

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

*(Navy Judge Advocate, assigned to EC billet as of 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: \_\_\_\_\_

**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 11 April 2008.
- \_\_\_\_\_ 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 11 April 2008. Dates: \_\_\_\_\_
- \_\_\_\_\_ I have neither served as an EC continuously for the two years immediately prior to 11 April 2008 nor completed an Approved EC Training Course during the two years immediately prior to 11 April 2008; however, I have served as an EC for a combined total of five years between 11 April 1998 and 11 April 2008. Billets and Dates: \_\_\_\_\_

**SELF-CERTIFICATION**

I do not qualify for a waiver from the Initial Certification requirement; however, I certify that between 11 April 2008 and 11 October 2008:

- \_\_\_\_\_ 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]")*

**Enclosure (1)**