



FEDERAL EMERGENCY  
MANAGEMENT AGENCY

**INSTRUCTION**

Date  
April 27, 1993

Number  
1100.1

GC

Standards of Conduct  
(subject)

1. Purpose. This instruction adopts the Office of Government Ethics (OGE) regulations at Title 5 Code of Federal Regulations (CFR) relating to standards of conduct for Federal Emergency Management Agency (FEMA) employees, and assigns responsibilities for its implementation.
2. Applicability and Scope. The provisions of this instruction are applicable to all FEMA employees in headquarters, regions, and field establishments.
3. Supersession. This instruction supersedes FEMA Instruction 1100.1, Standards of Conduct, dated June 15, 1983.
4. Authorities.
  - a. Title 5 United States Code Appendix 4, Sections 201-212, Executive Financial Disclosure.
  - b. Executive Order 12674 of April 12, 1989, Prescribing Standards of Ethical Conduct for Government Officers and Employees.
  - c. United States Office of Government Ethics regulations, Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR Part 2635.
  - d. The Inspector General Act of 1978, 92 Statute 1101, as amended by Public Law 100-504, 102 Statute 2515.
5. Responsibilities.
  - a. The General Counsel in accordance with the provisions of the attachment is designated the Agency Ethics Officer and responsible for the following:
    - (1) Reviewing positions annually to determine if the persons occupying the positions are required to file a Standard Form (SF) 278, Public Financial Disclosure Report, or an SF 450, Confidential Financial Disclosure Report;

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