

Use of Official Time

Unless otherwise authorized, you are expected to put forth an honest effort in performing your official duties. The purpose of official time is to perform official duties.

Use of a 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 (this list is not exclusive):

- * At a meeting sponsored by totalitarian, fascist, communist, or subversive groups
- * At a meeting advocating or approving acts of force or violence to deny others their Constitutional rights
- * At a meeting seeking to overthrow the Government
- * To further political activities, private employment, or commercial interests
- * In picket lines, marches, or rallies
- * While working in an off-duty capacity
- * When it would discredit the Air Force

Exception: The only exception applies to actors in theatrical or motion picture productions. Requests to use Air Force uniforms and insignias in commercial advertising or promotions require approval of SAF/PA.

References:

5 CFR Subpart G
DoD 5500.07-R, CH-7, 17 November 2011 –
Joint
Ethics Regulation
DAFI 36-2903
DODI 5535.12_DAFI 35-114



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This handout provides general information. It is not a substitute for obtaining advice from an ethics counselor on the application of the ethics laws and regulations to a specific set of facts and circumstances. Please contact us at:

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E-mail: SAF.GCA.Ethics.Workflow@us.af.mil

Website: <https://www.safgc.hq.af.mil/Organization/FISCAL-ETHICS-ADMINISTRATIVE-LAW-DIVISION-SAF-GCA/Ethics/>



USE OF POSITION AND RESOURCES

“Service Before Self”

USE OF POSITION AND RESOURCES

This pamphlet provides a brief overview of provisions relating to the proper use of official time, authority, information, and resources to which you may have access because of your federal employment. It will cover:

- * Use of public office for private gain
- * Use of non-public information
- * Use of government property
- * Use of official time

Use of Public Office for Private Gain

You are prohibited from using your public office for private gain, to endorse any product, service or enterprise, for the benefit of friends, relatives, or other non-federal entities.

Inducement or Coercion of Benefits. You may not use or permit the use of 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 or permit the use of your Government position, title, or any authority associated with public office, to imply that your agency or the government endorses your personal actions, or those of another.

Exceptions to this standard only: When teaching, speaking, or writing in a personal capacity, you may refer to your official title or position as one of several biographical details so long as it is not given more prominence than other significant biographical details.

You may also use, or permit the use of, your title or position in connection with an article published in a scientific, or professional journal, provided that it is accompanied by a reasonable disclaimer stating that

the views expressed in the article do not necessarily represent the views of the agency or the United States.

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.

If you are ordinarily addressed with a general term of address, such as "The Honorable", or a rank (e.g., General), none of the above restrictions prohibit you from using that term of address or rank in connection with a personal activity.

Use of Non-Public Information

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

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

Use of Government Property

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

"Authorized purposes" means that government resources are utilized for the purpose for which they were made available. There are, however, some allowances for limited personal use. Factors to consider include:

- * Use will not adversely affect official duties,
- * Use will be of reasonable duration and frequency
- * Use will ordinarily be 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. It includes office supplies, mail support, computer and communication resources, vehicles and aircraft, time support staff, and cell phones all count as government resources.

Government resources also includes intangible interests purchased with Government funds, such as the services of contractor personnel.

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 SAF.GCA.Ethics.Workflow@us.af.mil.

Official Seal and Emblems

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

The Air and Space Forces Intellectual Property Management office provides guidance on use of the Air and Space Force logos as well as individual command requests. Visit their site at www.trademark.af.mil.