



DEPARTMENT OF THE NAVY  
OFFICE OF THE PROVOST  
UNITED STATES NAVAL ACADEMY  
589 MCNAIR ROAD  
ANNAPOLIS MARYLAND 21402-1300

PROVOSTINST 5370.3A  
2/VP  
30 Sep 21

PROVOST INSTRUCTION 5370.3A

From: Provost, US Naval Academy

Subj: CONFLICTS OF INTEREST AT THE NAVAL ACADEMY

Ref: (a) SECNAVINST 5370.2H  
(b) USNAINST 5370.6

1. Purpose. To provide guidance for administration, faculty, and staff concerning ethical conduct and the avoidance of conflicts of interest.

2. Background. References (a) and (b) contain standards of conduct for Department of Navy personnel. In part, these state: To maintain public confidence in the integrity of the Department of the Navy which is essential to the performance of its mission, all naval personnel shall comply with the following standards of conduct:

a) Avoid any action, whether or not specifically prohibited, which might result in or reasonably be expected to create the appearance of:

- 1) Using public office for private gain.
- 2) Giving preferential treatment to any person or entity.
- 3) Losing complete independence or impartiality.
- 4) Adversely affecting the confidence of the public in the integrity of the Government.

b). Do not engage in any activity that might result in or reasonably be expected to create the appearance of a conflict of interest.

- 1) Do not use inside information to further a private gain.
- 2) Compliance with these standards requires that members of the academic community always act in ways that will avoid any conflict of interest or the appearance of a conflict of interest.

3. Action

a) All members of the Provost cost center, including Deans of Schools and Chairs of Academic Departments shall take into consideration possible conflicts of interests when making nominations for or appointments to boards and committees. Nomination shall not be made where the individual, or a spouse, child or family member, has affiliation or interests which could influence or reasonably be interpreted as influencing such person's ability to act impartially in the performance of his or her duties as a board or committee member.

b) Faculty members appointed to committees or boards who find that they are involved in making recommendations concerning pay, awards, promotions, prizes, bonuses, and the like which involve themselves shall excuse themselves from the deliberation of the board or committee on matters in which they such a conflict of interest.

4. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.

5. Review and Effective Date. Per OPNAVINST 5215.17A, the Vice Provost will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

  
A. T. PHILLIPS

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Provost Issuance Website, <https://www.usna.edu/Academics/Provost/Rules-Regulations/Instructions.php>