIMINAL ETHICS LAWS GOVERNING FEDERAL SERVICE

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

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



DISA Ethics Advisors

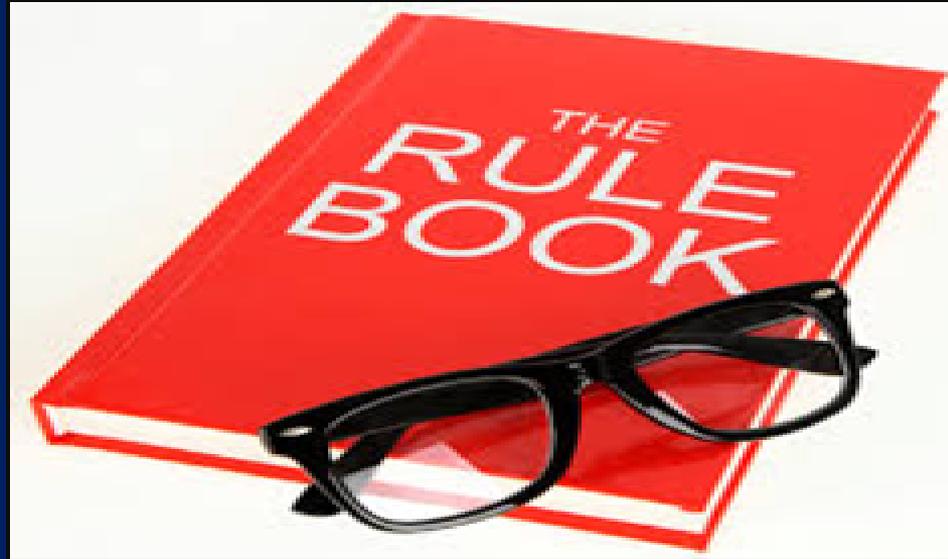
Designated Agency Ethics Official (DAEO):
DISA General Counsel William E. Brazis, Jr.

Chief of the Ethics Program:
Lia N. Wentworth
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Lia.N.Wentworth.civ@mail.mil



All General Counsel attorneys are designated ethics advisors.

We're here to help - Call us!



Common Ethical Rules



GIFTS:

Federal employees may not, directly or indirectly, solicit or accept a gift from a prohibited source or because of their official position.

- **Generally, Government employees may not accept invitations from outside sources of free attendance at events, such as conferences, unless certain requirements are met.**
- **DISA employees who are offered gifts of travel (transportation, meals, and/or lodging) should always check with the Agency's Ethics Counselors BEFORE accepting.**
- **There are exceptions, but you should never apply an exception without seeking guidance.**
- **There are rules for gifts between employees too (e.g., \$10 rule).**

Don't forget appearance considerations.

ALWAYS SEEK GUIDANCE!





OUTSIDE ACTIVITIES AND EMPLOYMENT

OUTSIDE ACTIVITIES/EMPLOYMENT: Federal employees must avoid any actual or apparent conflict of interest, such as official endorsements, financial conflicts of interest (this includes financial holdings), and impartiality.

GOVERNMENT RESOURCES: Federal employees must use government resources and official duty time for official or authorized purposes only.

POLITICAL ACTIVITY (Hatch Act): Generally, most DISA civilians may engage in partisan political activity as described below, but only during non-duty hours & outside the Federal workplace.

• DISA Federal Employees MAY: vote; contribute financially to a campaign; express personal opinions about candidates and issues; attend political rallies and conventions; and participate in nonpartisan activities.

• DISA Federal Employees MAY NOT: run for partisan office, engage in political activity while on duty or in the Federal workplace; send partisan political emails from DISA email account; solicit, accept or receive political contributions; or misuse official authority to affect an election.



FUNDRAISING:

As a general rule, Federal employees may not, engage in any form of fundraising in the workplace.

**** This includes activities such as: Football pools, Girl Scout cookie sales, school fundraiser catalogs, cosmetic sales, etc...**

EXCEPTION: Combined Federal Campaign Fund (CFC) is an official federal activity, so federal resources may be used, but the use of resources must be reasonable!

Other limited exceptions may apply. Seek advice from the Ethics Attorneys!

OUTSIDE OF THE WORKPLACE: Federal Personnel may participate in fundraising in their personal capacity provided the fundraising activities are conducted outside the Federal workplace and on personal time and no Government resources are involved. Be sure not to use your title or DISA affiliation. Also, you may NOT solicit subordinates, DISA contractors or other prohibited sources.



RELATIONSHIPS WITH CONTRACTORS:

The growing use of contractor employees increases the frequency and likelihood that ethics issues will arise.

Here are some basics:

- ✓ **Do not solicit or accept gifts from contractors**
- ✓ **Do not solicit contractors for CFC or office group gifts**
- ✓ **Do not present contractors with performance awards**
- ✓ **Do not share nonpublic information with contract employees**
- ✓ **Do not ask contractor employees to volunteer time for office and/or agency events**
- ✓ **DISA Federal Employees who anticipate seeking employment from contractors need to check with the General Counsel's office concerning Federal employment restrictions **PRIOR** to seeking employment.**



AS WITH ALL ETHICS RULES... SEEK GUIDANCE!



RESOURCES and TRAINING

<http://www.disa.mil/About/Our-Organization-Structure/GC/Government-Ethics>

ABOUT

OUR WORK / DISA 101 ▾

OUR LEADERS ▾

OUR ORGANIZATION STRUCTURE

OUR STRATEGIC PLAN

OUR HISTORY ▾

DISA POLICY/ISSUANCES

CONTACT DISA

GENERAL COUNSEL LINKS

- Data Rights/Intellectual Property Home
- Data Rights
- Copyrights



GOVERNMENT ETHICS

The below material is provided for your convenience and not in lieu of legal advice. If you have any questions you may call the Office of the General Counsel on (301) 225-6100, DSN 375-6100 or send an email to the DISA General Counsel where an agency ethics official will be able to assist you.

FOR MORE INFORMATION

(301) 225-6100, DSN 375-6100
Fax (301) 225-0510

Ethics Guidance

- Department of Defense, Directive Number 5500.7, 30 August 1999
- DISA Employee's Guide to Standards of Conduct, July 09
- Holiday Ethics Reminders to Insure a Happy New Year, November 2004

New DISA Employees may take an hour of duty time to review the material.
All DISA Employees MUST take Annual Ethics Training each calendar year.
Training is available through CMIS under "Mandatory Training."



FOR MORE INFORMATION:

- **DoD Standards of Conduct (SOCO):**
http://www.defenselink.mil/dodgc/defense_ethics/index.html
- **Office of Government Ethics:**
<http://www.usoge.gov/>





We're here to help!

You can seek assistance from a DISA Ethics Counselor in any of the following ways:



**General Counsel Main Phone:
(301) 225-6100**

**Fax:
(301) 225-0510**

**E-Mail:
"DISA Ft Meade GC Mailbox Disa Gen Counsel"
disa.meade.gc.mbx.disa-gen-counsel-ethics@mail.mil**

**In Person:
C4A24**



QUESTIONS?



DEFENSE INFORMATION SYSTEMS AGENCY
The IT Combat Support Agency

UNITED IN SERVICE TO OUR NATION