



United States Department of the Interior

NATIONAL PARK SERVICE
INTERMOUNTAIN REGION
12795 West Alameda Parkway
PO Box 25287
Denver, Colorado 80225-0287



P36 (IMR-D)

VIA ELECTRONIC MAIL – NO HARD COPY TO FOLLOW

September 16, 2002

Memorandum

To: All Employees, Intermountain Region
From: Director, Intermountain Region
Subject: Employee Ethical Responsibilities and Conduct

Supervisors should ensure that this memorandum is brought to the attention of all employees in their work areas. No written certification of receipt of this memorandum is required. However, supervisors should make a written record of the date they reminded employees in their work areas about this memorandum.

The purpose of this memorandum is to explain our ethical responsibilities and standards of conduct. As federal employees we are expected to maintain especially high standards of honesty, integrity, impartiality and conduct. These standards are essential to ensure the proper performance of government business and the continual trust and confidence of citizens in their government and, in particular, the National Park Service.

The regulations, which govern our responsibilities and conduct, are contained in Part 1 of Executive Order 12674 dated April 12, 1989, Executive Order 12731 dated October 17, 1990 and 5 CFR Part 2635. You may review these documents with your supervisor, Assistant Ethics Counselor (see below for names) or someone in your servicing human resources office.

Violations of the employee responsibilities and conduct regulations will subject employees to disciplinary action (up to and including removal) in addition to any criminal or civil penalties provided by law. Thus, you are advised and expected to consult with your supervisor regarding the applicability of the regulations. Matters of unusual significance or complexity may be referred to the following Assistant Ethics Counselors:

- John Crowley, Assistant Regional Director, Human Resources, 303-969-2506
- Cathy Leach, Regional Director's Office, 303-969-2522
- Imogene Anaya, Intermountain Support Office, 505-988-6062

The following is a list of conduct-related issues that have occurred most frequently over the past several years; this is by no means a complete list.

16. Non-Official Expression: Employees who are writing or speaking on a topic which is generally related to their work, are expressing themselves as private citizens and not as representatives of the Department, are communicating under the concept of non-official expression, regardless of whether they are receiving payment for it. A notice of intention to publish non-official expression and certificate of compliance must be submitted through proper channels to the Regional Public Affairs Officer who will forward a recommendation to the Assistant Regional Director, Human Resources for approval. If you have any questions concerning this process, contact your servicing ethics counselor.

Supervisors are expected to be alert to potential problems, to counsel their employees, and take appropriate corrective action when these matters come to their attention.

Signed by: John T. Crowley (for)
Karen P. Wade

Authenticated by:
Donna Emmons

