



GENERAL COUNSEL OF THE DEPARTMENT OF THE ARMY
104 ARMY PENTAGON
WASHINGTON DC 20310-0104



August 3, 2007

MEMORANDUM FOR

**ACTING PRINCIPAL DEPUTY GENERAL COUNSEL
ACTING DEPUTY GENERAL COUNSEL (ETHICS & FISCAL)
THE JUDGE ADVOCATE GENERAL, U.S. ARMY
THE ASSISTANT JUDGE AVOCATE GENERAL, U.S. ARMY
CHIEF COUNSEL, U.S. ARMY CORPS OF ENGINEERS
COMMAND COUNSEL, U.S. ARMY MATERIEL COMMAND
CHIEF, DA STANDARDS OF CONDUCT OFFICE**

SUBJECT: Ethics Training

1. The Secretary of the Army has approved the attached change to the ethics training requirements contained in AR 350-1, Army Training and Leader Development, paragraph 1-25. Although this change will not be published until sometime later this calendar year, it has been incorporated into the regulation and is effective immediately. In advising Army employees of the availability of qualified instructors in accordance with subparagraph 1-25e, we recommend that the following language be used:

"We request Army employees take computer-based training during normal business hours. Very likely your ethics counselor, who is a qualified ethics instructor, will be available for questions during that time. If not, a qualified instructor will be standing by to answer any ethics questions you have at [local phone number]. Additionally, you can always ask questions by e-mail at [website address]."

2. Deputy DAEOs are reminded that they are responsible for developing a written plan for annual ethics training by the beginning of that calendar year, pursuant to section 5 C.F.R. § 2638.706 and JER 11-302.

Benedict S. Cohen

Attachment

1-25. Ethics training

All Soldiers and employees, regardless of rank or position, shall comply with ethics rules and regulations as established in the Joint Ethics Regulation (JER), DOD 5500.7-R. Violation of ethics standards may result in administrative or criminal penalties. Army personnel will receive the training they need to ensure that the highest standards of integrity are maintained and that they take no action which undermines public confidence in the Army. Initial, periodic, and annual training is required, as follows:

a. Initial training. Except for new active duty enlisted members, initial ethics training must be provided to all Army personnel no later than 90 days after their entry on active duty or the employee's initial entry date. New active duty enlisted members shall receive training within 180 days of entering on active duty. In addition to the training methods described in paragraph *d* below, initial ethics training may consist of providing only written ethics materials prepared by a qualified instructor as defined by 5 C.F.R. § 2638.704(d), as long as the materials include the names of local ethics counselors and their email addresses, addresses, and telephone numbers, and consist of:

(1) The Standards of Ethical Conduct for Employees of the Executive Branch (Standards) (5 C.F.R. Part 2635) and the Joint Ethics Regulation to keep or review (or an appropriate Website); or

(2) Summaries of the Standards, the Joint Ethics Regulation, and the 14 General Principles of Ethical Conduct (5 C.F.R. § 2635.101(b)) to keep.

b. Periodic training. Except for Army personnel required to file the SF 278, (Executive Branch Public Financial Disclosure Report), or an OGE Form 450 (Executive Branch Confidential Financial Disclosure Report), or who are contracting officers, periodic ethics training will be provided to Army personnel as determined by their commanders or supervisors, consistent with the unit or organization annual training plan, or as required by the Army annual ethics training plan. Army personnel not required to attend annual ethics training are encouraged to take annual training. Additional annual acquisition ethics training will be provided for Army personnel working in an acquisition or contracting field, as determined by their commanders or supervisors.

c. Annual training. All Army personnel required to file the SF 278 or OGE Form 450, or who are contracting officers, must receive annual ethics training.

d. Initial, periodic, and annual training. Initial, periodic, and annual training will be 1 hour in duration, and personnel must be given official duty time to complete the training. All training must be approved by an ethics counselor and, except for initial training, must be -

(1) Presented face-to-face by a qualified instructor; or

(2) Prepared by a qualified instructor and presented by video teleconferencing, online computer training, computer-based audiotape, videotape, telephonic, or similar method.

e. Availability of qualified instructors. Availability of qualified instructors for Army personnel required to file an SF 278 or OGE 450, or who are contracting officers. A qualified instructor under paragraph *d*(2) above is available if (1) a qualified instructor is standing by during and immediately following training to answer any questions or (2) a telephone is available at the training site and personnel are provided the telephone number of a qualified instructor who is available during and immediately following the training to answer questions.