



CONFIRMATION OF RECEIPT AND REVIEW

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



Encls: (1) Department of Defense Employees' Guide to the Standards of Conduct
(2) NAVFAC Hawaii Office of Counsel (09C) Onboarding Ethics Brief

1. I have received enclosures (1) and (2). I understand that it is my responsibility to comply accordingly.
2. I have been advised that the current version of enclosure (1) may be accessed at:
<https://dodsoco.ogc.osd.mil/Ethics-Program-Resources/Training-Materials/>
3. I have been advised that any current provisions of supplemental agency regulations that the Designated Agency Ethics Official (DAEO) determine to be relevant or a summary of those provisions may be accessed at:
<https://dodsoco.ogc.osd.mil/Ethics-Program-Resources/Ethics-Laws-and-Regulations/>
4. **REQUIRED TRAINING:** The Initial ethics training must be completed within 60 days of onboarding. The "DON Initial and Annual Ethics Training V.4" is available on TWMS. The course ID number is TWMS-689045. (Please Note: This training is updated annually and new current version will replace older version)

Instructions to access the course in TWMS:

- Log into TWMS – Self Service role <https://twms.dc3n.navy.mil/selfservice/>
- Click Online Training & Notices (under Tools/Actions)
- Click "Online TWMS" on the horizontal tab
- Type "689045" in search field
- Select "DON INITIAL AND ANNUAL ETHICS TRAINING V.4" (Course Number 689045)

I have been advised of the mandatory training requirement listed above and I will comply and submit certificate of completion to Counsel's office within 60 days of onboarding. _____ (Initials)
POC: Yesenia Rodriguez, Yesenia.berronescort@navy.mil

I have been advised that computer kiosks are available for use, and that my supervisor will assist with locating kiosks.

5. I have been advised that my Ethics Counselor is Counsel, NAVFAC Hawaii (09C).
6. I have been advised that I may contact the Office of Counsel (09C) at (808) 471-4535, with any questions you may have regarding my ethical responsibilities.

Employee's Signature

Employee's Printed Name

Date

NOTE: HRO shall return this signed and dated form to the NAVFAC Hawaii Counsel (09C).

Questions? Contact:
NAVFAC HI
Office of Counsel
(808) 471-4535

