

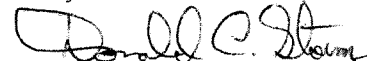
HEADQUARTERS
Kentucky Army National Guard
100 Minuteman Parkway
Boone National Guard Center
Frankfort, KY 40601-6168

*KYTPR 735(AR)(AF)
1 December 2006

HUMAN RESOURCES OFFICE (HRO): CIVILIAN PERSONNEL
STANDARDS OF CONDUCT FOR NATIONAL GUARD TECHNICIANS

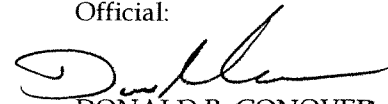
* This regulation supersedes KYTPR 735 dated 1 September 2003.

By Order of the Governor



DONALD C. STORM
Major General, KYNG
The Adjutant General

Official:



DONALD R. CONOVER
COL, MP, KYARNG
Human Resources Officer

SUMMARY. This regulation prescribes standards of conduct required for all Kentucky National Guard employees in discharging their assigned duties. It is not the intent of this regulation to list every restriction or requirement imposed by statute, regulation or other proper authority.

APPLICABILITY. This regulation applies to all Kentucky Army and Air National Guard technicians and is intended for internal management use only.

SUPPLEMENTATION. Do not supplement this regulation or establish command without prior approval from KG-HRO.

INTERIM CHANGES. Interim changes to this regulation are not official unless they are authenticated by the Adjutant General or Human Resources Officer. Interim changes will be destroyed on their expiration dates unless sooner superseded or rescinded.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is KG-HRO. Users will send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Human Resources Office, 100 Minuteman Parkway, Building 210, Frankfort, KY 40601-6168.

DISTRIBUTION. Command levels A (AR) and F (AF) for the KYNG

This regulation supersedes KYTPR 735 (AR) (AF) dated 1 September 2003.

CHAPTER 1

GENERAL

1-1. *Purpose*

This regulation prescribes standards of conduct required of all Kentucky National Guard employees in discharging their assigned duties and during off duty hours. It is not the intent of this regulation to list every restriction or requirement imposed by statute, regulation, or other proper authority.

1-2. *References*

- a. Department of Defense (DoD) Directive 5500.7-R.
- b. Title 5 United States Code (USC), Chapter 73.
- c. 5 Code of Federal Regulations (CFR), Part 735.
- d. Technician Personnel Regulation (TPR) 700(735).
- e. AR 600-20, Standards of Conduct for Department of the Army.

1-3. *Responsibilities*

- a. Human Resources Office (HRO) - The HRO will provide a copy of this regulation to every new permanent or indefinite employee upon initial employment. Additionally, the HRO will brief new employees concerning the provisions of this regulation. The HRO will issue a semi-annual reminder to supervisors to insure that they bring the contents of this regulation to the attention of each employee.
- b. Supervisors - All first line supervisors are responsible for ensuring that employees under their supervision are informed of the standards of conduct contained in this regulation. This will occur upon initial employment and semi-annually thereafter.
- c. Employee - All employees are required to become familiar with the requirements of this regulation and maintain a high standard of honesty and integrity. The omission or reference to any particular restriction in no way alters the fact that employees will be held accountable for their conduct if such conduct is in violation of any statute, regulation, or other proper authority to which an employee is subject. Violation of any prohibited standard of conduct may be the basis for disciplinary action.

CHAPTER 2
STANDARDS OF CONDUCT

2-1. *Permissible Political Activities*

All employees are free to engage in political activity to the widest extent consistent with the restriction imposed by law. Each employee retains the right to:

- a. Be a candidate for a public office in nonpartisan elections;
- b. Register and vote as they choose;
- c. Assist in voter registration drives;
- d. Express opinions about candidates and issues;
- e. Contribute money to political organizations;
- f. Attend political fundraising functions;
- g. Attend and be active at political rallies and meetings;
- h. Join and be an active member of a political party or club;
- i. Sign nominating petitions;
- j. Campaign for or against referendum questions, constitutional amendments, municipal ordinances;
- k. Campaign for or against candidates in partisan elections;
- l. Make campaign speeches for candidates in partisan elections;
- m. Distribute campaign literature in partisan elections;
- n. Hold office in political clubs or parties;

2-2. *Prohibited Political Activities*

- a. An employee may not use his/her official authority or influence to interfere with an election.
- b. An employee may not collect political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee.
- c. An employee may not knowingly solicit or discourage the political activity of any person who has business before the Kentucky National Guard.

- d. An employee may not engage in political activity while on duty.
- e. An employee may not engage in political activity in any government office.
- f. An employee may not engage in political activity while wearing an official uniform.
- g. An employee may not engage in political activity while using a government vehicle.
- h. An employee may not solicit political contributions from the general public.
- i. An employee may not be a candidate for a public office in partisan elections.
- j. An employee may not wear political buttons on duty.
- k. An employee may not contribute to the political campaign of another federal government employee who is the DoD employee's chain of command supervision or who is the employing authority.

2-3. *Gifts, Entertainment, and Favors*

An employee is prohibited from soliciting or accepting, directly or indirectly, any gift, gratuity, favor, entertainment, loan or any other item of monetary value from a person who has, or is seeking to obtain contractual or other business or financial relations with the Kentucky National Guard, conducts operations or activities that are regulated by the Kentucky National Guard, or has interest that may be substantially affected by the performance or nonperformance of the employee's official duty.

- a. Solicitation of funds from DOD personnel for purchase of gifts for official supervisors is not authorized.
- b. Voluntary contributions of nominal value may be used to purchase gifts for special occasions such as retirement, marriage or illness, etc.
- c. Gifts purchased or accepted must not exceed a reasonable value. While this provision permits a degree of flexibility, commanders/supervisors are expected to use good judgment in determining what is reasonable, keeping in mind that in all cases gifts must be of nominal value only.

2-4. *Outside Employment*

DOD personnel will not engage in outside employment, affiliations, or other outside activity, with or without compensation, that:

- a. Interferes with, or is not compatible with, the performance of their Government duties;
- b. May reasonably be expected to bring discredit upon the Government or DOD;

- c. Is otherwise inconsistent with the requirements of this regulation. This includes the requirement to avoid actions that reasonably can be expected to create a conflict or the appearance not a conflict of interest.
- d. Is inconsistent with the provisions outlined in AR 600-20.
- e. Supervisor must be notified of any outside employment before acceptance of position.

2-5. *Financial Interests*

An employee is prohibited from having a direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with his Government duties and responsibilities, or engaging in, directly or indirectly, a financial transaction as a result of or primarily relying on information obtained through his/her Government employment.

2-6. *Use of Government Property*

An employee is prohibited from directly or indirectly using or allowing the use of Government property of any kind, including property leased to the Government, for other than officially approved activities. An employee has a positive duty to protect and conserve government property, including equipment, supplies and other property entrusted or issued to him. This prohibition includes use of computers, facsimile machines, copiers, etc.

2-7. *Misuse of Information*

An employee is prohibited from directly or indirectly using or allowing the use of official information obtained through or in connection with their employment, which has not been made available to the general public for the purpose of furthering a private interest. Nonpublic information may be used for teaching, lecturing and writing if it is made available to the employee upon request of The Adjutant General.

2-8. *Indebtedness*

An employee is required to pay each just financial obligation in a proper and timely manner, especially one imposed by law such as Federal, State or local taxes.

2-9. *Gambling*

An employee is prohibited from participating while on Government-owned or leased property or while on duty for the Government, in any gambling activities including the operation of a gambling device in conducting a lottery or pool in a game for money or property, or in selling or purchasing a numbers slip or ticket.

2-10. *Use of Civilian and Military Titles In Connection With Commercial Enterprises*

An employee is prohibited from using his/her official title or position in connection with any commercial enterprises or for endorsing any commercial products. An employee not in active duty is permitted to use his/her military title in connection with commercial enterprises. Such use of military titles shall in no way cast discredit on the National Guard. The use of military

titles in these situations is prohibited when the use gives rise to any appearance that such an enterprise is sponsored, sanctioned, endorsed, or approved by the National Guard.

2-11. *Courtesy in the United States Government (National Guard)*

An employee is required to be courteous in all of his/her dealings with the general public and his/her co-workers to the extent this requirement will not infringe upon the employee's legal rights. It is expected that employees will perform courteously, even if treated discourteously by members of the public or co-workers. However, employees are obligated to refuse to violate law or regulations or to give special advantage not called for by law. Employees should be periodically reminded that, where appropriate, courtesy demonstrated to the public and co-workers may be included as a factor in their performance standards.

2-12. *Engaging In Riots or Civil Disorders*

5 USC 7313 prohibits the employment or retention in employment of a person convicted of participating in a riot or civil disorder.

2-13. *General Conduct Prejudicial To the Government*

An employee is prohibited from engaging in criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, or other conduct prejudicial to the government.

2-14. *Use of Government Employment*

A government employee is prohibited from using his/her Government employment for a purpose that is, or gives the appearance of being, motivated by the desire for private gain for himself/herself or another person, particularly one with whom he/she has family, business or financial ties.

2-15. *Use of Inside Information*

A government employee is prohibited from using inside information obtained as a result his/her Government employment for private gain for himself/herself or another person either by direct action on his/her part or by counsel, recommendation, or suggestion to another, particularly one with whom he/she has family, business or financial ties. This prohibition continues even after the employee has terminated Government service or employment.

2-16. *Coercion*

An employee is prohibited from using his/her Government employment to coerce, or give the appearance of coercing, a person to provide financial benefit to himself/herself or another person, particularly one with whom he/she has family, business, or financial ties.

2-17. *Membership in Nongovernmental Organization*

An employee who is a member of nongovernmental organizations must not, on behalf of the organization, participate in activities that are in conflict with his/her position as a federal employee.

2-18. *Additional Compensation*

An employee is prohibited from receiving any salary or anything of monetary value from a private source as compensation for his services as a Government employee

2-19. *Dealing With Present or Former Military and Civilian Personnel*

An employee will not knowingly deal with military or civilian personnel or former military or civilian personnel if such actions will result in a violation of the policies set forth above.

2-20. *Bribery and Graft*

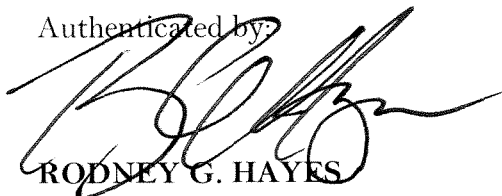
An employee may be subject to criminal penalties if he/she solicits, accepts, or agrees to accept anything of value in return for performing or refraining from performing an official act.

2-21. *Loyalty and Striking*

The Kentucky National Guard will not employ or retain in employment any individual who:

- a. Advocates the overthrow of our constitutional form of government.
- b. Is a member of an organization that he/she knows advocates the overthrow of our constitutional form of government.
- c. Participates in a strike, against the government of the United States.
- d. Is a member of an organization of employees of the Government of the United States that he/she knows asserts the right to strike against the Government of the United States.

Authenticated by:



RODNEY G. HAYES
COL, FA, KYARNG
Chief Information Management