



United States Department of the Interior

U.S. GEOLOGICAL SURVEY (USGS)

INITIAL ETHICS ORIENTATION FOR NEW USGS EMPLOYEES

I certify that I have been provided a copy of the **Ethics Guide for Department of the Interior Employees**.

The **Ethics Guide for Department of the Interior Employees** includes an overview of the Standards of Ethical Conduct for Employees of the Executive Branch (5 Code of Federal Regulations (C.F.R.) Part 2635); the Supplemental Standards of Ethical Conduct for Employees of the Department of the Interior (5 C.F.R. Part 3501); Department of the Interior Employee Responsibilities and Conduct regulations (43 C.F.R. 20.735); and the Principles of Ethical Conduct (Executive Order (E.O.) 12674, as modified by E.O. 12731).

I understand that the **Ethics Guide for Department of the Interior Employees** and the material listed above are available at the USGS Ethics Office and may be accessed from the USGS Ethics Office website.

I understand that I am entitled to at least one hour of official duty time to review the **Ethics Guide for Department of the Interior Employees** and that I should contact the USGS Ethics Office if I have ethics questions.

Employee's Name (printed)

Employee's Signature

Title / Position

Date

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INSTRUCTIONS

1. All new USGS employees must complete this certification, including those employees who have transferred from other DOI bureaus or other Federal agencies or departments.
2. Employees with questions should contact the USGS Ethics Office by e-mail, telephone or in person. Contact information is in the **Ethics Guide for Department of the Interior Employees**.
3. Signed certifications shall be sent to and maintained by the employee's Servicing Human Resources Office.

PRIVACY ACT NOTICE

AUTHORITY: 43 U.S.C. § 31(a) and 5 U.S.C. § 301. PURPOSE: This certification must be signed. This certification is an official record that will be part of your official USGS record of employment.