



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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ANNAPOLIS MARYLAND 21402-1300

USNAINST 5370.6A
4/SJA
9 JAN 2014

USNA INSTRUCTION 5370.6A

From: Superintendent, United States Naval Academy

Subj: MANDATORY ETHICS TRAINING

Ref: (a) DOD Regulation 5500.07-R (Joint Ethics Regulation)
(b) 5 C.F.R. §2638 (Subpart G - Executive Agency Ethics Training Programs)

1. Purpose. To publish the U.S. Naval Academy (USNA) plan of execution and accountability for new employee Initial Ethics Orientation (IEO) training and Annual Ethics Training (AET) requirements for employees at USNA.

2. Cancellation. USNAINST 5370.6.

3. Background. References (a) and (b) require DON activities to conduct an in-person IEO for all new employees within 90 days from the time an employee begins work for an agency, and to provide annual ethics training for all public financial disclosure report (OGE Form 278) filers, confidential financial disclosure report (OGE Form 450) filers, and contracting officers.

4. Definitions. Per reference (a), the term "employee" includes any DOD civilian officer or employee; any active duty Regular or Reserve officer, including warrant officers; any active duty enlisted member; any Reserve member on active duty under orders issued pursuant to title 10, United States Code; any faculty member in a civil service position or hired pursuant to Title 10, United States Code; and any USNA Midshipman.

5. Action

a. USNA and NABSD Human Resources supervisors shall ensure all new employees complete the required in-person IEO with the USNA Ethics Counselor (EC) (or an EC designee) within 90 days of assuming their duties. USNA and NABSD Human Resources will coordinate with the EC (or an EC designee) to ensure all new personnel are timely notified of this requirement.

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b. All incoming Fourth Class Midshipmen will receive an in-person IEO as part of the Plebe Summer training pipeline. The Commandant of Midshipmen will report completion of Midshipmen training to the USNA EC and retain records of ethics training for three years.

c. All OGE Form 450 filers and contracting officers must complete AET. Navigation to the training module is located under the "OGE 450 Filer Tools" and "Training" links at <http://intranet.usna.edu/SJAethics>, along with completion reporting requirements. Every third year, OGE Form 450 filers must complete in-person AET with the USNA EC, or an EC designee.

d. OGE 278 filers and Superintendent's personal staff will receive in-person training by the USNA EC annually.



S. S. VAHSEN
Chief of Staff

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