



STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

MDNG-AG-HRO

1 May 2001

HRO POLICY/GUIDANCE LETTER #7

SUBJECT: Standards of Conduct for Maryland National Guard Full-Time Personnel (Technician/AGR)

SEE DISTRIBUTION

1. The following is a summary of the rules of conduct that pertain to all Maryland National Guard Technicians and AGR Personnel. Supervisors/Managers and employees must be familiar with these rules so that they will be able to quickly recognize situations to be avoided.
2. DOD Directive 5500.7 requires that all Full-Time Personnel be informed of the standards of conduct upon employment, and that the standards are brought to his/her attention on a semi-annual basis. To accomplish these requirements this office will provide each new employee a copy of this Policy/Guidance Letter at the time of appointment. To comply with the semi-annual requirement, supervisors will advise all employees. This may be accomplished by providing each employee a copy of Enclosure 1 of this letter, posting the enclosure on bulletin boards, in local newsletters or any other means that assures all employees are aware of the standards of conduct. As a reminder, HRO will in March and September of each year, publish an information article to remind supervisors of this requirement.
3. Gifts, Entertainment and Favors.

This HRO Policy/Guidance Letter supersedes HRO Policy Guidance Letter #7 dated 1 July 1997, same subject

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a. From persons. An employee is prohibited from soliciting or accepting, directly or indirectly, any gift, gratuity, favor, entertainment, loan or any other item of monetary value from a person who has, or is seeking to obtain contractual or other business or financial relations with this agency.

b. To supervisors.

(1) An employee is prohibited from soliciting contributions from another employee for a gift to an employee in a superior official position.

(2) A superior official is prohibited from accepting a gift presented as a contribution from employees receiving less salary than himself/herself.

(3) An employee is prohibited from making a donation as a gift to an employee in a higher official position. This section does not prohibit a voluntary gift of nominal value or donation in a nominal amount when made on a special occasion, such as marriage, illness or retirement.

4. Outside Employment. An employee is prohibited from engaging in outside employment of other outside activities not compatible with the full and proper discharge of the duties and responsibilities of their Government employment.

5. Financial Interests. Employees are prohibited from having a direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with his/her Government duties and responsibilities, or engaging in, directly or indirectly a financial transaction as a result of or primarily relying on information obtained through their Government employment.

6. Use of Government Property. Employees are prohibited from directly or indirectly using or allowing the use of Government property of any kind, including property leased to the Government, for other than officially approved activities.

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7. Misuse of Information. Employees are prohibited from directly or indirectly using or allowing the use of official information obtained through or in connection with his/her Government employment which has not been made available to the general public, for the purpose of furthering a private interest.

8. Indebtedness. An employee's failure to pay their debts usually has two (2) undesirable effects. First, since the creditor cannot garnish an employee's salary, the only recourse is to try to solicit the help of the agency personnel office. If this is not successful, the creditor is left with the feeling that the Maryland National Guard and the Federal Government are as much to blame as the employee. Thus an unfavorable image is created. Second, correspondence with creditors and memos to and conferences with the employee involved add considerably to the workload of the office. Consequently, employees are required to satisfy their financial obligations in a proper and timely manner. A financial obligation means one acknowledged by the employee or reduced to judgment by a court or one imposed by law such as Federal, State or local taxes.

9. Gambling, Betting and Lotteries. Employees are prohibited from participating while on Government-owned or leased property or while on duty for the Government, in any gambling activity including the operation of a gambling device, conducting a lottery or pool, in a game for money or property, or in selling or purchasing a numbers slip or ticket.

10. Engaging in Riots or Civil Disorders. A person convicted of participating in a riot or civil disorder is barred from employment.

11. General Conduct Prejudicial to the Government. Employees are prohibited from engaging in criminal, infamous, dishonest,

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immoral, or notoriously disgraceful conduct, or other conduct prejudicial to the Government.

FOR THE ADJUTANT GENERAL:

Enclosure


ANNETTE M. DEENER
COL, GS, MDARNG
Human Resource Officer

DISTRIBUTION:

All Full-Time Support Managers/
Supervisors (Army and Air)

GIFTS, ENTERTAINMENT, AND FAVORS

a. From persons. A employee is prohibited from soliciting or accepting, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person who has, or is seeking to obtain, contractual or other business or financial relations with this agency.

b. To supervisors.

(1) A employee from soliciting contributions from another employee for a gift to a employee in a superior official position.

(2) A superior official from accepting a gift presented as a contribution from employees receiving less salary than himself/herself.

(3) A employee from making a donation as a gift to a employee in a higher official position. This section does not prohibit a voluntary gift of nominal value or donation in a nominal amount when made on a special occasion, such as marriage, illness or retirement.

OUTSIDE EMPLOYMENT

Incompatible activities. A employee is prohibited from engaging in outside employment or other outside activity not compatible with the full and proper discharge of the duties and responsibilities of his/her Government employment.

FINANCIAL INTERESTS

Prohibited activities. A employee is prohibited from having a direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with his/her Government duties and responsibilities, or engaging in, directly or indirectly, a financial transaction as a result of or primarily relying on information obtained through his/her Government employment.

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USE OF GOVERNMENT PROPERTY

A employee is prohibited from directly or indirectly using or allowing the use of Government property of any kind, including property leased to the Government, for other than officially approved activities.

MISUSE OF INFORMATION

A employee is prohibited from directly or indirectly using or allowing the use of official information obtained through or in connection with his/her Government employment which has not been made available to the general public, for the purpose of furthering a private interest.

INDEBTEDNESS

A employee's failure to pay his/her debts usually has two undesirable effects. First, since the creditor cannot garnish a employee's salary, the only recourse is to try to solicitst the help of the agency personnel office. If this is not successful, the creditor is left with the feeling that the agency and the Federal Government are as much to blame as the employee. Thus an unfavorable image is created. Second, correspondence with creditors and memos to and conferences with the employees involved add considerably to the workload of the office. Consequently, employees are required to satisfy their each just financial obligation in a proper and timely manner.

GAMBLING, BETTING, AND LOTTERIES

A employee is prohibited from participating while on Government-owned or leased property or while on duty for the Government, in any gambling activity including the operation of a gambling device, or conducting a lottery or pool, in a game for money or property, or in selling or purchasing a numbers slip or ticket.

ENGAGING IN RIOTS OR CIVIL DISORDERS

Prohibits the employment or retention in employment of a person convicted of participating in a riot or civil disorder.

GENERAL CONDUCT PREJUDICIAL TO THE GOVERNMENT

An employee is prohibited from engaging in criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, or other conduct prejudicial to the Government.

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