



# SPOUSE LEADERSHIP DEVELOPMENT COURSE



**L918 Ethics**

*"Leaders Build Lethality, We Develop Leaders"*





# SPOUSE LEADERSHIP DEVELOPMENT COURSE

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This 1-hour lesson on ethics is presented by a guest speaker. This lesson prepares spouses to identify violations of ethics regulations. Students will conduct analysis of various potential ethics violations throughout the lesson. The purpose of the lesson is to provide a better understanding of ethics regulations and what constitute a violation of it.





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## **ELO 400-SLDC-L918**

**Action:** Understand Army ethics

**Condition:** As a spouse of a senior noncommissioned officer, a member of a problem-solving team, or individually in a classroom small group setting, using other references, class discussions, and personal experiences.

**Standard:** Basic understanding of the principles of ethics, conflict of interests, and gift rules

**Learning Domain:** Cognitive

**Level of Learning:** Understanding







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**Contact your ethics counselor**

**before you act.**



**Ethics Questions?**

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- 14 Principles of Ethical Conduct
- Standards of Ethical Conduct for Executive Branch Employees 5 C.F.R. Part 2635
- The Joint Ethics Regulation (JER), DoD 5500.07-R (Change 7)
- 18 U.S.C. §§ 203, 205, 207, 208





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## PRINCIPLES OF ETHICAL CONDUCT

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 [provided for by 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.
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 the law or ethical standards. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.





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Gifts

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- **First**, what is a *gift*?
- **Second**, are there any specific items that are not gifts?
- **Third**, what are the rules governing the acceptance of gifts from specific sources?
- **Lastly**, if you are given a gift that you cannot keep, what are your alternatives?





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A gift is *almost* anything of monetary value, be it tangible item or a service.



## What is a Gift?

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- Modest items of food and refreshments.
- Prizes in contests open to the public.
- Greeting cards and items of little intrinsic value.
- Commercial discounts.



**What is NOT a Gift?**

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An employee shall not solicit or accept, directly or indirectly, a gift from a prohibited source or a gift given because of the employee's official position.





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- Gifts from Outside Sources
- Gifts from Foreign Governments
- Gifts Between Employees







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## 1. Prohibited Source

- Seeking Government action
- Does business or seeks to do business with the Government
- Conducts activities regulated by the Government
- Interests substantially affected by Government agency

## 2. Because of Official Position



**What is an Outside Source?**

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If it is not intended to be a gift, are there any exclusions?





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Do the rules provide an exception permitting acceptance of the gift?

- Gifts of \$20 or less (\$50 max for year)
- Gifts based on personal relationship
- Discounts and similar benefits
- Exceptions for Enlisted Personnel E-6 and Below





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- Just say “NO” (Refuse or return the item)
- Pay for it (fair market value)
- If tangible item is <\$100 you may now destroy it
- If perishable (with Supervisor or EC approval)
  - Give it to charity
  - Share within office
  - Destroy it



All of this because of a  
“free” gift.





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**Gifts between Employees**

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An individual employee shall not, directly or indirectly:

1. Give a gift to an official superior,
2. Donate to or solicit donations for a gift for a superior from and individual employee, or
3. Accept a gift from a lower-paid employee, unless the donor and recipient are personal friends not in an official superior-subordinate relationship.





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## EXCEPTIONS

1. Occasional Basis: Traditional gift giving occasion (Birthdays, Holidays, etc)
2. Special and Infrequent Occasions: Marriage, PCS, Retirement, Birth of a child





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## EXCEPTION #1

**Occasional Basis** (traditional gift giving situations):

- Items must be \$10 or less
- Food shared in the office
- Personal hospitality in subordinate's home
- Host/hostess gifts





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## EXCEPTION #2

### Special Infrequent Occasions:

- Occasions that are of personal significance,

OR

- Superior-subordinate relationship ends, *and*
- Gift is “appropriate to the occasion”





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## Gifts Appropriate to the Occasion

- \$480 limit per donating group
- \$10 limit on solicitation among subordinates
- Voluntary contributions
- Recipient is prohibited to “buy down”







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**SCENARIO:** An employee in your section often goes TDY. She always purchases a souvenir coffee cup from each city she visits for her supervisor who collects them. She is careful to buy cups costing under \$10.

**QUESTION:** Can she buy the cups for her boss?





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1. It is all right for her to buy the cups.
2. She may not buy the cups as gifts given that under these circumstances they are not considered occasional.
3. She must not buy gifts for her official superior under any circumstance.



**Answer # 1**

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**SCENARIO:** Your supervisor has invited you to her wedding. After checking the gift registry you decide to purchase them a place setting for \$70. You also want to encourage other subordinates within the division to purchase the same place settings as well to help the couple complete their set.

**QUESTION:** May you give the setting as a gift?





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1. You may buy the china.
2. The gift exceeds the \$10 limitation on gifts to official-supérieurs.
3. You may buy the china and encourage subordinates within the division to do likewise.



**Answer # 2**

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**Fundraising.** Any activity conducted for the purpose of collecting money, goods or other support for the benefit of others. (*AR 600-29*)

**Fund-raising Event.** An event or activity with the purpose of soliciting money or materiel for charitable, civic, or educational organizations, organizational operations, or similar purposes, by any means, beyond that necessary to cover the reasonable costs of the event. (*DoDI 5410.19, E2.1.26.*)







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## **ALL FUNDRAISERS AND CONTRIBUTIONS ARE VOLUNTARY**

***Cannot enter fact of participation or*** nonparticipation into an individual's performance appraisal or evaluation report.

- ***No lists of non-contributors.***
- ***No granting of special favors, privileges, or entitlements, such as special passes or leave privileges which are an inducement to contribute (\* exclusion from duty roster).***
- ***Cannot be an express or implied requirement to give as a condition to the granting of normal privileges and entitlements, violates both the letter and spirit of this regulation.***





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- Organizations **cannot** conduct other charitable fundraising in the Federal workplace unless Director Office of Personnel Management grants permission for special solicitations of Federal employees in support of victims in cases of emergencies and disaster.

- Hurricane Sandy – Special Solicitation Authorized
- Japan Earthquake & Tsunami – Special Solicitation Authorized
- Haiti Earthquake – Special Solicitation Authorized
- Inapplicable to fundraising outside the workplace

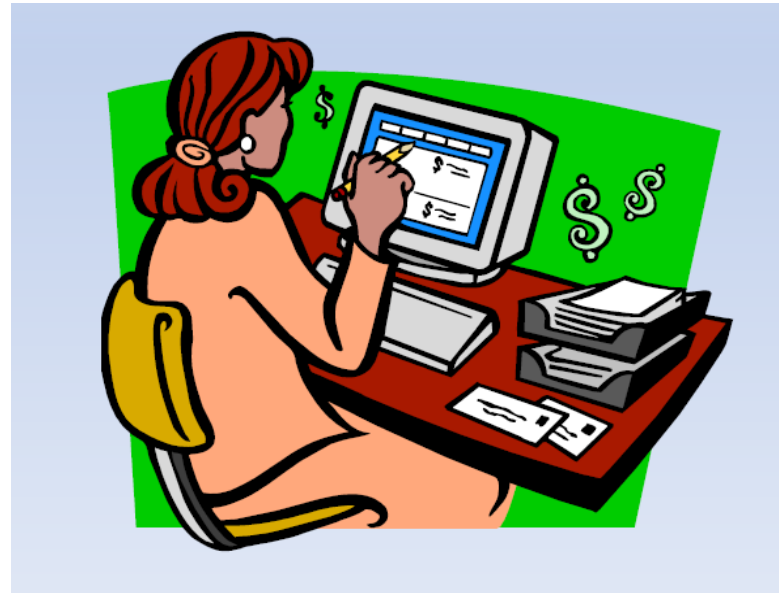




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**But!**

No Personal Fundraising  
in the Workplace



**Fundraising**

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- Army personnel may not solicit subordinates or prohibited sources (e.g. contractors) in Non Federal Entities fundraising campaigns or membership drives
- Army personnel may not permit the use of their names in a Non Federal Entities solicitation that targets subordinates or prohibited sources



**NO Solicitation**

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Questions?



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