

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240
www.blm.gov

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1400-735 (700) I

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To: All Employees

From: Deputy Director, Operations

Subject: Policy for Zero Tolerance of Violation of Ethical Standards

It is the policy of the Bureau of Land Management (BLM) that each BLM employee will uphold the highest standards of ethics and integrity in their work. The mission of the BLM cannot effectively be accomplished unless ethical standards are integrated into the core of all BLM business practices and decision-making processes. I expect all BLM employees to make every effort to avoid even the “appearance” of a conflict of interest or impropriety. Willful violations of Governmentwide, Department of the Interior, and BLM laws, statutes, regulations, and policies may have serious consequences. To this end, I expect each BLM employee to adhere to these principles:

- Remember that “Public Service is a Public Trust.” Adhere to the highest standards of conduct to ensure that every citizen can have complete confidence in the integrity of the BLM.
- Be mindful of the values of the BLM: “To serve with honesty, integrity, accountability, respect, courage, and commitment to make a difference.” Value, respect, and support our employees, our stakeholders, and our customers.
- Refrain from using your BLM position, title, Government equipment, or BLM proprietary information in a manner that gives the appearance that you are using your “public office for private gain.” Do not use your Government position or title to endorse any product, service, or enterprise.

- Conduct Government business without showing preferential treatment to any organization or individual. Transactions involving the expenditure of public funds require the highest degree of public trust and an impeccable standard of conduct.
- Avoid all actions that are illegal or that otherwise might cause embarrassment to the BLM, including using Government property, time, and equipment to: access pornography; use drugs and alcohol (alcohol can be used under limited approved circumstances); gamble; or use Government vehicles and property for other unauthorized purposes.
- Be responsible for using your Government charge card only for official travel and purchasing Government-related products and services within authorized spending limits. Your account may not be used for personal purchases under any circumstances. No one other than you may use your account.
- In contracting situations, avoid or mitigate conflicts of interest, and take prompt actions to resolve them, in particular; (1) prevent situations that might bias a contractor's judgment; and (2) prevent creating an unfair competitive advantage for a contractor by avoiding the disclosure of contractor bid, proposal, or source selection information to anyone other than those authorized by the contracting officer.
- Do not solicit or accept gifts or anything of monetary value from anyone who is: doing or seeking to do business with, or conducts activities regulated by, the BLM; or has interests that may be affected by the way you perform your BLM duties. Some exceptions to this general rule can be found in the guidance referenced below.
- Obey all laws and regulations that provide equal opportunity for all Americans regardless of race, religion, age, national origin, color, sex, sexual orientation, and/or mental or physical disability in the workplace.
- Report instances of waste, fraud, abuse, corruption, violations of laws and regulations, and ethical improprieties to: supervisors and managers, Equal Employment or Human Resources Offices, Contract or Procurement Analysts; or you can report the matters directly (anonymously if you prefer) to the Inspector General's (IG) Office. The IG Office Hotline is 1-800-424-5081. Employees are protected from retaliatory actions for covered disclosures. More information on this subject may be obtained from the Office of Special Counsel website at: <http://www.osc.gov>.

Further information on the topics referenced in this IM can be found at: <http://www.doi.gov/ethics>; <http://mis.blm.gov/wo800/wo850> (procurement); or <http://nbcweb.blm.gov/ops/chargecard/>. Questions related to this policy should be addressed to: Stephanie Langseth, Deputy Ethics Counselor, at (202) 208-4695; Helen Curlee, Bureau Procurement Chief, at (202) 452-5147; or Lloyd Fread, Bureau Charge Card Coordinator, at (303)-236-5927.

Signed by:
Francis R. Cherry, Jr.
Deputy Director
Operations

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560