
5.73 ETHICS TRAINING—MANDATORY PROGRAM

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CHAPTER STATUS: Current

1. Who is required to take training?
 - a. NDU employees who are required to file Financial Disclosure Statements.
 - b. NDU contracting officers and procurement officials.
 - c. All new NDU employees who are also new DOD employees.
2. When?
 - a. Financial disclosure filers (either OGE Form 450 or Standard Form 278), contracting officers, and procurement officials must participate in Annual Ethics Training.
 - b. New DOD employees must participate in Initial Ethics Training (IET) within 90 days of entering on duty with DOD.
3. Who is responsible for the program?
 - a. Deputy DAEO (NDU General Counsel).
 - (1) Develops AET Plan and submits to Standards of Conduct Office, Office of the General Counsel, DOD.
 - (2) Presents training at AET and IET sessions (AFSC may arrange for local training for its employees).
 - (3) Schedules AET and IET notifies participants of requirement, arranges for facilities and logistical support for training.
 - (4) Annotates lists to indicate when required training was accomplished and retains lists for three years.

APPLICABLE REGULATION: DOD 5500.7-R, Joint Ethics Regulation, Chapter 11.

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