



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
OFFICE OF THE GENERAL COUNSEL (EUROPE)  
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August 21, 2006

MEMORANDUM FOR ALL NEW EMPLOYEES, DoDDS-E

SUBJECT: Ethics Requirements

Welcome to DoDDS-E. As the Ethics Counselor for DoDDS-E, my goal is to assist you in complying with all applicable ethics requirements.

As a new employee, you are required to be familiar with and adhere to a number of rules and regulations, including Executive Order 12674, as amended, the Standards of Ethical Conduct for the Executive Branch, 5 CFR Parts 2635, 2636, 2637, 2638, 2640 and 2641, Procurement Integrity rules at 5 CFR Part 734, Federal Acquisition Regulation Part 3.104, and criminal statutes found at 18 USC 203, 205, 207, 208, and 209. These provisions, and others unique to DoD, are contained in the Joint Ethics Regulation, DoD 5500.7-R.

You are required, within 90 days of your appointment, to obtain initial ethics training. To meet this requirement, review the attached Executive Order, which contains the basic principals of ethical conduct, and the Employee's Guide to the Standards of Conduct located at [http://www.dodea.edu/foia/iod/pdf/EmployeesGuide\\_20060125.pdf](http://www.dodea.edu/foia/iod/pdf/EmployeesGuide_20060125.pdf), and complete the online ethics training module provided by the DoD Standards of Conduct Office at [http://www.dod.mil/dodgc/defense\\_ethics/](http://www.dod.mil/dodgc/defense_ethics/).

You may also be required, within 30 days of your appointment, and annually thereafter, to file an OGE 450, Confidential Financial Disclosure Report. Your supervisor will determine whether this requirement applies.

Provide your supervisor a copy of the certificate of completion when you have taken the online ethics training. If you have any questions about these requirements, or any other ethics matters, please contact this office by e-mail at [dodds-e.counsel@eu.dodea.edu](mailto:dodds-e.counsel@eu.dodea.edu) or by phone at DSN 334-2224.

//Original signed//  
Maxwell G. Selz  
Assistant General Counsel

Attachment:  
As stated