

**Ethics Counselor (EC)
Annual Refresher Certification Form**
(All Navy Judge Advocates assigned to EC billets)

PERSONAL INFORMATION

Full Name: _____ Command Address: _____
Rank: _____
Command: _____ Command Telephone: _____
Current Billet: _____ Email address: _____
Date assumed duties as _____
EC in current billet: _____

SELF-CERTIFICATION

I certify that during the calendar year (*Circle one:* 2009 2010 2011 2012):

_____ I have completed one of the following Approved Live EC Training Courses:

_____ Ethics Counselor Course (TJAGSLC)	Dates: _____
_____ Staff Judge Advocate Course (NJS)	Dates: _____
_____ Advanced Staff Judge Advocate Course (NJS)	Dates: _____
_____ Basic Lawyer Course (NJS)(<i>BLC 070103 or later</i>)	Dates: _____

_____ I have completed the following Approved Online EC Training (*1 hour minimum*):

Description: _____

_____ I have completed Appropriate Self-Study Training in the Core Subjects of Standards of Conduct and Government Ethics, which included reviewing the following chapters of the current DoD Ethics Counselor Deskbook (*1 hour minimum of total Self-Study*): Ethics Counselor Fundamentals; Gifts; Conflicts of Interest; Use of Government Resources; Relations with Non-Federal Entities; Fundraising; Outside Activities; Financial Disclosure; Post-Government Employment; and Political Activities.

_____ I have completed a combination of Approved Live Training, Approved Online Training, or Appropriate Self-Study Training (*1 hour minimum*).

Description: _____

Signature: _____ **Date:** _____

(After completing this certification form, please scan into .pdf format and email it to ojaethics@navy.mil, with subject line "ETHICS COUNSELOR ANNUAL REFRESHER CERTIFICATION: [YOUR NAME, YOUR RANK]")

Enclosure (3)