



Defense Intelligence Agency Civilian Employee/Assigned Military Personnel

Responsibilities

As a Defense Intelligence Agency civilian employee/assigned military personnel, I understand that I am to:

Discharge my assigned duties conscientiously.

Conduct myself in a manner both on and off the job that reflects creditably upon the DIA.

Respect the authority of those directing my professional efforts.

Observe the spirit, as well as the letter, of the rules of conduct, laws, and regulations governing my work and behavior, to include the Conditions of Employment, have previously signed.

Adhere to all pertinent DoD and DIA regulations and policies when using DIA information systems. I understand that internet systems are routinely monitored. Although limited personal use is permitted, I understand that misuse of Agency resources in any way, to include accessing the Internet to view sexually explicit documents, images or messages are inappropriate.

Maintain positive time keeping records as a civilian employee by accurately entering my actual time worked on my time sheet.

Request leave for all absences as specified by DIA procedures.

Pay financial obligations in a proper and timely manner especially those imposed by law, such as federal, state or local taxes or court judgments, as well as Government Travel Credit Card bills.

Attend regular ethics training conducted by General Counsel and familiarize myself with the Standards of Conduct.

Safeguard security information as required by security regulations.

Report all outside employment to my immediate supervisor for review. For possible conflict of interest and notify my supervisor when outside employment is terminated.

Acknowledgement

I understand that should I fail to adhere to these responsibilities, I can expect to be subject to disciplinary or adverse action up to and including removal from employment, action under the Uniform Code of Military Justice, as applicable, removal from the workplace and from DIA computer access, loss of security clearance and/or referral to the Department of Justice for criminal prosecution, as appropriate. I further understand that copy of this document will be maintained in my official personnel file.

I, _____ have read and acknowledge receipt of this document.

(Please print)

Signature

Date