

non-federal entities to use Air Force uniforms and insignias in commercial advertising or promotions should be referred for approval through SAF/PA to the Office of the Assistant Secretary of Defense, Public Affairs.

Official Seal and Emblems

SAF/AA is the custodian of the Air Force seal and is solely responsible for approving its use on official departmental documents and records.

Commanders of active units control the use of unit emblems. Non-Air Force personnel and organizations may use the unit's symbol with the commander's permission.

Air Force Communication Systems

You may use the Air Force communications systems such as office phones, cell phones, or e-mail for personal use if the use:

- Does not affect the performance of official duties
- Does not overburden the communication system
- Is of a reasonable duration and frequency, and, whenever possible, is made after duty hours or during your lunch break
- Is local and does not incur additional cost to the government
- Does not involve commercial activity

If the call is long distance, it should be charged to your credit or calling card, You are free to use toll-free numbers or place collect calls.

If you are looking for a new job, leaving the government, or have misuse questions related to travel, political activities, gifts, endorsements, interaction with non-federal entities, or fundraising, please refer to the pamphlets dedicated to those subjects. They are posted outside room 4C934 or may be sent to you upon request at safgca.ethics@pentagon.af.mil.

References:

J.E.R.2-301, 5 C.F.R. § 2635.701-2635.705; 10 U.S.C. 771, 772 (f); 18 U.S.C. 506; A.F.I. 33-111; A.F.I. 36-2903; AF Manual 33-326



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If you need advice on a particular situation, please contact SAF/GCA to set up an appointment with one of the attorneys.

Phone: 703-693-0417

E-mail: SAFGCA.Ethics@pentagon.af.mil

Website: www.safgc.hq.af.mil/organizations/gea/index.asp

USE OF POSITION AND RESOURCES

“Service Before Self”



USE OF POSITION AND RESOURCES

This pamphlet provides a brief overview of conduct pertaining to the proper use of official time, authority, information, and resources to which you may have access because of your federal employment. It contains three subparts:

- Use of public office for private gain
- Use of non-public information
- Use of government resources

Public Office for Private Gain

Issues relating to your use of public office for private gain arise when your actions benefit you or those with whom you have a relationship outside the office. There are three provisions that apply to the general standard:

- *Inducement or Coercion of Benefits.* You may not use your government position, title, or any authority associated with public office, in a way intended to coerce another person, including a subordinate, to provide any benefit to persons with whom you are affiliated in a personal capacity.
- *Appearance of Governmental Sanction.* You may not use your position to imply that your agency or the government endorses your personal actions, or those of a private entity or venture.
- *Performance of Official Duties Affecting a Private Interest.* If your duties might affect the financial interests of a non-governmental associate, you must determine whether you should participate in a particular matter. In these cases, it's a good idea to seek advice from your ethics official.

Exceptions

1. You may refer to your title in a personal capacity (with certain constraints) or when

speaking, teaching, or writing in a professional capacity.

2. You may sign a recommendation letter with your official title only if you worked with the person in a professional capacity.

3. You may use your rank and service as a form of address (e.g. General Washington).

Non-Public Information

You may not engage in a financial transaction using non-public information or allow the use of this information to further your private interests or that of another entity.

Non-public information is information that an employee gains through federal employment and that he knows (or reasonably should know) has not been made available to the general public.

Government Resources

You have a duty to protect and conserve government property and may not use it, or allow it to be used, for anything other than authorized purposes.

"Authorized purposes" may include *limited* personal use. The test for permitting personal use of a government resource includes a determination that the use:

- Will not adversely affect official duties
- Will be of reasonable duration and frequency
- Will ordinarily be used during your personal time
- Serves a legitimate public interest
- Does not adversely affect DOD interests
- Creates no significant additional cost to the government
- Does not discredit the Air Force

Government resources include real and personal property, as well as intangible interests and services. Office supplies, mail support, computer and communication resources, vehicles and aircraft, time support staff, and cell phones all count as government resources.

Official Time

You are expected to put forth an honest effort in performing your duties. You should use official time to perform official duties.

Subordinate's Time

You may not encourage, direct, coerce, or request a subordinate to use official time to perform non-official activities. For example:

- You may ask a subordinate to draft a letter accepting your invitation to an Air Force reception.
- You may *not* ask a subordinated to address your personal holiday cards.

Military Uniform

Since one of the most recognizable symbols of military service is the uniform, no one except a member of the armed forces may wear the uniform or part of the uniform.

Air Force members may not wear the uniform in the following circumstances:

- To further political activities, private employment, or commercial interests
- When giving personal public speeches
- In an interview when voicing personal views
- In picket lines, marches, or rallies
- While working in an off-duty capacity
- When it would discredit the Air Force

Military Uniform Exceptions The only exception in this area applies to actors in theatrical or motion picture productions. Requests by