

# SEMI-ANNUAL STANDARDS OF CONDUCT REVIEW

*IAW OMD TPR 100, supervisors must ensure that all technicians under their supervision review the Standards of Conduct twice yearly. Supervisors will annotate the review on the technicians' NGB Form 904-1.*

1. All Federal Technicians must comply with the prescribed Standards of Conduct contained in 5 CFR Chapter XVI S2635.101 and DOD Directive 5500.7-R.
2. You are required to perform your assigned duties conscientiously and to always conduct yourself in a manner that reflects credit upon the Federal Government and the Oklahoma National Guard.
3. You are expected to maintain high standards of honesty and integrity. Violation of any Standard of Conduct may be the basis for disciplinary action.
4. Some of the prohibited acts that can result in disciplinary action are:
  - Using civilian and/or military position for private financial gain
  - Using a government vehicle without authorization
  - Misusing official and/or classified information
  - Gambling and betting on duty
  - Filing fraudulent claims
  - Misusing government postage/mail
  - Making false statements
  - Engaging in illegal political activity
  - Using obscene or vulgar language
  - Discourtesy toward members of the public or coworkers
  - Misusing government property such as supplies, personal computers, telephones, or fax equipment
  - Using a government-issued travel card for personal use
  - Refusing to cooperate in an administrative investigation
  - Accepting gifts and favors from subordinates or customers
  - Using illegal drugs, alcohol or intoxicants while on duty
  - Accepting outside employment that conflicts with your technician duties or discredits the National Guard

Questions about Standards of Conduct should be addressed to the State Advocate General (JAG) or Human Resource Office (HRO) at commercial (405) 228-5364 or DSN 628-5364