

PWCNORVAINST
5370.6A
Code 09C
28 FEB 1997

PWCNORVA INSTRUCTION 5370.6A

Subj: STANDARDS OF CONDUCT

Ref: (a) DOD 5500.7 Joint Ethics Regulation (JER) of 30 Aug 93
(b) 31 U.S.C. 1353
(c) 41 Code of Federal Regulations (CFR) Part 304-1
(d) SECNAVINST 5430.92A

Encl: (1) Procedures for Ethics Training
(2) Procedures for Confidential Financial Disclosure
Reports (OGE 450)

1. Purpose To establish standards of conduct, Government ethics, procurement integrity, and the elimination of fraud, waste, and abuse, within the Navy Public Works Center (PWC), Norfolk.

2. Cancellation. PWCNORVAINST 5370.6

3. Policy

a. PWC Norfolk personnel will become familiar with, and comply with, all ethics provisions of the Department of Defense (DOD), as contained in reference (a). Particular attention should be paid to the discussion of ethical conduct discussed in Chapter 2 of reference (a), ethical values and decision making, discussed in Sections 5 and 6 of Chapter 12 of reference (a), and the Code of Ethics for Government Service, found in Section 12-300 of reference (a).

b. Penalties for violation of the Joint Ethics Regulation (JER) and other ethics related laws and regulations, include the

full range of applicable criminal, civil and administrative sanctions. The prohibitions and requirements printed in bold italics in the JER are general orders which apply to all military personnel. Violations of such orders could result in prosecution under the Uniform Code of Military Justice.

c. PWC Norfolk personnel must avoid any unauthorized disclosure of proprietary or source selection information. PWC Norfolk personnel who are considered to be "procurement

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officials" must comply with the prohibition against the solicitation or acceptance of gifts, or future employment from competing contractors. (See reference (a), Chapter 2.)

d. Fraud, waste, and abuse, in any form or degree, will not be allowed. PWC Norfolk personnel must prevent, detect and report actual or suspected instances of fraud, waste and abuse.

4. Action

a. The Command Counsel (Code 09C) is the Ethics Counselor for PWC Norfolk. If the propriety of a proposed action or decision is in question for any reason, PWC Norfolk personnel will seek guidance from Code 09C or raise the matter through the chain of command.

b. The Director, Administrative Services Office (Code 09D) will keep a copy of the JER (with revisions) available for review by PWC Norfolk employees.

c. Ethics Training. Ethics training will be according to the procedures in enclosure (1).

d. Confidential Financial Disclosure Reports. Confidential financial disclosure reporting will be according to the procedures in enclosure (2).

e. Acceptance of Payment from Non-Federal Sources for Travel Expenses. Under certain circumstances, references (b) and (c)

allow the acceptance of travel and related expenses from non-federal sources if advance approval from an authorized Navy official is received, along with the concurrence of the Commanding Officer (Code 00). Code 00 will be responsible for responding to any requests from other commands, which have reporting requirements under references (b) and (c), for information regarding the acceptance of such travel expenses.

f. Outside Employment of Employees by Contractors. Employees employed outside PWC Norfolk will notify Code 09C, via their department head, site manager, or office director, if either of the following two circumstances exist:

(1) The employee's job duties include activities related to contracting; or

(2) the employee works outside of his or her normal working hours at PWC Norfolk for a contractor which has a contract awarded or administered by PWC Norfolk.

g. Reporting Violations. Any PWC Norfolk employee who suspects that a violation of the JER has occurred shall report the matter to any of the following:

(1) The reporting individual's agency designee, which is defined by the JER as the first supervisor in the employee's chain of command who is a commissioned officer or a civilian above the grade of GS-11:

(2) The suspected violator's agency designee;

(3) the Commanding Officer, Code 00, PWC Norfolk;

(4) the PWC Norfolk Command Counsel, Code 09C, or any other ethics counselors;

(5) the Navy Inspector General (IG);

(6) the Naval Criminal Investigative Service (NCIS); or

(7) the PWC Norfolk, DOD, Navy, or COMNAVBASE Norfolk Hotline.

h. Fraud, Waste and Abuse.

(1) Under reference (d), all PWC Norfolk personnel will report fraud, waste, and abuse through the chain of command or to an appropriate IG office, NCIS office, or DOD or Navy Hotline. All employees will cooperate with official investigations of fraud, waste, and abuse.

(2) The Hotline telephone number for PWC Norfolk is 444-5964 and for the Commander, Naval Base, Norfolk is 444-2273.

(3) The telephone number for the NCIS Special Agent responsible for fraud investigations is 444-4812/4832.

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