

MEMORANDUM FOR U.S. ARMY MATERIEL COMMAND CHIEF COUNSELS

SUBJECT: Annual Ethics Training for CY 2000

1. The Federal Government's ethics program requires one-hour of ethics training each year for those employees who file Public (SF 278) or Confidential (OGE Form 450 or OGE Optional Form 450-A) Financial Disclosure Reports. The training must be "verbal" this year for all employees; there is no option for a "written" briefing for the Confidential filers. We are to remind these employees of their responsibilities under part I of Executive Order 12674, as modified, the conflict of interest statutes (18 U.S.C. §§ 201 - 209), the Standards of Ethical Conduct (5 C.F.R. Part 2635), and the DoD Joint Ethics Regulation (DoD 5500.7-R). We also ensure that they know who their ethics officials are, who will help them apply these laws and regulations to their personal situations.
2. In addition, we normally focus on a particular aspect of these rules, and make this the primary subject of our training. For CY 2000, I encourage you to adopt the following: ***Use and Misuse of Government Resources***, with special attention given to Government computers, e-mail, and Internet access. Mike Wentink and I already presented this training to about 70 of your SES/ST employees at the SES Executive Roundtable on 1 May. It was a resounding success. It is not surprising that there was considerable interest in this timely topic. We encouraged the attendees to also attend the training that you, their local Ethics Counselors will present, because their presence at such events is an important demonstration of leadership support to the workforce. In addition, we urged them to have as many of their employees attend as possible -- not just the "filers." The fact of the matter is that whether or not employees file a financial disclosure report, and whether or not they attend ethics training, they are held accountable for compliance with all of the ethics rules and standards of conduct.
3. Unless you determine that your command requires another topic, please present the ***Use and Misuse of Government Resources*** training this year. I look forward to the synergy created by across-the-board training on this topic in AMC. A training package that you can build on will be sent to all AMC Ethics Counselors shortly after our CLE program in Orlando.

EDWARD J. KORTE
Command Counsel