

Notice to Prospective Employees of Ethical Obligations

As you consider joining the Department of Justice, we want you to know that the Department is committed to a strong ethical culture. Serving with the Department of Justice is a privilege and those who work on its behalf have a responsibility to maintain the highest standards of honesty, integrity, and professionalism. Every employee, regardless of position, shares in the responsibility for promoting an ethical work environment at the Department, and has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws, and ethical principles above private gain. As a condition of employment, all Department employees are expected to meet the following minimum obligations of ethical conduct: compliance with the ethics laws, standards and guidelines; attending required ethics training; and providing accurate and timely financial disclosures, if applicable.

Applicable Ethics Standards

To ensure that citizens can have complete confidence in the integrity of the Federal Government, you, as a Department employee, must adhere to the principles of ethical conduct set forth in the Basic Obligations of Public Service at 5 C.F.R. § 2635.101, Standards of Ethical Conduct for Employees of the Executive Branch at 5 C.F.R. Part 2635, the Department of Justice's Supplemental Ethics Regulations at 5 C.F.R. Part 3801, and the criminal conflict of interest statutes at 18 U.S.C. §§ 201, 202, 203, 205, 207, 208, and 209. Please visit the Departmental Ethics Office website at www.usdoj.gov/jmd/ethics for more information.

Training

As a new Department of Justice employee, you must complete initial ethics training as soon as possible, and no later than **3 months** of your initial appointment. The Departmental Ethics Office provides new employee training at least once a month for all new employees. Your component's Ethics Official may also provide new employee training.

Financial Disclosure

Based on the duties and responsibilities of your position, you may be required to file a public or confidential financial disclosure report. If you are a filer, your new entrant report will be due within 30 days of your appointment date. Please consult your supervisor or your component's Ethics Official to confirm your filing status.

If you have any questions, you should contact the Ethics Official for your component. A list of component Ethics Officials may be found at www.justice.gov/jmd/ethics-officials. Employees in the Senior Management Offices and Justice Management Division should contact the Departmental Ethics Office at (202) 514-8196.

New Supervisors Notice of Ethical Obligations

Congratulations on your new supervisory position. As you assume this important role, we want to remind you of the Department's commitment to a strong ethical culture. In particular:

Every supervisor in the executive branch has a heightened personal responsibility for advancing government ethics. It is imperative that supervisors serve as models of ethical behavior for subordinates. Supervisors have a responsibility to help ensure that subordinates are aware of their ethical obligations under the Standards of Conduct and that subordinates know how to contact agency ethics officials. Supervisors are also responsible for working with agency ethics officials to help resolve conflicts of interest and enforce government ethics laws and regulations, including those requiring certain employees to file financial disclosure reports. In addition, supervisors are responsible, when requested, for assisting agency ethics officials in evaluating potential conflicts of interest and identifying positions subject to financial disclosure requirements.

5 C.F.R. § 2638.103.

As a supervisor you become an integral part of the ethical culture. Awareness of and adherence to ethics principles and the Department's policies, in addition to ensuring the highest standards of honesty, integrity, and professionalism of our staff, is a vital part of your role. Therefore, all Department supervisors are expected to ensure they and their subordinates meet the following minimum obligations of ethical conduct: compliance with the ethics laws, standards and guidelines; attending required ethics training; and providing accurate and timely financial disclosures, if applicable.

Please visit the Departmental Ethics Office website at www.usdoj.gov/jmd/ethics for information on ethics laws and regulations. For specific questions, you should consult with the appropriate Department Ethics Officials, who are ready to assist. A list of component Ethics Officials may be found at www.justice.gov/jmd/ethics-officials. Supervisors in the Senior Management Offices and Justice Management Division should contact the Departmental Ethics Office at (202) 514-8196.