



THE SECRETARY OF EDUCATION  
WASHINGTON, DC 20202

Welcome to the Department of Education! I am so pleased that you have decided to work at the Department at this exciting time.

And this is an exciting time at the Department. We are implementing the new Every Student Succeeds Act to promote educational equity and excellence. We have the opportunity to lift up the teaching profession and to expand college access, affordability, and completion. Through our work, we are helping to fulfill America's promise of equality and opportunity for all of our students. As a new employee at the Department of Education, you are joining a diverse and dedicated team, and you have the opportunity to help our agency meet these important goals.

As you carry out your new responsibilities, it is important to remember that public service is a public trust. The President has made ensuring an ethical federal workforce a top priority. I expect all employees at this Department to join me in observing both the letter and the spirit of the ethics rules that govern our conduct as government employees. It is essential to the success of our mission that we all conduct ourselves in a manner that promotes the confidence of the public in the integrity of our work.

You have been provided with a lot of materials covering ethics rules. Please take time to review and become familiar with them. You will also hear from an agency ethics official during a brief orientation session. This is a great opportunity to ask questions. Thereafter, I encourage you to contact the Ethics Division in the Office of the General Counsel ([OGC.Ethics@ed.gov](mailto:OGC.Ethics@ed.gov) or 202-401-8309) with any questions you may have. I have done this myself and can tell you that our ethics staff is knowledgeable and helpful.

Thank you for joining our team. I appreciate your commitment to our work and the efforts you will bring to our team in support of the Department's mission.

*John B. King, Jr.*  
March 2016