

**AMENDED HUMAN RESOURCES MANAGEMENT LETTER NO. 05-16-04  
ATTACHMENT A**

**GOVERNMENT ETHICS NOTICE FOR  
PROSPECTIVE VA EMPLOYEES**

VA is committed to an ethical culture. All employees are expected not only to abide by all government ethics laws, but also to avoid any actions that raise even the appearance of impropriety.

As a VA employee, you will be subject to criminal statutes and government ethics regulations that ensure that every citizen can have complete confidence in the integrity of VA's operations. If you believe that you will be unable to abide by these laws, you should not accept the offer of VA employment.

You will be subject to the bribery and criminal conflict of interest statutes (18 U.S.C. § 201-209). In general, these statutes prohibit employees from:

- Accepting or soliciting bribes,
- Representing outside entities before the Federal government,
- Participating in Federal matters that affect their financial interests, and
- Communicating with or appearing before the Federal government, in some situations, after leaving Federal employment.

You will also be subject to the Standards of Ethical Conduct for Employees of the Executive Branch (5 C.F.R. part 2635). These regulations cover topics such as acceptance of gifts from outside sources, misuse of your VA position, impartiality, and outside activities. The impartiality regulations, in particular, may limit your ability to work on VA matters that affect persons such as relatives and entities that you continue to be associated with or were associated with in the year prior to your joining VA.

All new VA employees must complete initial ethics orientation within three months following their appointment. Your supervisor (or HR office) will provide further orientation instructions after your appointment.

If you are required to submit a financial disclosure report, as noted in the announcement for your position, you must do so within 30 days after you begin employment. Your HR office will notify an Ethics Specialty Team (EST) paralegal upon your arrival, and the paralegal will provide you with instructions on how to file your report. To ensure timely and accurate processing of your report, please review the guidance provided by the EST paralegal.

If you have questions about government ethics issues, even before you accept your offer of employment, please contact the EST:

[GovernmentEthics@va.gov](mailto:GovernmentEthics@va.gov) – VA Central Office (Washington, D.C.)

[OGCNorthAtlanticEthics@va.gov](mailto:OGCNorthAtlanticEthics@va.gov) - CT, DC, DE, MA, MD, ME, NC, NH, NJ, NY, PA, RI, VA, VT,  
WV

[OGCSouthEastEthics@va.gov](mailto:OGCSouthEastEthics@va.gov) - AL, FL, GA, KY, Puerto Rico, SC, TN

[OGCMidwestEthics@va.gov](mailto:OGCMidwestEthics@va.gov) - IA, IL, IN, KS, MI, MN, MO, NE, ND, OH, SD, WI

[OGCContinentalEthics@va.gov](mailto:OGCContinentalEthics@va.gov) - AR, CO, LA, MS, MT, OK, TX, UT, WY

[OGCPacificEthics@va.gov](mailto:OGCPacificEthics@va.gov) - AK, AZ, CA, Guam, HI, ID, NM, NV, OR, Philippines, WA