



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

15 RDA FILE COPY

December 12, 2003

MEMORANDUM FOR DISTRIBUTION

Subj: MAINTAINING THE HIGHEST ETHICAL STANDARDS

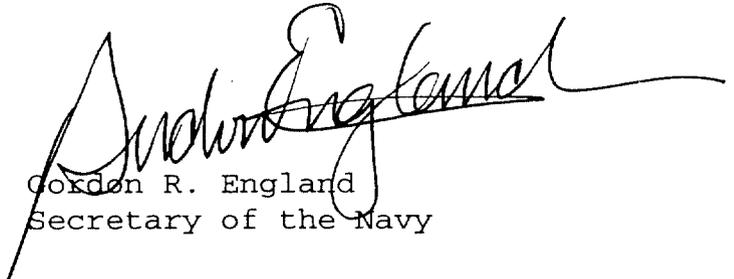
I want to take this opportunity to convey to each of you my expectations when it comes to maintaining and adhering to the letter and spirit of our ethics laws and regulations. Absolute integrity is the bedrock principle of public service. This is because all public servants, and particularly those of us in leadership positions, hold our positions and exercise our responsibilities in trust for the American public. They expect and deserve our complete commitment to these principles. The senior leaders of this Department have a long tradition of meeting and exceeding these expectations, but it is important to reflect on what is required and on what I expect of you.

President George W. Bush articulated four key values and principles that I believe should guide everything you do:

- First, we must always maintain the highest ethical standards. In addition to asking, "what is legal," we must also ask, "what is right."
- We must confront the tough problems, not avoid them. We are here to serve the public's long-term interests, not just to apply quick, short-term fixes.
- We must remember that political and career employees are part of the same team. The American people do not distinguish between them, and neither do I. The American people and I have high expectations for our entire government. To meet these expectations, we need to work together.
- Finally, we should always remember that every dollar we spend is the taxpayer's money. People worked hard to earn it, and we should spend it wisely and reluctantly.

I have enclosed the President's memorandum of January 20, 2001, in which he asks that we ensure that all personnel within our department are familiar with, and faithfully observe, applicable ethics laws and regulations, including the fourteen general principles from the Standards of Ethical Conduct for

Employees of the Executive Branch. It is the responsibility of each of us in leadership positions to demonstrate our continued commitment to these values and principles by formulating policies and personal standards that support and sustain them. We must also continue to ensure that our subordinates act in a manner that is consistent with these same high standards. When you encounter a difficult situation or are unsure whether a matter is covered by the standards of conduct, you should contact the General Counsel or your ethics counselor for assistance. This is our obligation to American citizens and we owe them nothing less.



Gordon R. England
Secretary of the Navy

Enclosure:
As stated

Distribution:
CNO
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RADM John Morgan
Mr. Robert Earl
Mr. Douglas Combs

THE WHITE HOUSE

WASHINGTON

January 20, 2001

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Standards of Official Conduct

Everyone who enters into public service for the United States has a duty to the American people to maintain the highest standards of integrity in Government. I ask you to ensure that all personnel within your departments and agencies are familiar with, and faithfully observe, applicable ethics laws and regulations, including the following general principles from the Standards of Ethical Conduct for Employees of the Executive Branch:

- (1) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.
- (2) Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- (3) Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- (4) An employee shall not, except as permitted by applicable law or regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- (5) Employees shall put forth honest effort in the performance of their duties.
- (6) Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
- (7) Employees shall not use public office for private gain.

Enclosure

(8) Employees shall act impartially and not give preferential treatment to any private organization or individual.

(9) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.

(10) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.

(11) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

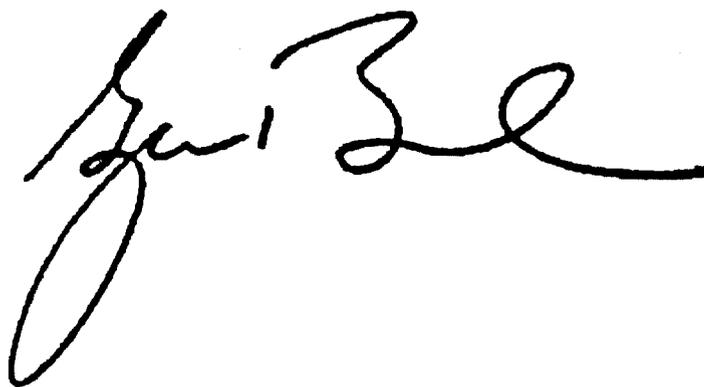
(12) Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those -- such as Federal, State, or local taxes -- that are imposed by law.

(13) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

(14) Employees shall endeavor to avoid any actions creating the appearance that they are violating applicable law or the ethical standards in applicable regulations.

Executive branch employees should also be fully aware that their post-employment activities with respect to lobbying and other forms of representation will be bound by the restrictions of 18 U.S.C. 207.

Please thank the personnel of your departments and agencies for their commitment to maintain the highest standards of integrity in Government as we serve the American people.

A large, stylized handwritten signature in black ink, appearing to read "G. B. L.", is centered at the bottom of the page.