



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS PACIFIC/
DOMESTIC DEPENDENT ELEMENTARY & SECONDARY SCHOOLS - GUAM
DIRECTOR'S OFFICE
UNIT 35007
APO AP 96376-5007

September 10, 2009

MEMORANDUM FOR NEW EMPLOYEES OF DODEA PACIFIC

SUBJECT: Ethics Requirements for Employees New to Federal Service

Welcome to DoDEA Pacific! You have joined a dedicated team of professionals committed to educating the youth of our armed forces throughout the Pacific. Our proud service supports the important missions of our military in Guam, Japan, South Korea, and Okinawa and represents all Americans to our hosts. As public servants and international ambassadors, we must be vigilant in our adherence to professional and ethical standards.

The federal government requires its employees to know and to follow a variety of ethical rules such as: Executive Orders No. 12674, as amended 2834; The Standards of Ethical Conduct for the Executive Branch, 5 CFR Parts 2635, 2636, 2637, 2638, 2640, and 2641; the Procurement Integrity rules at 5 CFR Part 734; Federal Acquisition Regulation Part 3.104; and various criminal statutes, such as 18 U.S.C. 203, 205, 207, 208, and 209. These authorities may also be found in the Department of Defense Joint Ethics Regulation (JER) DoD 5500.7-R.

In order to introduce you to the myriad of ethics requirements for employees of the federal government, you are required to complete initial ethics training **within 90 days of your appointment**. You may satisfy this requirement by attending an ethics briefing generally held at the beginning of the school year or otherwise by completing an on-line ethics training module located at: http://www.dod.mil/dodgc/defense_ethics/ethics_training/2009_AET/index.htm. We recommend you print out the instructions and review the 14 Principles of the Standards of Conduct before beginning the training module. You must review all pages and answer all questions correctly in order to receive a certificate of completion. The last page is the certificate of completion. Please enter your name in the designated field and print a copy. To print the certificate, select the printer icon located at the bottom right of the certificate. The certificate will NOT be automatically emailed to your Ethics Training Official. If you have access to a scanner, it is recommended that you simply scan and save a copy of your certificate and send an email to generalcounsel@pac.dodea.edu (Please be sure to include your immediate supervisor and yourself on the cc address line).

Finally, if you have been identified by your position description or your supervisor as a financial disclosure "filer," then you must file a financial disclosure report, Form 450, **within 30 days of your appointment**. You may obtain a copy of the disclosure form at: <https://pdo.dpi.pac.dodea.edu/default.aspx>, and under "Topics" select "Legal," then "Financial Disclosure Report, Form 450." Please obtain your supervisor's signature on the form and send the ***original copy*** to DoDEA Pacific Director's Office (Attn: Shon Burns-Harris).

Please feel free to contact me should you have any questions about ethics for federal employees or these requirements. Living overseas is a wonderful experience, and working within our schools helping to serve your country and support the relationships between Japan, South Korea, and the United States is an honor and a privilege. Enjoy your work and your time in the Pacific, but remember your ethical responsibilities as a federal employee and a public servant of the United States of America.

A handwritten signature in black ink, appearing to read 'J.A. Beyer', with a stylized, cursive script.

Jonathan A. Beyer
Attorney Advisor/Ethics Counselor