



# ONBOARDING ETHICS BRIEF

Naval Facilities Engineering Systems Command, Hawaii  
Office of Counsel (09C)



## MISUSE OF GOVERNMENT VEHICLES

- ❖ Navy-owned and controlled vehicles may only be driven by an employee while on the job, as part of his/ her official job duties, or in connection with officially authorized activities.
- ❖ The vehicles may not be driven to conduct personal errands of any kind, including:
  - lunch breaks (includes stopping at a drive-thru, even if it is on a direct route), and
  - pit stops (includes quick stops, such as buying a soda at a convenient store).
- ❖ **NOTE:** The penalty for violating this rule is a **minimum 30-day suspension from work** (without pay). This rule is very strictly enforced.

## CONFLICTS OF INTEREST

- ❖ Employees are prohibited from participating personally and substantially in a particular matter in which he/ she has an actual or imputed financial interest.
- ❖ Imputed financial interests include those of the employee's:
  - spouse, children, or general partners,
  - organizations in which he/ she serves as an officer, director, trustee, general partner or employee, or
  - person/ organization with whom he/ she is negotiating employment.
- ❖ Conflicts of interests are often revealed through filing a Confidential Financial Disclosure Report (OGE 450). Your position description and/ or supervisor will indicate whether you must file an OGE 450 within 30 days from the start of work and annually thereafter.
- ❖ **NOTE:**
  - If a conflict of interest arises, please immediately notify both your direct supervisor and the Office of Counsel. The conflict may prohibit your participation in a particular matter, require your divestiture of assets, or allow you to obtain a waiver.
  - Conflict of interest violations may result in fines ranging from \$50,000 to \$250,000, or up to 5 years imprisonment.

## ENDORSEMENTS AND FUNDRAISING

- ❖ In his/ her official capacity, an employee may NOT:
  - actively and visibly participate in fundraising by a non-federal entity in his/ her official capacity (e.g., an employee may not allow his/ her name with DoD title to be printed on his/ her child's school's fundraising fliers), or
  - officially endorse private entities (e.g., an employee may not use his/ her official DoD Facebook account to like a private company or non-profit organization).
  - solicit subordinates or prohibited sources.
- ❖ In his/ her unofficial, personal capacity, an employee MAY:
  - attend and participate in non-federal entity (NFE) meetings and fundraisers, and
  - manage and advise NFEs.

## GIFTS

- ❖ Generally allowed:
  - between co-workers (peer to peer), and
  - from supervisors to subordinates, so long as no favoritism is shown.
- ❖ Generally prohibited:
  - gifts from subordinates to supervisors or from employees who make less than you,
  - gifts from prohibited sources (e.g., sources seeking official action from or doing business with the government agency, or those substantially affected by your performance of official duties, such as contractors), and
  - soliciting gifts.
- ❖ Gift exceptions (okay to exchange):
  - special occasions where gifts are usually given (birthdays, retirements, or promotions), worth \$10 or less,
  - when the gift is given based upon a personal, non-work relationship,
  - anonymous giving and receiving, such as grab bags or Secret Santa, and
  - gifts from prohibited sources, if it is either (1) a one-time gift worth \$20 or less, or (2) multiple gifts worth a total of \$50 or less from the same prohibited source in one year.
- ❖ These items are NOT gifts and, thus, can be exchanged:
  - modest food and refreshment items,
  - items with little intrinsic value (plaques, trophies, greeting cards), and
  - rewards, prizes, and discounts open to the public or all employees.

## MISUSE OF GOVERNMENT RESOURCES

- ❖ Employees have a duty to protect and conserve government property.
- ❖ Government resources may not be used for any unauthorized purposes, including:
  - equipment and supplies (e.g., using spare parts for personal use),
  - non-public information (e.g., sharing sensitive contract information, or information marked “for official use only”), and
  - time (e.g., not putting in a full day’s work by leaving early or coming in late).

## TRAVEL

- ❖ Employees may obtain frequent flyer miles/ points for personal use.
- ❖ For involuntary bumps from flights: all benefits are retained by the Government.
- ❖ For voluntary bumps on flights: must not interfere with official duties, employee must be in leave status for any delayed return to work, and will not receive any per diem for that period.

Questions? Contact:  
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