

**Ethics Counselor (EC)
Initial Certification Form**

(Navy Judge Advocate, assigned to EC billet after 11 April 2008)

PERSONAL INFORMATION

Full Name: _____ Command Address: _____
Rank: _____
Command: _____ Command Telephone: _____
Current Billet: _____ Email address: _____
Date assumed duties as _____
EC in current billet: _____
("My EC Reporting/Designation Date"(ECRDD))

WAIVER

I qualify for a waiver from the Initial Certification requirement under one of the following pre-approved bases:

- _____ I have served as an EC continuously for the two years immediately prior to my ECRDD.
- _____ I have completed an Approved Live EC Training Course (Circle one: Ethics Counselor Course, Staff Judge Advocate Course, Advanced Staff Judge Advocate Course) during the two years immediately prior to my ECRDD. Dates: _____
- _____ I have neither served as an EC continuously for the two years immediately prior to my ECRDD nor completed an Approved EC Training Course during the two years immediately prior to my ECRDD; however, I have served as an EC for a combined total of 5 out of the 10 years immediately preceding my ECRDD. Billets and Dates: _____

SELF-CERTIFICATION

I do not qualify for a waiver from the Initial Certification requirement; however, I certify within the first six months after my ECRDD:

- _____ 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)(BLC 070103 or later) | Dates: _____ |
- _____ I have completed the following Approved Online EC Training (8 hours 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 (minimum of 10 total hours; with a minimum of 1 hour per core subject): 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 (10 hours 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 INITIAL CERTIFICATION: [YOUR NAME, YOUR RANK]"