



DEPARTMENT OF THE ARMY  
ADMINISTRATIVE LAW DIVISION  
OFFICE OF THE STAFF JUDGE ADVOCATE  
JOINT READINESS TRAINING CENTER AND FORT POLK  
FORT POLK, LOUISIANA 71459

AFZX-JAA-L

MEMORANDUM FOR New Department of the Army (DA) Employees with Duty  
Location at Fort Polk, Louisiana 71459

SUBJECT: Summary of Standards of Ethical Conduct for DA Employees

1. **PURPOSE.** This memorandum briefly describes standards of ethical conduct required by Department of the Army employees, both civilian and active duty. The memorandum also provides a conveniently accessible on-line location of a more thorough overview of these rules, along with identification of installation ethics counselor points of contact.

2. **REFERENCES.**

- a. Title 5 Code of Federal Regulations (CFR) § 2635.
- b. Department of Defense Publication 5500.07-R, thru Change 7, dated 17 November 2011, (Joint Ethics Regulation), Chapter 11

3. **BASIC OBLIGATION OF PUBLIC SERVICE.** There are 14 general principles of public trust you must follow as a Federal Government employee. These are listed below and are found at 5 CFR § 2635.101(b).

- a. Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.
- b. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- c. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- d. An employee shall not, except as specifically permitted, 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 employer, or whose interests may be substantially affected by the performance or non-performance of the employee's duties.
- e. Employees shall put forth an honest effort in the performance of their duties.

f. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.

g. Employees shall not use public office for private gain.

h. Employees shall act impartially and not give preferential treatment to any private organization or individual.

i. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.

j. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.

k. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

l. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State or local taxes – that are imposed by law.

m. 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 handicap.

n. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards, as perceived by a reasonable person standard.

**4. LOCATION OF MORE THOROUGH DISCUSSION OF ETHICS STANDARDS.** A PDF presentation of these standards in more detail is located on the Fort Polk SharePoint at the following link:

[https://polkintranet.nasw.ds.army.mil/Special\\_Staff/SJA/Admin\\_Law/Pages/Default.aspx](https://polkintranet.nasw.ds.army.mil/Special_Staff/SJA/Admin_Law/Pages/Default.aspx)

**5. POINTS OF CONTACT.** You may direct any questions or concerns regarding rules for standards of ethical conduct to Mr. Ken Brown, Chief, Administrative Law Division, 337-531-1175/2754, [ken.d.brown.civ@mail.mil](mailto:ken.d.brown.civ@mail.mil) or to Mr. Heath Dillon, Administrative Law Attorney, 337-531-0245/2754, [james.h.dillon10.civ@mail.mil](mailto:james.h.dillon10.civ@mail.mil).