

Department of the Army  
Headquarters, United States Army  
Training and Doctrine Command  
Fort Monroe, Virginia 23651-1047

TRADOC Pamphlet 600-4  
C1

29 January 2008

Personnel - General

## INITIAL ENTRY TRAINING SOLDIER'S HANDBOOK

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FOR THE COMMANDER:

OFFICIAL:

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**History.** This is change 1 to U.S. Army Training and Doctrine Command (TRADOC) Pamphlet (Pam) 600-4, 4 September 2007.

**Summary.** This pamphlet updates information that is intended for the professional development of all initial entry **Soldiers**. This change 1 provides additional information on ethical decisionmaking.

**Applicability.** This pamphlet is intended as a pocket reference for all initial entry Soldiers and Reserve Officer Training Corps Cadets.

**Proponent and exception authority.** The proponent of this pamphlet is the Deputy Chief of Staff, G-3/5/7. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority in writing, to a division chief with the proponent agency or its direct reporting unit or field-operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms is prohibited without prior approval from the Deputy Chief of Staff, G-3/5/7 (ATTG-II), 5 Fenwick Road, Fort Monroe, VA 23651-1049.

**Suggested improvements.** Users send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G-3/5/7 (ATTG-II), 5 Fenwick Road, Fort Monroe, VA 23651-1049.

**Distribution.** This publication is available only on the TRADOC Homepage at <http://www.tradoc.army.mil>.

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## Summary of Change

TRADOC Pam 600-4  
Enlisted Initial Entry Training (IET) Policies and Administration

Change 1, dated 29 January 2008.

Change TRADOC Pam 600-4, 4 September 2007, as follows-

1. Add the following to paragraph 3-18:

“3. In making ethical decisions, all Soldiers must be familiar with the laws and regulations that govern ethical conduct.

a. Executive Order 12731 sets forth the following 14 principles of ethical conduct, summarizing ethics laws and regulations that military personnel must follow:

(1) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.

(2) Employees shall not hold financial interests that conflict with the conscientious performance of duty.

(3) Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

(4) An employee shall not, except as permitted by the Standards of Ethical Conduct, 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 agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.

(5) Employees shall put forth honest effort in the performance of their duties.

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

(7) Employees shall not use public office for private gain.

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

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

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

(11) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

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

(13) 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.

(14) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in the Standards of Ethical Conduct. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

b. Complete Ethics information is available on-line at:

(1) Office of Army General Counsel (Ethics & Fiscal) at [www.hqda.army.mil/ogc/eandf.htm](http://www.hqda.army.mil/ogc/eandf.htm) click on "Ethics Links."

(2) 5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch at [http://www.usoge.gov/pages/laws\\_regs\\_fedreg\\_stats/oge\\_regs/5cfr2635.html](http://www.usoge.gov/pages/laws_regs_fedreg_stats/oge_regs/5cfr2635.html).

(3) DOD 5500.7-R, Joint Ethics Regulation at <http://www.hqda.army.mil/ogc/JER%201-6.doc>.

4. Be smart—if you have an ethics question, contact your local legal office and ask your ethics counselor for advice BEFORE you act, or contact the TRADOC Ethics Counselor at [MONR-TRADOC\\_SJA@conus.army.mil](mailto:MONR-TRADOC_SJA@conus.army.mil), telephone number (757) 788-2302 (Defense Switch Network 680), mailing address TRADOC Staff Judge Advocate (ATJA), 11 Bernard Road, Building 10, Suite 319, Fort Monroe, VA 23651."

2. Add to appendix A, references, section II, referenced publications:

“5 CFR Part 2635

Standards of Ethical Conduct for Employees of the Executive Branch (Available at [http://www.usoge.gov/pages/laws\\_regs\\_fedreg\\_stats/oge\\_regs/5cfr2635.html](http://www.usoge.gov/pages/laws_regs_fedreg_stats/oge_regs/5cfr2635.html).)

DOD 5500.7-R

Joint Ethics Regulation (Available at <http://www.hqda.army.mil/ogc/JER%201-6.doc>.)”

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