



# 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.5**" is available on Waypoints. (Please Note: This training is generally updated annually, updated version will replace older version).

Instructions to access the course in Waypoints:

- Log into Waypoints – <https://don.csod.com/>
- Click Profile
- Click Learning (on the top horizontal banner)
- Scroll down and select Learner
- Type "**DON Initial and Annual Ethics Training V.5**" in search field
- Select "00-DON Initial and Annual Ethics Training (V5)"

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.p.rodriguez.civ@us.navy.mil](mailto:Yesenia.p.rodriguez.civ@us.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



09C, July 2024