



**UNITED STATES
DEPARTMENT OF
AGRICULTURE**

Office of the
Assistant Secretary
for Administration

Office of Ethics

1400 Independence
Avenue SW

Washington, DC
20250-0122

SUBJECT: Ethics Orientation

TO: All New Employees

Ethical conduct by Federal employees is critical in maintaining the American public's trust in the integrity and fairness of its government. Recognizing this concern, the Office of Government Ethics (OGE), the agency created to administer the executive branch Ethics Program, issued the "Standards of Ethical Conduct for Employees of the Executive Branch" (Standards), which sets out the ethical rules that govern Federal employees. Additionally, OGE issued regulations requiring that each new employee be given a minimum of one hour of official time within (90) days of appointment to review the Standards and other ethics guides. Whether you are a newly appointed Federal employee or you have received an orientation briefing by another department, we request that you accomplish this review. Upon completion, please fill-out and return the attached certification notice to us. For your convenience, the following ethics guides and self-certification are attached:

- [*Ethics at a Glance Pamphlet*](#)
- [*The Standards of Ethical Conduct For Employees of the Executive Branch \(Including the Principles Of Ethical Conduct, section 2635.101--2635.107\)*](#)
- [*Supplemental Standards of Ethical Conduct for Employees of the Department of Agriculture*](#)
- [Certification of Accomplished Orientation Briefing](#)

The Standards are also posted on [our website at: http://www.usda.gov/ethics](http://www.usda.gov/ethics) with training modules and other material. On the website, you will also find the names and locations of [ethics officials](#) throughout USDA who are available to answer questions regarding employee ethical responsibilities.

The USDA Office of Ethics is your first point of contact for information concerning ethical conduct. You are welcome to contact us by phone on (202) 720-2251 or by email at DAEO.ETHICS@USDA.GOV. Our role is to answer any questions you may have, so that you may practice and promote the highest standard of ethical conduct exemplifying the trust and confidence conferred upon you by the American public. On behalf of this office, I welcome you to USDA.

A handwritten signature in blue ink, appearing to read "Ray J. Sheehan".

Raymond J. Sheehan
Director, Office of Ethics

Attachments: 1

Certification of Accomplished Orientation Briefing

Please complete your review of all Ethics Orientation Briefing materials within 10 days of receiving them. After completing your Orientation Briefing, please sign and return this Certification to the USDA Office of Ethics by fax at (202) 690-2642. If you prefer, you may mail your signed certification to:

U.S. Department of Agriculture
Office of Ethics
Stop 0122 (347-W)
1400 Independence Avenue, S. W.
Washington, D.C. 20250-0122

I certify that on _____ I reviewed all of the following ethics materials: _____
(Date)

- ***Ethics at a Glance Pamphlet***
- ***The Standards of Ethical Conduct For Employees of the Executive Branch*** (Including the ***Principles Of Ethical Conduct 2635.101-2635.107***)
- ***Supplemental Standards of Ethical Conduct for Employees of The Department of Agriculture***

(Signature)

(Date)

Please Print

Name: _____

Title and grade: _____

Position: _____ Organization: _____

Phone #: _____ Email Address: _____