



DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
PRESIDIO OF MONTEREY
MONTEREY, CALIFORNIA 93944-5000

ATFL- CMDT

24 November 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #6 - Employee Ethics and Conduct

1. References.

- a. Army Regulation 600-100, 5 April 2017
- b. The Army Values
- c. The Army Civilian Corps Creed

2. Public service is a public trust; federal employees must demonstrate loyalty to the US Constitution and its principles. We must merit the respect and confidence of the public we all serve. Therefore, we shall:

a. Believe in the dignity and worth of the services rendered by Defense Language Institute Foreign Language Center (DLIFLC) and the societal responsibilities assumed as a trusted public servant,

b. Handle all personnel matters on a merit basis. Political affiliation, religion, ethnicity, race, gender, sexual orientation, disability, nepotism, favoritism, or age have no bearing in personnel administration,

c. Never seek or dispense personal favors during the conduct of official duties.

d. Handle each administrative challenge objectively and without discrimination.

3. DLIFLC Identity/Organizational Culture.

a. As the premier language-learning institute for the Department of Defense, the DLIFLC performs many state-of-the-art functions, and its employees are governed by the highest ideals of honor and integrity. Our mission is to provide the highest-quality culturally-based foreign language education, training, and evaluation, to enhance the security of the nation. As a certificate and degree granting institution, DLIFLC is committed to service member student achievement. Our vision is to deliver the world's best culturally based foreign language education and training – at the point of need.

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DLIFLC embraces and derives value from the cultural differences and diversity of its employees. The institute fosters and supports diversity and inclusion at all levels of the organization, and strives to create a supportive learning environment to promote open communication of diverse perspectives and realities.

b. All DLIFLC employees are responsible for creating and maintaining a safe and inclusive environment that leverages the unique contributions of all individuals, with respect for our diverse traditions, heritages, and experiences (including, but not limited to, differences in age; ethnicity; gender; sexual orientation; language differences; nationality; physical, mental and developmental abilities; politics, race; or religion).

4. Army Values: While maintaining their unique perspective, DLIFLC employees must also effectively operate within the expectations of the Army Values, the DLIFLC values; and uphold the Army Civilian Corps Creed as stated below:

“I am an Army Civilian - a member of the Army Team. I am dedicated to our Army, our Soldiers and Civilians. I will always support the mission. I provide stability and continuity during war and peace. I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army. I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity and Personal Courage. I am an Army Civilian.”

5. DLIFLC Values. We hold ourselves and others accountable to the following values:

a. Commitment – We are committed to our students, employees, stakeholders, life-long learning, and institutional excellence.

b. Adaptability – We promote flexibility and drive innovative change as individuals and as an institution.

c. Integrity – We expect personal and professional integrity.

d. Respect – We honor our cultural and social diversity by treating others with dignity and respect.

6. To support the DLIFLC values, employees shall:

a. Always put forth their best effort in the performance of their duties.

b. Never use their government position for private gain (including intellectual property).

c. Protect and conserve government resources and not use them for other than authorized activities.

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d. Be accountable for personnel and property. Disclose waste, fraud, abuse, and corruption to appropriate authorities.

e. Adhere to all laws and regulations that provide equal opportunity for all.

7. Our responsibility to DLIFLC: Respect and observe DLIFLC regulations, policies, and procedures, while maintaining the right to respectfully seek revision as required. Support decisions made by leadership and implement with vigor.

a. There should be civility of tone and a careful choice of words in all interactions.

b. Faculty and staff members are expressly prohibited from knowingly spreading false rumors about peers and supervisors.

c. Faculty will not make negative comments about any aspect of their job at DLIFLC to students including the curriculum, teaching materials, teaching schedules, other teachers and staff, their teaching methods, etc. Instead, faculty will utilize the chain-of-command and other appropriate venues.

8. Our responsibility to each other: Respect and defend diversity of opinion, strive for objectivity, and actively assist and support colleagues. We must create an atmosphere of trust and accountability toward a common goal, put aside personal issues and politics and focus on the tasks to be completed.

9. Our responsibility to our students:

a. Conduct teaching and other support activities in a highly professional and courteous manner and treat all students equally regardless of factors such as ethnicity, race, gender, religion, sexual orientation, age, or political ideology.

b. Create a positive learning environment where all are encouraged to participate, promoting intellectual curiosity and academic integrity.

c. Evaluate all students by merit, holding all to the same standards.

d. Maintain an association of professionalism and trust, never violating the rules for inappropriate relationships or behavior.

10. Our responsibilities to those we lead and to ourselves:

a. Accept responsibility towards our employees and students, their colleagues, superiors and the organization as a whole.

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b. Strive to create and maintain a collaborative relationship that nurtures professional competence.

c. Clearly set, define and maintain ethical boundaries between professional, personal and social relationships with their employees.

11. These principles form the basis for the standards of ethical conduct at DLIFLC. A violation of these rules could result in administrative or disciplinary action or, offenses, prosecution under related criminal statutes on conflicts of interest.

12. Point of contact for this policy is Mr. Brian D. Perry Sr, J.D, Deputy Chief of Staff Personnel and Logistics, Brian.d.Perry.civ@mail.mil, 831-242-4656.



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Commandant

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