# NOTICES OF ETHICAL OBLIGATIONS TEMPLATES

The templates below offer sample language that may be used for notices of ethical obligations. Please note that each template includes bracketed language that is meant to be instructive only. It should either be replaced with the information relevant to your agency/employee or deleted. It should not be part of the finalized notice. Bracketed language that is underlined specifically indicates that replacement language is needed.

# Notice to Prospective Employees Template

In the text of an offer letter sent to a prospective employee, your agency may include language similar to the following to meet the requirements set forth at [5 C.F.R. § 2638.303](https://www.ecfr.gov/current/title-5/section-2638.303):

[Agency] is committed to the highest ethical standards. As an employee, you will be **subject to the criminal conflict of interest statutes and the Standards of Ethical Conduct for Employees of the Executive Branch**, all of which can be found on [the "Standards of Ethical Conduct for Employees of the Executive Branch" webpage](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct) on OGE’s website. [If there are other ethics laws and regulations the Designated Agency Ethics Official (DAEO) would like to include in this notice, such as an agency supplemental ethics regulation, include additional information and links here.]

[Per [5 C.F.R. § 2638.304(a)(2)](https://www.ecfr.gov/current/title-5/part-2638/subpart-C#p-2638.304(a)(2)), the DAEO may exclude a non-supervisory position at or below the GS-8 grade level, or equivalent, from completing the training presentation of the initial ethics training requirement. If the prospective position is excluded by the DAEO, delete the paragraph below. Otherwise, include it.]

**Initial Ethics Training:** The ethics rules will be further explained during your initial ethics training. **You will be required to complete initial ethics training within three (3) months of your appointment.**

[If the prospective position requires filing a financial disclosure report, include the paragraph below. If not, delete it.]

**Financial Disclosure:** Additionally, your prospective position as [Position Title] is one which will **require you to file a [Public/Confidential Financial Disclosure Report (OGE Form 278/OGE Form 450)] upon entering on duty and annually thereafter**. This is required, because the duties of this position involve a heightened risk of potential or actual conflicts of interest. **You must file a new entrant [OGE Form 278/OGE Form 450] within 30 days of your date of appointment.** **Please reach out to the ethics office at [Email Address] to discuss this important requirement further.**

[Depending on your agency’s procedures, you can amend the paragraph below to have this notice come directly from the DAEO and Alternate DAEO (ADAEO) and provide their contact information in addition to that of your ethics office.]

Agency ethics officials are available to provide ethics guidance and support. Our ethics office believes in the adage, “An ounce of prevention is worth a pound of cure.” So, **please don’t hesitate to contact us if you are ever unsure or have questions or concerns with any ethics issues that may arise during your service**. Our shared goal is to ensure that we all conduct ourselves in a way that promotes trust and confidence in the government and this agency.

Ethics Office

Phone: [Phone Number] | Email: [Email Address]

# Notice to New Supervisors Template

In a separate written notice sent to employees entering a supervisory position, your agency may provide language similar to the following to meet the requirements set forth at [5 C.F.R. § 2638.306](https://www.ecfr.gov/current/title-5/section-2638.306):

Every supervisor in the executive branch has a heightened personal responsibility for advancing government ethics. It is **imperative that supervisors serve as models of ethical behavior** for subordinates. Supervisors have a responsibility to help **ensure that subordinates are aware of their ethical obligations** under the Standards of Conduct **and that subordinates know how to contact agency ethics officials**. Supervisors are also **responsible for working with agency ethics officials** to help resolve conflicts of interest and enforce government ethics laws and regulations, including those requiring certain employees to file financial disclosure reports. In addition, supervisors are responsible, when requested, for assisting agency ethics officials in evaluating potential conflicts of interest and identifying positions subject to financial disclosure requirements.

As part of your heightened personal responsibility for advancing government ethics, you should **look to** [**the 14 Principles of Ethical Conduct (PDF)**](https://www.oge.gov/web/oge.nsf/0/B97C62717328457B852585B6005A180D/$FILE/14%20General%20Priniciples.pdf) **to help you understand your role**. These Principles broadly require executive branch employees to (1) put the law and ethical principles over private gain, (2) not misuse their public positions for their own or others’ private gain, and (3) to be responsible in the use of government time and resources. These principles can guide you through situations that are not directly covered by the rules laid out by the Standards of Ethical Conduct for Employees of the Executive Branch, the criminal conflict of interest laws, or other ethics laws and regulations, many of which can be found on [the "Standards of Ethical Conduct for Employees of the Executive Branch" webpage](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct) on OGE’s website. [If there are other ethics laws and regulations the Designated Agency Ethics Official would like to include in this notice, such as an agency supplemental ethics regulation, include additional information and links here.]

[If the supervisory position requires filing a financial disclosure report, include the paragraph below. If not, delete it.]

**Financial Disclosure:** Additionally, your supervisory position as [Position Title] is one which will **require you to file a [Public/Confidential Financial Disclosure Report (OGE Form 278/OGE Form 450)] upon entering on duty and annually thereafter**. This is required, because the duties of this position involve a heightened risk of potential or actual conflicts of interest. **You must file a new entrant [OGE Form 278/OGE Form 450] within 30 days of your date of appointment.** **Please reach out to the ethics office at [Email Address] to discuss this important requirement further.**

[Depending on your agency’s procedures, you can amend the paragraph below to have this notice come directly from the DAEO and Alternate DAEO (ADAEO) and provide their contact information in addition to that of your ethics office. If the new supervisor also recently received the Notice to Prospective Employees, you may wish to amend this language further so as not to be too repetitive.]

Agency ethics officials are available to provide ethics guidance and support. Our ethics office believes in the adage, “An ounce of prevention is worth a pound of cure.” So, **please don’t hesitate to contact us if you are ever unsure or have questions or concerns with any ethics issues that may arise during your service**. Our shared goal is to ensure that we all conduct ourselves in a way that promotes trust and confidence in the government and this agency.

Ethics Office

Phone: [Phone Number] | Email: [Email Address]