

Memorandum

June 23, 2016

To: All U.S. Geological Survey Employees

From: Suzette M. Kimball **(Signed)**
Director
Bureau Ethics Counselor

Subject:

Mandatory Annual Ethics Training Requirement for All

U.S. Geological Survey Employees

The U.S. Geological Survey (USGS) is renowned for providing unbiased and objective scientific information. Adherence to high ethical standards is critical to maintaining our position as a premier Earth science organization.

To enhance the ethical culture at the USGS and to serve as a refresher of the ethics statutes, regulations, rules, and policies with which we are all required to comply, USGS employees will now be required to take annual ethics training. Prior to this year, annual ethics training has only been required for employees who file financial disclosure reports (roughly 10 percent of our workforce.)

The USGS Ethics Office has developed a DOI Learn course, "2016 USGS Annual Ethics Training," which provides a summary of the general principles of ethical conduct, the criminal ethics statutes, the Standards of Ethical Conduct for Employees of the Executive Branch, and the supplemental standards of ethical conduct for employees of the Department of the Interior. The due date for completing the course is December 1, 2016.

Employees who have attended ethics training provided by the Ethics Office in calendar year 2016 are not required to take the DOI Learn course in 2016. The names of attendees of those presentations have been provided to DOI Learn by the Ethics Office. Ethics training courses offered by the Departmental Ethics Office or another bureau, while informative, do not meet the mandatory USGS annual ethics training requirement.

To access 2016 USGS Annual Ethics Training:

- 1) Log into DOI Learn at <<http://www.doi.gov/doilearn/index.cfm>>.
- 2) On the "My Home" tab, look in the "My Learning" area
- 3) Click on "2016 USGS Annual Ethics Training"
- 4) If you cannot find the course under "My Learning" or under "Access My Required Learning" from the "My Home" tab, click on "Search the Catalog Register for a Course,"

and "Click Here to Continue to the Catalog" then search for "2016 USGS Annual Ethics Training" or course number USGS-A-16-171 to self-register.

- 5) DOI Learn courses should not be viewed in Chrome; please use Internet Explorer.

Employees should refer to the 2016 annual ethics training and resources on the [USGS Ethics Office website](#) for ethics information and guidance. Ethics questions may be sent to EthicsOffice@usgs.gov or employees may contact an Ethics Counselor at (703) 648-7422, (703) 648-7439, or (703) 648-7474.