

CERTIFICATE OF ETHICS TRAINING

I, _____
(name of employee, grade, position and location of assignment)

received (check one) ___ annual, ___ initial (new employee), ___ procurement integrity
ethics training on (date) _____ by (Select A or B, below)

A: From a person qualified to provide ethics training under DoD 5500.7-R, the Joint
Ethics Regulation: _____
(name and organization of the person providing the training
at (location) _____

B: By an alternate means of instruction (check as follows)

___ video
___ electronic game
 written materials supplied by the DoDDS DAEO entitled "Department of
Defense Employees' Guide to the Standards of Conduct," dated December, 1997.

I certify that I have been provided a minimum of one hour of official duty time in
which to attend the verbal ethics briefing under A, above, or to review the the materials
provided pursuant to B, above.

signature of trainer date

signature of trainee date

trainee supervisor date

NOTE: Some trainers are unavailable to sign the training forms. In such a case, the
attendee may sign the certificate and either attach a copy of the training attendance list
containing their name (if one is available), or sign the form and have their supervisor sign
the form after they have signed it.

**SEND COMPLETED TRAINING CERTIFICATE TO DODDS GENERAL
COUNSEL/DDAEO, 4040 N. FAIRFAX DR., 9TH FLOOR, ARLINGTON, VA.
22203**

Forms may be faxed to meet timelines, but original forms bearing original
signatures must be mailed to the above address