

## STATEMENT RELATING TO EMPLOYEE RESPONSIBILITIES AND CONDUCT

*Please Type or Print*

EMPLOYEE'S NAME (Last, First, Middle Initial)

EMPLOYEE'S ORGANIZATION

I have read the regulations and pamphlet about employee responsibilities and conduct as set forth in 5 CFR Part 2635.

I have also been informed of the names of my personnel representatives and legal advisor and how to contact them in the event that I should need legal advice about conflict-of-interest or other aspects of these standards of conduct. I acknowledge my obligation to continue to review these standards of conduct.

*(Please check appropriate box below)*

☐

I have a private activity or interest about which I request advice and guidance.  
*(See Special Instructions below for obtaining advice).*

☐

I do not presently believe that I have any need for advice on employee responsibilities and conduct. However, I recognize my responsibility to bring any question that may arise to the attention of my personnel representative or to the legal advisor for my operating unit.

SIGNATURE

DATE

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*(Tear along this line, keep lower portion for your records)*

### SPECIAL INSTRUCTIONS

*Please place any inquiry concerning your circumstances—outside employment, financial interest, or other private activities—in a sealed envelope addressed to your personnel officer. This is to assure confidentiality. Envelopes should be marked: “PERSONAL—5 CFR Part 2635”.*

*The address is as follows:*

Individuals serviced by field personnel officers should submit their sealed envelopes to their respective personnel officers.