



5370
22 May 2020

MEMORANDUM

R. B. Shults

From: R. B. Shults
CG-0944 Ethics Attorney

To: All New Coast Guard Civilian Employees

Subj: INITIAL ETHICS ORIENTATION FOR CIVILIAN PERSONNEL

Ref: (a) 5 C.F.R. Part 2635
(b) 5 C.F.R. § 2638.304
(c) COMDTINST M5370.8 (series)

1. Congratulations on your new Coast Guard position. I hope you find your work with the Coast Guard rewarding. Your success as a federal employee depends, in part, upon your compliance with the Government Standards of Ethical Conduct (reference (a)). To introduce you to these Standards, references (b) and (c) require all new federal employees receive an initial ethics orientation within 90 days of assuming their duties.

2. Initial ethics orientation. You must be given a minimum of one hour of official duty time to review materials relating to the Standards of Conduct. To access the required ethics training materials, visit the Coast Guard Learning Management System (LMS) on the CGPortal at the following web address:

<https://elearning.uscg.mil/>

3. Once you have accessed LMS, please proceed to the Course Catalog and select Catalog: Mandated Training. Then select Position-Based Mandated (MT-B) and choose the "New Hire Ethics" course. Before enrolling however, please review the course materials at the bottom of the enrollment page, which includes a list of Coast Guard legal offices as well as a complete copy of reference (c). This training must be completed in LMS for completion to be recorded in CGBI.

4. Training courses Ethics I (Personal Gifts), II (Assorted Gifts), and III (Gifts to the Coast Guard) are only required for Public Financial Disclosure Report (PFDR) and Confidential Financial Disclosure Report (CFDR) filers. This training can also be found in the Position-Based Mandated (MT-B) on LMS.

5. If you are unable to access the LMS or CGPortal, please contact your local command staff advisor for assistance.

Subj: FEDERAL TRANSITION ETHICS RULES

5370

22 May 2020

6. There is no need to notify me once you have completed your ethics training, as CGBI and LMS automatically will update with a few days to reflect your completion.

7. Please feel free to contact your local Coast Guard ethics official if you have any questions about the Standards of Conduct.

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