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"Rummaging in the government's attic"

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United States

Office of Government Ethics

1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

November 3, 2008

The Office of Government Ethics (OGE) is enclosing, without charge, copies of the ethics training crossword puzzles that you requested in your October 5, 2008 letter, which OGE has processed under the Freedom of Information Act (FOIA). In your request letter, you indicated that the puzzles were “apparently removed from display” on the OGE Website. That was not OGE’s intent, and we have now fixed the incorrect DAEOgram links to them. We apologize for this problem and thank you for bringing it to OGE’s attention. The crossword puzzles are still posted online on OGE’s recently redesigned Website at the following address: http://www.usoge.gov/training/crossword_puzzles.aspx.

Sincerely,

William E. Gressman

William E. Gressman
OGE FOIA Officer

Enclosures

Crossword Puzzles

The Office of Government Ethics is providing a series of crossword puzzles on various ethics topics. You may select one of the following formats.

Fillable Version — You may play this puzzle on our web site. JAVA must be enabled in the browser in order to access and work this version of the puzzle.

Section 508 compliant version — You must have the demo version of **Talking Word Puzzle** downloaded and installed in order to access and work this puzzle. The demo version can be found at: http://www.aph.org/tech/pz_info.htm and limits you to 15 minutes of working time.

Please note: In order to properly access this puzzle first save the puzzle to your hard drive and then open the Talking Word software. When you first run Talking Word Puzzles, the program shows you a word puzzle. The program tries to use the last puzzle with which you worked. To open another puzzle, use the File menu's Open command or press Ctrl+O. When you do, the software shows a list of existing puzzles from which you may select. Please refer to the Software User's Manual at http://www.aph.org/tech/pz_doc.htm for more information. This user manual is also found under the Help menu of your Talking Word puzzle

Printed PDF versions (Puzzles and Answers) - You may print the puzzles and answers.

Misuse of Position Employee Crossword Puzzle (2007)

Everything about your government position — your title and authority, the information you need to do your job, your time and the government property you use to accomplish your work — should be used for the benefit of the American people. You and others you know should not improperly benefit from your government position. This crossword puzzle gives you a chance to test your knowledge of some of the misuse of position rules.

Fillable Version

Section 508 compliant version

Print Versions: Puzzle (PDF) | Answers (PDF)

Outside Activities Employee Crossword Puzzle (2007)

An outside activity or employment is most likely to present a conflict when it has some relationship to your government job. You need to be sure you know what is and is not permitted when engaging in an outside activity or employment. Designed to enhance your awareness of the ethics rules, this crossword puzzle gives you a chance to test your knowledge of some of the outside activities standards.

Fillable Version

Section 508 compliant version

Print Versions: Puzzle (PDF) | Answers (PDF)

Gifts Employee Crossword Puzzle (2007)

People give gifts for a variety of reasons. Sometimes gifts are given in an attempt to influence the way federal employees perform their government duties. You want to avoid gifts — whether from outside sources or between employees — that might affect or appear to affect the way you do your job. This crossword puzzle gives you a chance to test your knowledge of some of the gift rules.

Fillable Version

Section 508 compliant version

Print Versions: Puzzle (PDF) | Answers (PDF)

General Things You Should Know About Ethics Employee Crossword Puzzle (2007)

You play a part in making your agency an ethical workplace. To do this, you need to appreciate how the ethics program works in your agency and the Federal Government. This crossword puzzle provides an opportunity to test your understanding of the ground rules on ethics.

[Fillable Version](#)

[Section 508 compliant version](#)

Print Versions: [Puzzle \(PDF\)](#) | [Answers \(PDF\)](#)

Seeking and Post-Employment Employee Crossword Puzzle (2007)

There are rules that may apply to you if you are looking for a job outside the government. Once you get a new job, there may be restrictions on what you can do for your new employer. This crossword puzzle gives you a chance to increase your knowledge of some of the seeking employment standards and the post-employment law.

[Fillable Version](#)

[Section 508 compliant version](#)

Print Versions: [Puzzle \(PDF\)](#) | [Answers \(PDF\)](#)

Grand Slam Employee Crossword Puzzle (2008)

You play a part in making your agency an ethical workplace. The behavior of every Federal employee shapes the public's perception of its Government. Want to be sure you're doing your part? Know the Standards of Conduct, the conflict of interest laws, and how the ethics program works in your agency and the Federal Government. This puzzle gives you a chance to test your knowledge in these areas.

NOTE: This puzzle is a compilation of the employee crossword puzzles the U.S. Office of Government Ethics issued in 2007.

[Fillable Version](#)

[Section 508 compliant version](#)

Print Versions: [Puzzle \(PDF\)](#) | [Answers \(PDF\)](#)

Public Financial Disclosure Employee Crossword Puzzle (2008)

The public financial disclosure crossword puzzle has been designed for executive branch employees who are required to complete an SF 278 report. Public financial disclosure is your agency's first line of defense against conflicts of interest. When your ethics official reviews your report, the official helps protect you from conflicts of interest. But this review is based on how well you complete the SF 278 report. This crossword puzzle provides an opportunity to test your understanding of the public financial disclosure rules.

[Fillable Version](#)

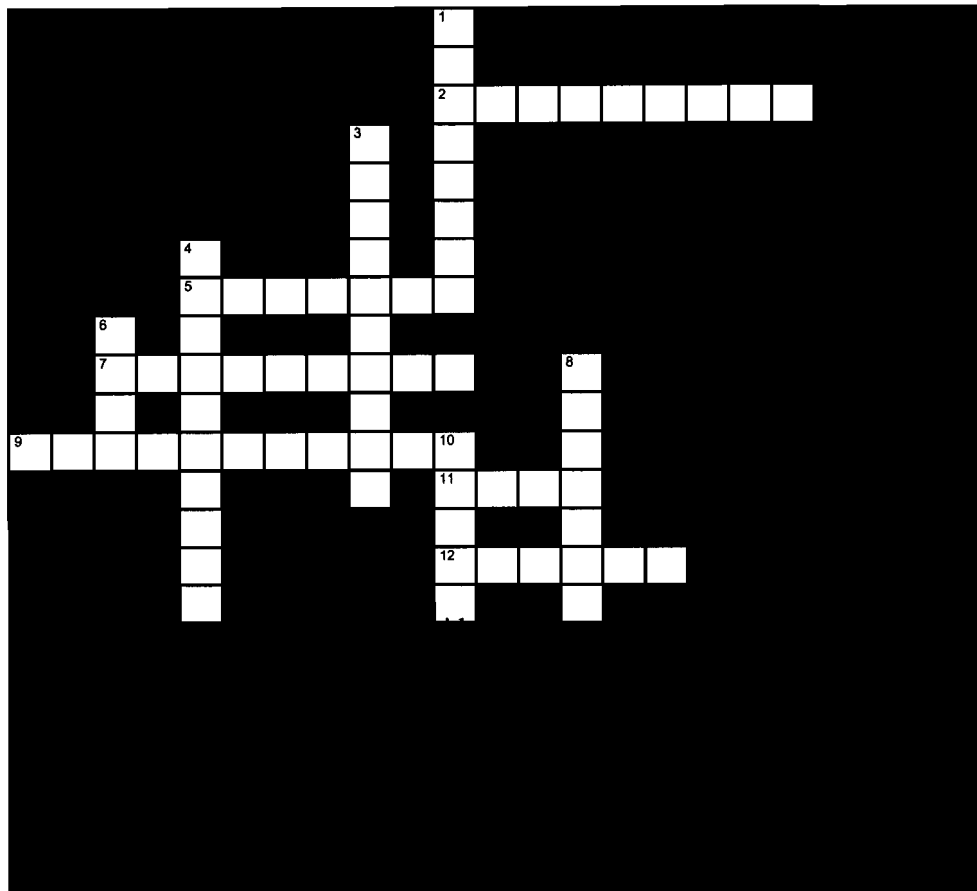
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U.S. Office of Government Ethics Misuse of Position Employee Crossword Puzzle



Across

2. You can't use

_____ information to further your own private interest or that of another

5. Generally, you can't use your government title or position to _____ any product, enterprise, or service

7. Generally, you can't use your position, title, or

_____ associated with your public office to imply that your agency

9. You can't use government property, including the services of _____, for unauthorized purposes

11. Unless authorized, playing games on your office computer is a misuse of official _____ and government property

12. Widely-used and misused piece of government equipment

Down

1. You are to protect and _____ government property

3. Your _____ can't ask you to shop for his wife's birthday present during duty hours

4. Recommending your neighbor for a federal job on agency _____ is ok if you have personal knowledge of his abilities or character

6. You can't use your public office for private _____

8. Don't use your public office to _____ yourself or others

10. You learn on the job that Company X found the cure for a major disease. You may not buy _____ in Company X before your agency announces the company found the cure



U.S. Office of Government Ethics Misuse of Position Employee Crossword Puzzle Answers

Across

2. You can't use _____ information to further your own private interest or that of another

You cannot use nonpublic information to further your own private interest or that of another. For example, if you learn on the job that a company will be awarded a government contract, you may not take any action to purchase stock in the company or its suppliers and you may not advise friends or relatives to do so until after public announcement of the award. It makes no difference whether you heard about the contract award as a result of your official duties or at the lunch table.

5 C.F.R. § 2635.703(a) states:

Prohibition. An employee shall not engage in a financial transaction using nonpublic information, nor allow the improper use of nonpublic information to further his own private interest or that of another, whether through advice or recommendation, or by knowing unauthorized disclosure.

5. Generally, you can't use your government title or position to _____ any product, enterprise, or service

Generally, you cannot use your government title or position to endorse any product, enterprise, or service. That could imply that your agency or the government sanctions or endorses your personal opinion. Of course, if it is part of your agency's mission to promote products or document compliance, that would be permitted.

5 C.F.R. § 2635.702(c) states:

Endorsements. An employee shall not use or permit the use of his Government position or title or any authority associated with his public office to endorse any product, service or enterprise except:

- (1) In furtherance of statutory authority to promote products, services or enterprises; or
- (2) As a result of documentation of compliance with agency requirements or standards or as the result of recognition for achievement given under an agency program of recognition for accomplishment in support of the agency's mission.

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7. Generally, you can't use your position, title, or _____ associated with your public office to imply that your agency sanctions your outside activities

You generally cannot use your government position, title, or authority associated with your job to imply that your agency or the government sanctions or endorses your outside activities. Even though your government authority may give you clout within the community, you are not to use this to your own personal benefit.

An excerpt from 5 C.F.R. § 2635.702(b) states:

An employee shall not use or permit the use of his Government position or title or any authority associated with his public office in a manner that could reasonably be construed to imply that his agency or the Government sanctions or endorses his personal activities or those of another.

9. You can't use government property, including the services of _____, for unauthorized purposes

You may not use any government property, including the services of contractors, supplies, photocopying equipment, computers, telephones, mail, records, or government vehicles for purposes other than doing your job (unless your agency has rules permitting some types of incidental use).

5 C.F.R. § 2635.704(b)(1) states:

Government property includes any form of real or personal property in which the Government has an ownership, leasehold, or other property interest as well as any right or other intangible interest that is purchased with Government funds, including the services of contractor personnel. The term includes office supplies, telephone and other telecommunications equipment and services, the Government mails, automated data processing capabilities, printing and reproduction facilities, Government records, and Government vehicles.

11. Unless authorized, playing games on your office computer is a misuse of official _____ and government property

It is misuse of your official time and government property to play games on your office computer. If you do not have any work to do, ask your supervisor for something to work on. You are expected to put in a full day's work and use government property for authorized purposes only. Some agencies may permit you to use your office computer for non-official purposes for a limited amount of time, such as during lunch or after work. Check with your ethics official to see if your agency has a limited use policy.

An excerpt from 2635.705(a) states:

Use of an employee's own time. Unless authorized in accordance with law or regulations to use such time for other purposes, an employee shall use official time in an honest effort to perform official duties.

12. Widely-used and misused piece of government equipment

The copier is a widely-used and misused piece of government equipment. You must conserve and protect Government property. You cannot use Government property or allow its use, other than for authorized purposes. You may not use the photocopying machine, or any other Government property, including supplies, computers, telephones, mail, records or Government vehicles for purposes other than doing your job (unless your agency has rules permitting incidental use).

5 C.F.R. § 2635.704(b)(1) states:

Government property includes any form of real or personal property in which the Government has an ownership, leasehold, or other property interest as well as any right or other intangible interest that is purchased with Government funds, including the services of contractor personnel. The term includes office supplies, telephone and other telecommunications equipment and services, the Government mails, automated data processing capabilities, printing and reproduction facilities, Government records, and Government vehicles.

Down

1. You are to protect and _____ government property

You are to protect and conserve government property and use it properly. Remember that all government property is paid for by the public. The public expects you to use their resources wisely.

5 C.F.R. § 2635.704(a) states:

Standard. An employee has a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes.

3. Your _____ can't ask you to shop for his wife's birthday present during duty hours

Your supervisor cannot ask you to shop for his wife's birthday present during work hours. Official time is to be used for the performance of official duties. You can only use your work hours to perform your job. Shopping for the present would be misuse of your official time.

5 C.F.R. § 2635.705(b) states:

Use of a subordinate's time. An employee shall not encourage, direct, coerce, or request a subordinate to use official time to perform activities other than those required in the performance of official duties or authorized in accordance with law or regulation.

4. Recommending your neighbor for a federal job on agency _____ is ok if you have personal knowledge of his abilities or character

You may use agency letterhead to write a letter of recommendation for your neighbor if you have personal knowledge of his abilities or character. You may also use your official title. This also applies to letters of recommendation for a person you've dealt with in your federal job as long as you have personal knowledge of that person's ability or character.

An excerpt from 5 C.F.R. § 2635.702(b) states:

[An employee] may sign a letter of recommendation using his official title only in response to a request for an employment recommendation or character reference based upon personal knowledge of the ability or character of an individual with whom he has dealt in the course of Federal employment or whom he is recommending for Federal employment.

6. You can't use your public office for private _____

You cannot use your position with the Government for your own personal gain or for the benefit of others. This includes family, friends, neighbors, and persons or organizations that you are affiliated with outside the government. Your job is not an opportunity to obtain special treatment for yourself and others, but to serve the public.

An excerpt from 5 C.F.R. § 2635.702 states:

An employee shall not use his public office for his own private gain, for the endorsement of any product, service or enterprise, or for the private gain of friends, relatives, or persons with whom the employee is affiliated in a nongovernmental capacity, including nonprofit organizations of which the employee is an officer or member, and persons with whom the employee has or seeks employment or business relations.

8. Don't use your public office to _____ yourself or others

You are not to use your public office to benefit yourself or others. That includes your friends, relatives, or people you are associated with outside the government. You are serving the public, not yourself and people you know.

5 C.F.R. § 2635.702(a) states:

Inducement or coercion of benefits. An employee shall not use or permit the use of his Government position or title or any authority associated with his public office in a manner that is intended to coerce or induce another person, including a subordinate, to provide any benefit, financial or otherwise, to himself or to friends, relatives, or persons with whom the employee is affiliated in a nongovernmental capacity.

10. You learn on the job that Company X found the cure for a major disease. You may not buy _____ in Company X before your agency announces the company found the cure

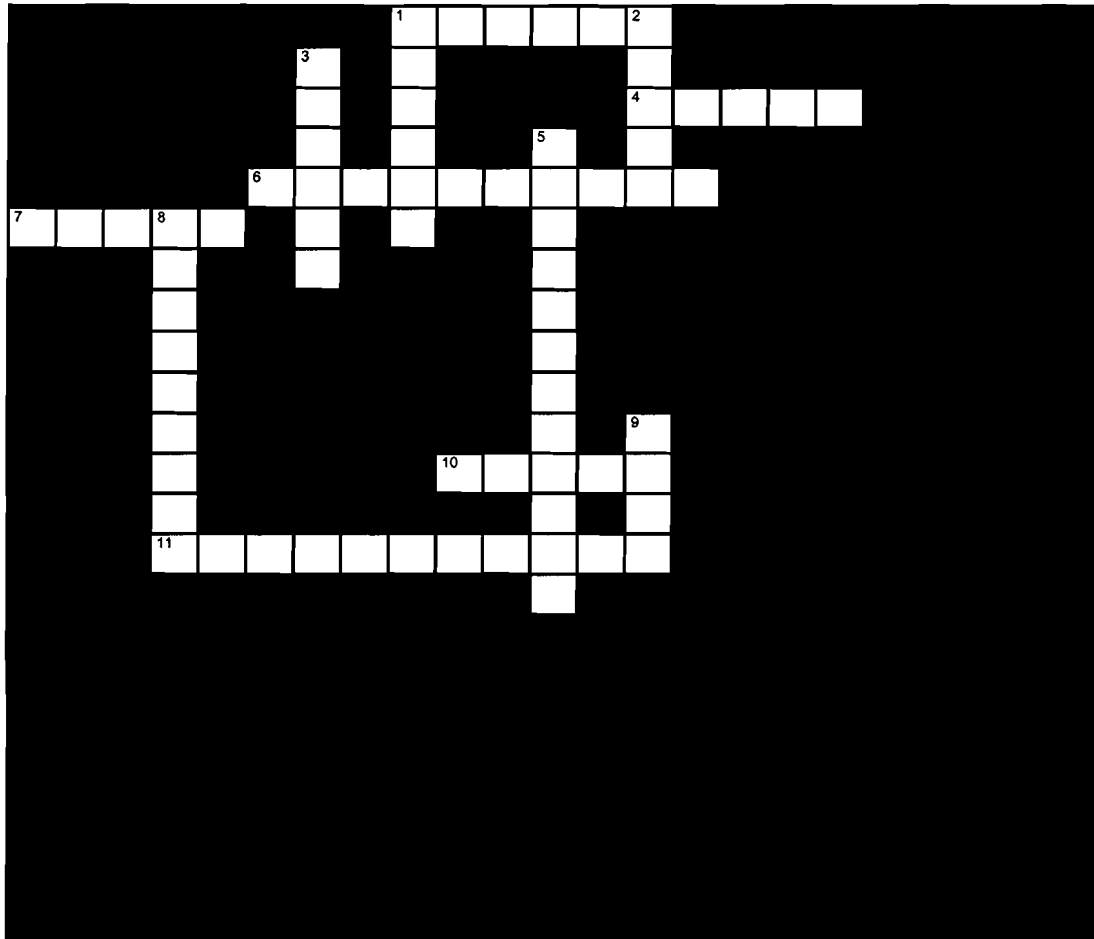
You are never permitted to use nonpublic information to get a jump on purchasing stock for yourself, family members, friends, or anyone else. That would be taking advantage of your government position for your own gain or the gain of others. Nonpublic information remains nonpublic until that announcement is made.

5 C.F.R. § 2635.703(a) states:

Prohibition. An employee shall not engage in a financial transaction using nonpublic information, nor allow the improper use of nonpublic information to further his own private interest or that of another, whether through advice or recommendation, or by knowing unauthorized disclosure.



U. S. Office of Government Ethics Outside Activities Employee Crossword Puzzle



Across

1. Some high-ranking employees are restricted in the _____ of money they can receive as outside earned income
4. You are to file and pay these by April 15th
6. You must use an approved _____ if you use your official title when writing an article in a scientific or professional journal as an outside activity

7. This act governs the political activities of executive branch employees

10. Find out if your agency requires

_____ approval for outside employment or activities

11. When fundraising in your personal capacity, one type of person from whom you can't solicit money is a _____

Down

1. Only your _____ may authorize you to give an official speech at a fundraiser

2. Don't use your official _____ when fundraising in your personal capacity

3. Generally you cannot accept money for speaking about your official _____

5. When speaking at a conference as an outside activity you may use your government title as one of several _____ details

8. You can't have an outside job when it _____ with your official duties

9. Generally when you teach, speak, or write about something related to your job, you have to do it for _____



U.S. Office of Government Ethics Outside Activities Employee Crossword Puzzle Answers

Across

1. Some high-ranking employees are restricted in the _____ of money they can receive as outside earned income

Certain high-ranking employees cannot earn an amount of income that exceeds 15 percent of their basic pay in a calendar year. There are also other special rules that apply to them. If you are a high-ranking employee, it is a good idea to check with your ethics official before engaging in outside employment and activities. Presidential appointees to full-time noncareer positions are not to receive any outside earned income during their Presidential appointments, unless they signed a contract for employment or outside activities prior to April 12, 1989.

5 C.F.R. § 2635.804(b) states:

Covered noncareer employees. Covered noncareer employees...may not, in any calendar year, receive outside earned income attributable to that calendar year which exceeds 15 percent of the annual rate of basic pay for level II of the Executive Schedule under 5 U.S.C. 5313, as in effect on January 1 of such calendar year. Employees should consult the regulations implementing this limitation, which are contained in §§ 2636.301 through 2636.304 of this chapter.

Note: In addition to the 15 percent limitation on outside earned income, covered noncareer employees are prohibited from receiving any compensation for: practicing a profession which involves a fiduciary relationship; affiliating with or being employed by a firm or other entity which provides professional services involving a fiduciary relationship; serving as an officer or member of the board of any association, corporation or other entity; or teaching without prior approval. Implementing regulations are contained in §§ 2636.305 through 2636.307 of this chapter.

5 C.F.R. § 2636.303(a) states:

Covered noncareer employee means an employee, other than a Special Government employee as defined in 18 U.S.C. 202, who occupies a position classified above GS-15 of the General Schedule or, in the case of positions not under the General Schedule, for which the rate of basic pay is equal to or greater than 120 percent of the minimum rate of basic pay payable for GS-15 of the General Schedule, and who is:

(1) Appointed by the President to a position described in the Executive Schedule, 5 U.S.C. 5312 through 5317, or to a position that, by statute or as a matter of practice, is filled by Presidential appointment, other than:

- (i) A position within the uniformed services; or
- (ii) A position within the foreign service below the level of Assistant Secretary or Chief of Mission;
- (2) A noncareer member of the Senior Executive Service or of another SES-type system, such as the Senior Foreign Service;
- (3) Appointed to a Schedule C position or to a position under an agency-specific statute that establishes appointment criteria essentially the same as those set forth in § 213.3301 of this title for Schedule C positions; or
- (4) Appointed to a noncareer executive assignment position or to a position under an agency-specific statute that establishes appointment criteria essentially the same as those for noncareer executive assignment positions.

For purposes of applying this definition to an individual who holds a General Schedule or other position that provides several rates of pay or steps per grade, his rate of basic pay shall be the rate of pay for the lowest step of the grade at which he is employed.

5 C.F.R. § 2635.804(a) states:

Presidential appointees to full-time noncareer positions. A Presidential appointee to a full-time noncareer position shall not receive any outside earned income for outside employment, or for any other outside activity, performed during that Presidential appointment. This limitation does not apply to any outside earned income received for outside employment, or for any other outside activity, carried out in satisfaction of the employee's obligation under a contract entered into prior to April 12, 1989.

4. You are to file and pay these by April 15th

An employee must satisfy in good faith all his obligations as a citizen, including his just financial obligations. These include Federal, state, and local taxes imposed by law. Nonpayment reflects poorly on the government as a whole.

5 C.F.R. § 2635.809 states:

Just financial obligations. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State, or local taxes that are imposed by law. For purposes of this section, a just financial obligation includes any financial obligation acknowledged by the employee or reduced to judgment by a court. In good faith means an honest intention to fulfill any just financial obligation in a timely manner. In the event of a dispute between an employee and an alleged creditor, this section does not require an agency to determine the validity or amount of the disputed debt or to collect a debt on the alleged creditor's behalf.

- 6. You must use an approved _____ if you use your official title when writing an article in a scientific or professional journal as an outside activity**

Because you are writing an article in a scientific or professional journal as an outside activity and not part of your official duties, you must use a disclaimer if you use your government title or position. The disclaimer must be approved by your agency and state that the views expressed in the article do not necessarily represent the views of the agency or the United States.

5 C.F.R. § 2635.807(b)(2) states:

Reference to official position. An employee who is engaged in teaching, speaking or writing as outside employment or as an outside activity shall not use or permit the use of his official title or position to identify him in connection with his teaching, speaking or writing activity or to promote any book, seminar, course, program or similar undertaking, except that:...An employee may use, or permit the use of, his title or position in connection with an article published in a scientific or professional journal, provided that the title or position is accompanied by a reasonably prominent disclaimer satisfactory to the agency stating that the views expressed in the article do not necessarily represent the views of the agency or the United States.

7. This act governs the political activities of executive branch employees

The Hatch Act governs the political do's and don'ts for employees. Although briefly mentioned in the standards of conduct, the Office of Special Counsel is responsible for the Hatch Act rules.

5 C.F.R. § 2635.801(d)(7) states:

In addition to the provisions of [the standards of ethical conduct], an employee who wishes to engage in outside employment or other outside activities must comply with applicable statutes and regulations. Relevant provisions of law, many of which are listed in subpart I of [the standards of ethical conduct], may include [t]he Hatch Act Reform Amendments, 5 U.S.C. 7321 through 7326, which govern the political activities of executive branch employees.

10. Find out if your agency requires _____ approval for outside employment or activities

Some agencies require prior approval before you accept an outside job or activity. Your agency needs to be sure your personal activities do not conflict with your government job. Check with your ethics official to see if your agency requires prior approval.

5 C.F.R. § 2635.801(b)(2) states:

An employee who wishes to engage in outside employment or other outside activities must comply with...any agency-specific requirement for prior approval of outside employment or activities.

11. When fundraising in your personal capacity, one type of person from whom you can't solicit money is a _____

Basically you can engage in private fundraising outside the workplace as long as you do not ask for a contribution from a subordinate or from someone who is regulated by, does business with, or seeks official action by your agency, or has interests that may be substantially affected by you when you do your job.

5 C.F.R. § 2635.808(c) states:

Fundraising in a personal capacity. An employee may engage in fundraising in his personal capacity provided that he does not: (1) Personally solicit funds or other support from a subordinate or from any person:

(i) Known to the employee, if the employee is other than a special Government employee, to be a prohibited source...; or

(ii) Known to the employee, if the employee is a special Government employee, to be a...person whose interests may be substantially affected by performance or nonperformance of his official duties.

5 C.F.R. § 2635.203(d) states:

Prohibited source means any person who:

- (1) Is seeking official action by the employee's agency;
- (2) Does business or seeks to do business with the employee's agency;
- (3) Conducts activities regulated by the employee's agency;
- (4) Has interests that may be substantially affected by performance or nonperformance of the employee's official duties; or
- (5) Is an organization a majority of whose members are described in paragraphs (d) (1) through (4) of this section.

Down

1. Only your _____ may authorize you to give an official speech at a fundraiser

Only your agency may authorize you to give an official speech at a fundraiser. That is because your agency must weigh certain factors to make sure the speech is appropriate in a fundraiser setting. This safeguards your agency's reputation and protects the agency from the perception that the government endorses a particular charity. Even if your agency permits you to give the speech, you should never request donations or other support for the charity.

5 C.F.R. § 2635.808(b) states:

Fundraising in an official capacity. An employee may participate in fundraising in an official capacity if, in accordance with a statute, Executive order, regulation or otherwise as determined by the agency, he is authorized to engage in the fundraising activity as part of his official duties. When authorized to participate in an official capacity, an employee may use his official title, position and authority.

5 C.F.R. § 2635.808(a)(3) states:

Official speech means a speech given by an employee in his official capacity on a subject matter that relates to his official duties, provided that the employee's agency has determined that the event at which the speech is to be given provides an appropriate forum for the dissemination of the information to be presented and provided that the employee does not request donations or other support for the nonprofit organization...

2. Don't use your official _____ when fundraising in your personal capacity

You cannot use your title, position or authority, government time, or government equipment to engage in private fundraising. Using your title would make it seem like the government endorses your private fundraising. However, if you usually are addressed by a rank, such as a military or ambassadorial rank, you may use that title.

5 C.F.R. § 2635.808(c)(2) states:

Fundraising in a personal capacity. An employee may engage in fundraising in his personal capacity provided that he does not use or permit the use of his official title, position or any authority associated with his public office to further the fundraising effort, except that an employee who is ordinarily addressed using a general term of address, such as "The Honorable," or a rank, such as a military or ambassadorial rank, may use or permit the use of that term of address or rank for such purposes.

3. Generally you cannot accept money for speaking about your official _____

In general, you cannot receive money from any source other than the government when you speak about your official duties. Different factors go into the decision of whether speaking – or teaching or writing – relates to your official duties. Some factors include whether you are assigned to the matter now or in the last year, or whether the invitation to speak was because of your government job. Your ethics official can help you decide if speaking, teaching, or writing relates to your official duties.

5 C.F.R. § 2635.807(a) states:

Compensation for teaching, speaking or writing. Except [for teaching certain courses (identified in the next CFR reference)], an employee, including a special Government employee, shall not receive compensation from any source other than the Government for teaching, speaking or writing that relates to the employee's official duties.

5 C.F.R. § 2635.807(a)(3) states:

Exception for teaching certain courses. An employee may accept compensation for teaching a course requiring multiple presentations by the employee if the course is offered as part of:

- (i) The regularly established curriculum of:
 - (A) An institution of higher education as defined at 20 U.S.C. 1141(a);
 - (B) An elementary school as defined at 20 U.S.C. 2891(8); or
 - (C) A secondary school as defined at 20 U.S.C. 2891(21); or
- (ii) A program of education or training sponsored and funded by the Federal Government or by a State or local government which is not offered by an entity described in paragraph (i) above.

5. When speaking at a conference as an outside activity you may use your government title as one of several _____ details

You may use your government title as one of several biographical details when speaking at a conference that is not part of your official duties. The caveat is that your title may not be more prominent than other biographical details. If your title is displayed any other way, the audience may think you are speaking on behalf of your agency instead of expressing your personal opinions.

5 C.F.R. § 2635.807(b)(1) states:

Reference to official position. An employee who is engaged in teaching, speaking or writing as outside employment or as an outside activity shall not use or permit the use of his official title or position to identify him in connection with his teaching, speaking or writing activity or to promote any book, seminar, course, program or similar undertaking, except that:

- (1) An employee may include or permit the inclusion of his title or position as one of several biographical details when such information is given to identify him in connection with his teaching, speaking or writing, provided that his title or position is given no more prominence than other significant biographical details.

8. You can't have an outside job when it _____ with your official duties

You cannot have an outside job or any other outside activity that conflicts with your official duties. The outside job could be prohibited by a law or regulation that applies to your agency, or the job might present a conflict because it would disqualify you from performing a significant amount of your government duties.

5 C.F.R. § 2635.802 states:

An employee shall not engage in outside employment or any other outside activity that conflicts with his official duties. An activity conflicts with an employee's official duties:

- (a) If it is prohibited by statute or by an agency supplemental regulation; or
- (b) If it would require the employee's disqualification from matters so central or critical to the performance of his official duties that the employee's ability to perform the duties of his position would be materially impaired.

Employees are cautioned that even though an outside activity may not be prohibited under this section, it may violate other principles or standards set forth in [the standards of conduct] or require the employee to disqualify himself from participation in certain particular matters under either subpart D or subpart E of [the standards of conduct].

9. Generally when you teach, speak, or write about something related to your job, you have to do it for _____

When done as part of your official duties, you must teach, speak, or write for free without any kind of compensation. In general, you cannot receive money from any source other than the government when you speak about your official duties. However, you may be able to accept compensation when teaching certain courses.

5 C.F.R. § 2635.807(a) states:

Compensation for teaching, speaking or writing. Except [for teaching certain courses (identified in the next CFR reference)], an employee, including a special Government employee, shall not receive compensation from any source other than the Government for teaching, speaking or writing that relates to the employee's official duties.

5 C.F.R. § 2635.807(a)(3) states:

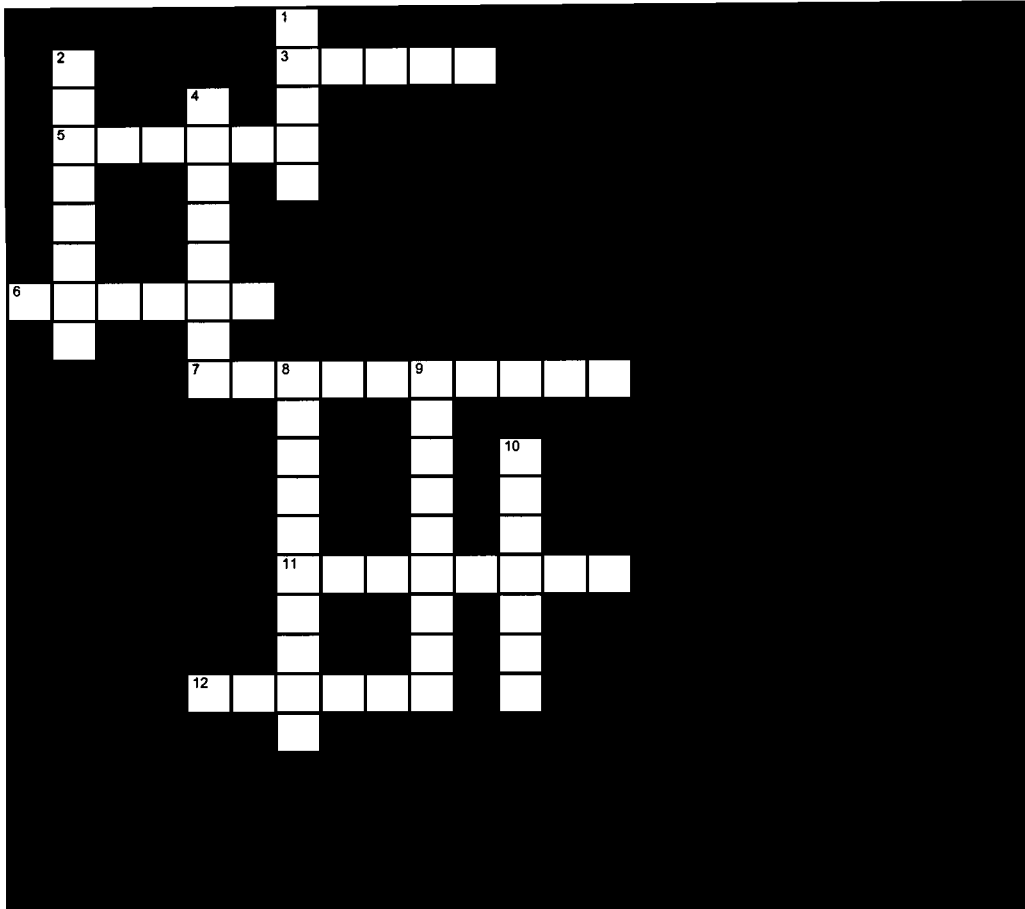
Exception for teaching certain courses. An employee may accept compensation for teaching a course requiring multiple presentations by the employee if the course is offered as part of:

- (i) The regularly established curriculum of:
 - (A) An institution of higher education as defined at 20 U.S.C. 1141(a);
 - (B) An elementary school as defined at 20 U.S.C. 2891(8); or
 - (C) A secondary school as defined at 20 U.S.C. 2891(21); or

(ii) A program of education or training sponsored and funded by the Federal Government or by a State or local government which is not offered by an entity described in paragraph (i) above.



U. S. Office of Government Ethics Gifts Employee Crossword Puzzle



Across

3. Accepting gifts too _____, even when permitted under the gift exceptions, is a bad idea

5. When the rules do not permit you to accept a gift, you cannot tell the donor to give the gift to your _____ instead

6. A cup of this is not a gift

7. Generally, you can't give your _____ a gift

11. An annual occasion when you may give your supervisor a gift worth \$10 or less

12. Accepting gifts worth _____ dollars or less from outside sources is usually ok

Down

1. As a general rule, don't accept gifts from employees who make less _____ than you do if you are in their chain of command

2. Generally, don't accept gifts given because of your official _____

4. One type of prohibited source is someone who does _____ with your agency

8. Generally, don't accept gifts from this type of source

9. Collecting money for an employee's retirement gift? You may ask for _____ contributions for a group gift

10. This type of gift is permitted when your supervisor is a bride



U.S. Office of Government Ethics

Gifts Employee Crossword Puzzle Answers

Across

3. Accepting gifts too _____, even when permitted under the gift exceptions, is a bad idea

Accepting gifts too often, even when permitted under the gift exceptions, may lead someone to believe that you are using your government job for your own personal benefit. You are serving the public through your federal job. Anything that detracts from that purpose undermines the public's confidence in the government.

5 C.F.R. § 2635.202(c)(3) states:

Limitations on use of exceptions. Notwithstanding any exception provided in [the Gifts from Outside Sources] subpart, other than [gifts to the President or Vice President], an employee shall not accept gifts from the same or different sources on a basis so frequent that a reasonable person would be led to believe the employee is using his public office for private gain.

5. When the rules do not permit you to accept a gift, you cannot tell the donor to give the gift to your _____ instead

When the rules do not permit you to accept a gift, you cannot tell the donor to give the gift to your spouse – or parent, sibling, child, or even a charitable organization. That would be indirectly accepting a gift.

5 C.F.R. § 2635.202(a) states:

General prohibitions. Except as provided in [the Gifts from Outside Sources exceptions], an employee shall not, directly or indirectly, solicit or accept a gift:

- (1) From a prohibited source; or
- (2) Given because of the employee's official position.

5 C.F.R. § 2635.203(f) states:

A gift which is *solicited or accepted indirectly* includes a gift:

(1) Given with the employee's knowledge and acquiescence to his parent, sibling, spouse, child, or dependent relative because of that person's relationship to the employee, or

(2) Given to any other person, including any charitable organization, on the basis of designation, recommendation, or other specification by the employee, except as permitted for the disposition of perishable items by Sec. 2635.205(a)(2).

5 C.F.R. § 2635.205(a)(2) states:

An employee who has received a gift that cannot be accepted under [the Gifts from Outside Sources] subpart shall, unless the gift is accepted by an agency acting under specific statutory authority:...when it is not practical to return a tangible item because it is perishable, the item may, at the discretion of the employee's supervisor or an agency ethics official, be given to an appropriate charity, shared within the recipient's office, or destroyed.

An excerpt from 5 C.F.R. § 2635.204 states:

Exceptions. The [Gifts from Outside Sources] prohibitions...do not apply to a gift accepted under the [exceptions]...and an employee's acceptance of a gift in accordance with one of [these exceptions] will be deemed not to violate the [14 general] principles...,including appearances. Even though acceptance of a gift may be permitted by one of the exceptions, it is never inappropriate and frequently prudent for an employee to decline a gift offered by a prohibited source or because of his official position.

- (a) Gifts of \$20 or less.
- (b) Gifts based on a personal relationship.
- (c) Discounts and similar benefits.
- (d) Awards and honorary degrees.
- (e) Gifts based on outside business or employment relationships.
- (f) Gifts in connection with political activities permitted by the Hatch Act Reform Amendments.
- (g) Widely attended gatherings and other events
 - (1) Speaking and similar engagements
 - (2) Widely attended gatherings.
- (h) Social invitations from persons other than prohibited sources.
- (i) Meals, refreshments and entertainment in foreign areas.
- (j) Gifts to the President or Vice President.
- (k) Gifts authorized by supplemental agency regulation.
- (l) Gifts accepted under specific statutory authority.

6. A cup of this is not a gift

A cup of coffee (alone and not as part of a meal worth more than \$20) is not a gift, because it is such a modest item. There are some other items that are not considered gifts, such as greeting cards, publicly available discounts, certain contest prizes, and things for which you pay market value.

5 C.F.R. § 2635.203(b) states:

Gift includes any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of training, transportation, local travel, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred. It does not include:

- (1) Modest items of food and refreshments, such as soft drinks, coffee and donuts, offered other than as part of a meal;
- (2) Greeting cards and items with little intrinsic value, such as plaques, certificates, and trophies, which are intended solely for presentation;
- (3) Loans from banks and other financial institutions on terms generally available to the public;
- (4) Opportunities and benefits, including favorable rates and commercial discounts, available to the public or to a class consisting of all Government employees or all uniformed military personnel, whether or not restricted on the basis of geographic considerations;
- (5) Rewards and prizes given to competitors in contests or events, including random drawings, open to the public unless the employee's entry into the contest or event is required as part of his official duties;
- (6) Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer;
- (7) Anything which is paid for by the Government or secured by the Government under Government contract;
- (8) Any gift accepted by the Government under specific statutory authority, including:
 - (i) Travel, subsistence, and related expenses accepted by an agency under the authority of 31 U.S.C. 1353 in connection with an employee's attendance at a meeting or similar function relating to his official duties which takes place away from his duty station. The agency's acceptance must be in accordance with the implementing regulations at 41 CFR part 304-1; and
 - (ii) Other gifts provided in-kind which have been accepted by an agency under its agency gift acceptance statute; or
- (9) Anything for which market value is paid by the employee.

7. Generally you can't give your _____ a gift

With a few exceptions, the general rule is that you cannot give, make a donation to, or ask for contributions for a gift to your supervisor and anyone above your supervisor in the chain of command in your agency. Some exceptions – times when you may give your supervisor a gift – include occasions when gifts are traditionally given or exchanged, such as a birthday, Christmas, Hanukkah, or after a vacation trip. At those times, gifts valued at \$10 or less – but not cash – are permitted.

5 C.F.R. § 2635.302(a) states:

Gifts to superiors. Except as provided in [the Gifts between Employees exceptions], an employee may not:

- (1) Directly or indirectly, give a gift to or make a donation toward a gift for an official superior; or
- (2) Solicit a contribution from another employee for a gift to either his own or the other employee's official superior.

5 C.F.R. § 2635.303(d) states:

Official superior means any other employee, other than the President and the Vice President, including but not limited to an immediate supervisor, whose official responsibilities include directing or evaluating the performance of the employee's official duties or those of any other official superior of the employee. An employee is considered to be the subordinate of any of his official superiors.

5 C.F.R. § 2635.304(a)-(c) states:

(a) *General exceptions.* On an occasional basis, including any occasion on which gifts are traditionally given or exchanged, the following may be given to an official superior or accepted from a subordinate or other employee receiving less pay:

- (1) Items, other than cash, with an aggregate market value of \$10 or less per occasion;
- (2) Items such as food and refreshments to be shared in the office among several employees;
- (3) Personal hospitality provided at a residence which is of a type and value customarily provided by the employee to personal friends;
- (4) Items given in connection with the receipt of personal hospitality if of a type and value customarily given on such occasions; and
- (5) Leave transferred under subpart I of part 630 of this title to an employee who is not an immediate supervisor, unless obtained in violation of Sec. 630.912 of this title.

(b) *Special, infrequent occasions.* A gift appropriate to the occasion may be given to an official superior or accepted from a subordinate or other employee receiving less pay:

- (1) In recognition of infrequently occurring occasions of personal significance such as marriage, illness, or the birth or adoption of a child; or
- (2) Upon occasions that terminate a subordinate-official superior relationship, such as retirement, resignation, or transfer.

(c) *Voluntary contributions.* An employee may solicit voluntary contributions of nominal amounts from fellow employees for an appropriate gift to an official superior and an employee may make a voluntary contribution of a nominal amount to an appropriate gift to an official superior:

- (1) On a special, infrequent occasion as described in paragraph (b) of this section; or
- (2) On an occasional basis, for items such as food and refreshments to be shared in the office among several employees.

An employee may accept such gifts to which a subordinate or other employee receiving less pay than himself has contributed.

11. An annual occasion when you may give your supervisor a gift worth \$10 or less

A birthday is an annual occasion when you may give your supervisor a gift. You may give your supervisor a gift on an occasion when gifts are traditionally given or exchanged, such as a birthday, Christmas, or Hanukkah, or after a vacation trip. At those times, gifts valued at \$10 or less - but not cash - are permitted. Remember that gift giving is strictly voluntary.

5 C.F.R. § 2635.304(a) states:

General exceptions. On an occasional basis, including any occasion on which gifts are traditionally given or exchanged, the following may be given to an official superior or accepted from a subordinate or other employee receiving less pay:

- (1) Items, other than cash, with an aggregate market value of \$10 or less per occasion;
- (2) Items such as food and refreshments to be shared in the office among several employees;
- (3) Personal hospitality provided at a residence which is of a type and value customarily provided by the employee to personal friends;
- (4) Items given in connection with the receipt of personal hospitality if of a type and value customarily given on such occasions; and
- (5) Leave transferred under subpart I of part 630 of this title to an employee who is not an immediate supervisor, unless obtained in violation of Sec. 630.912 of this title.

12. Accepting gifts worth _____ dollars or less from outside sources is usually ok

The twenty dollars or less gift exception may generally be used to accept any gift that is not worth more than \$20. If you don't know the actual value of an item, you may make a reasonable estimate. There are some things you should keep in mind before you use the \$20 exception. First, it allows you to accept, but not to ask for, something worth \$20 or less. Second, the rule allows you to accept gifts worth \$20 or less on a single occasion. That means if several gifts are given at the same time, their total value cannot exceed \$20. There is a \$50 per year limit on gifts from the same source. Lastly, you cannot accept cash or an investment interest.

5 C.F.R. § 2635.204(a) states:

Gifts of \$20 or less. An employee may accept unsolicited gifts having an aggregate market value of \$20 or less per source per occasion, provided that the aggregate market value of individual gifts received from any one person...shall not exceed \$50 in a calendar year. This exception does not apply to gifts of cash or of investment interests such as stock, bonds, or certificates of deposit. Where the market value of a gift or the aggregate market value of gifts offered on any single occasion exceeds \$20, the employee may not pay the excess value over \$20 in order to accept that portion of the gift or those gifts worth \$20. Where the aggregate value of tangible items offered on a single occasion exceeds \$20, the employee may decline any distinct and separate item in order to accept those items aggregating \$20 or less.

Down

1. As a general rule, don't accept gifts from employees who make less _____ than you do if you are in their chain of command

As a general rule, if an employee makes less money than you do and you are in his or her chain of command, you cannot accept the gift. There are some exceptions. For example, you may accept a gift from someone who makes less money than you do on your birthday and holidays when gifts are traditionally given. At those times, gifts valued at \$10 or less - but not cash - are permitted.

5 C.F.R. § 2635.302(a) and (b) states:

Gifts to superiors. Except as provided in [the Gifts between Employees exceptions], an employee may not:

- (1) Directly or indirectly, give a gift to or make a donation toward a gift for an official superior; or
- (2) Solicit a contribution from another employee for a gift to either his own or the other employee's official superior.

(b) Gifts from employees receiving less pay. Except as provided in [the Gifts between Employees] subpart, an employee may not, directly or indirectly, accept a gift from an employee receiving less pay than himself unless:

- (1) The two employees are not in a subordinate-official superior relationship; and
- (2) There is a personal relationship between the two employees that would justify the gift.

See 5 C.F.R. § 2635.304(a)-(c) on page 4 for the exceptions.

2. Generally, don't accept gifts given because of your official _____

With some exceptions, you may not accept a gift from anyone who is giving the gift to you because of your official position. Ask yourself if the gift would have been offered if

you were not working for the Government. If the answer is no, then the gift is being offered because of your Government position. You cannot accept it unless an exception applies.

5 C.F.R. § 2635.202(a) states:

General prohibitions. Except as provided in [the Gifts from Outside Sources exceptions], an employee shall not, directly or indirectly, solicit or accept a gift:

- (1) From a prohibited source; or
- (2) Given because of the employee's official position.

See page 2 for a list of the exceptions to the Gift from Outside Sources prohibitions.

4. One type of prohibited source is someone who does _____ with your agency

The general rule is that you may not accept a gift from people or organizations who are prohibited sources – those who do business with, or seek to do business with your agency, who seek some official action by your agency, or who have activities regulated by your agency. You must also turn down a gift from those who have interests that may be significantly affected by your official duties, as they are also considered prohibited sources. There are a number of exceptions to the gift rule that permit employees to accept gifts that would not otherwise be allowed. Some more frequently-used exceptions are the ones that allow employees to accept certain unsolicited gifts with a value of \$20 or less per occasion (but not cash gifts and not gifts that add up to over \$50 in value in any year from any single source) and gifts clearly given because of a family relationship or personal friendship.

5 C.F.R. § 2635.203(d) states:

Prohibited source means any person who:

- (1) Is seeking official action by the employee's agency;
- (2) Does business or seeks to do business with the employee's agency;
- (3) Conducts activities regulated by the employee's agency;
- (4) Has interests that may be substantially affected by performance or nonperformance of the employee's official duties; or
- (5) Is an organization a majority of whose members are described in (1) through (4) above.

See page 2 for a list of the exceptions to the Gift from Outside Sources prohibitions.

8. Generally don't accept gifts from this type of source

With some exceptions, you may not accept a gift from people or organizations who are prohibited sources – those who do business with, or seek to do business with your agency, who seek some official action by your agency, or who have activities regulated by your

agency. You must also turn down a gift from those who have interests that may be significantly affected by your official duties, as they are also considered prohibited sources. Again, there are some exceptions.

5 C.F.R. § 2635.202(a) states:

General prohibitions. Except as provided in [the Gifts from Outside Sources exceptions], an employee shall not, directly or indirectly, solicit or accept a gift:

- (1) From a prohibited source; or
- (2) Given because of the employee's official position.

5 C.F.R. § 2635.203(d) states:

Prohibited source means any person who:

- (1) Is seeking official action by the employee's agency;
- (2) Does business or seeks to do business with the employee's agency;
- (3) Conducts activities regulated by the employee's agency;
- (4) Has interests that may be substantially affected by performance or nonperformance of the employee's official duties; or
- (5) Is an organization a majority of whose members are described in (1) through (4) above.

See page 2 for a list of the exceptions to the Gift from Outside Sources prohibitions.

9. Collecting money for an employee's retirement gift? You may ask for _____ contributions for a group gift

You are allowed to ask for contributions of nominal amounts from fellow employees on a strictly voluntary basis for a group gift on special, infrequent occasions. Examples of such occasions include marriage, illness, birth or adoption, or occasions that ends your employee-boss relationship, such as retirement, resignation, or transfer outside of your chain of command. The contribution must be voluntary, because employees should not feel coerced or pressured to give gifts to their bosses.

5 C.F.R. § 2635.304(c) states:

Voluntary contributions. An employee may solicit voluntary contributions of nominal amounts from fellow employees for an appropriate gift to an official superior and an employee may make a voluntary contribution of a nominal amount to an appropriate gift to an official superior:

- (1) On a special, infrequent occasion as described in paragraph (b) of this section; or
- (2) On an occasional basis, for items such as food and refreshments to be shared in the office among several employees.

An employee may accept such gifts to which a subordinate or other employee receiving less pay than himself has contributed.

5 C.F.R. § 2635.303(f) states:

Voluntary contribution means a contribution given freely, without pressure or coercion. A contribution is not voluntary unless it is made in an amount determined by the contributing employee, except that where an amount for a gift is included in the cost for a luncheon, reception or similar event, an employee who freely chooses to pay a proportionate share of the total cost in order to attend will be deemed to have made a voluntary contribution. Except in the case of contributions for a gift included in the cost of a luncheon, reception or similar event, a statement that an employee may choose to contribute less or not at all shall accompany any recommendation of an amount to be contributed for a gift to an official superior.

10. This type of gift is permitted when your supervisor is a bride

As a general rule, you may not give your supervisor a gift. However, one exception to the rule permits appropriate gifts on special, infrequent occasions. Marriage is one such occasion. Therefore, you may give your supervisor a wedding present. Other special, infrequent occasions when you may give your supervisor a gift include illness, the birth or adoption of a child, and occasions that end your employee-supervisor relationship, such as retirement, resignation, or transfer outside of your chain of command.

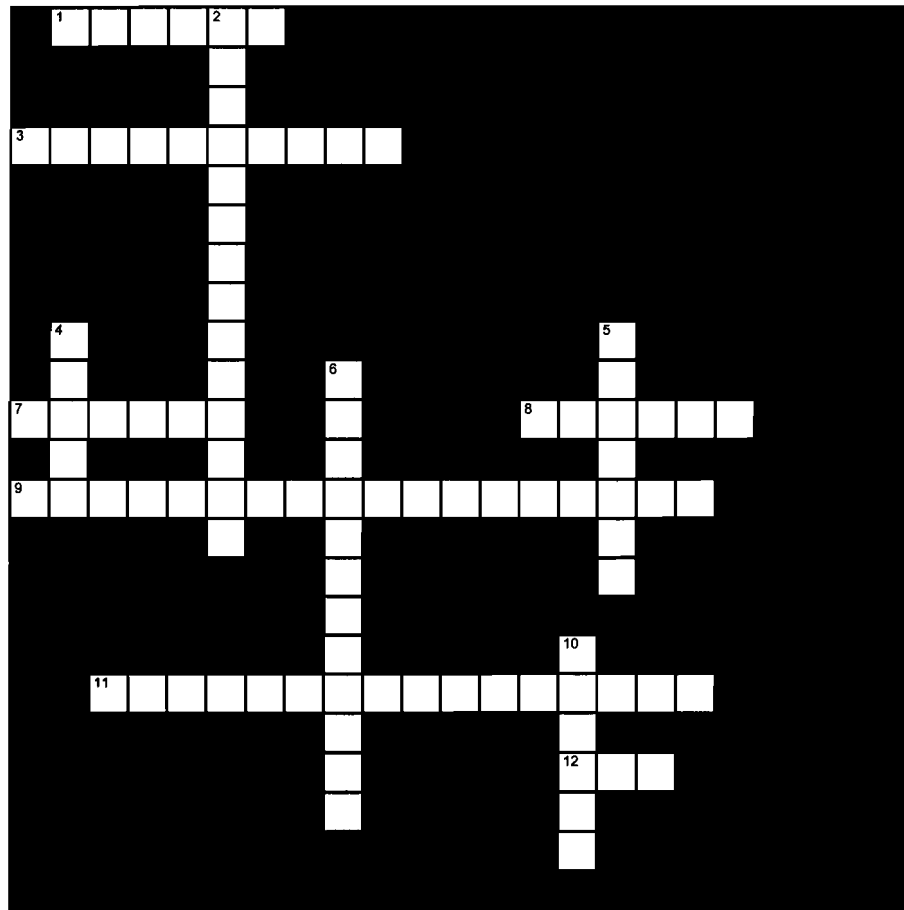
5 C.F.R. § 2635.304(b) states:

Special, infrequent occasions. A gift appropriate to the occasion may be given to an official superior or accepted from a subordinate or other employee receiving less pay:

- (1) In recognition of infrequently occurring occasions of personal significance such as marriage, illness, or the birth or adoption of a child; or
- (2) Upon occasions that terminate a subordinate-official superior relationship, such as retirement, resignation, or transfer.



U.S. Office of Government Ethics General Things You Should Know About Ethics Employee Crossword Puzzle



Across

1. Violating the standards of conduct can get you fired; breaking a conflict of interest law can get you _____
3. When a situation is not specifically covered by the standards of conduct, check your behavior against the 14 general _____

7. This group trusts you to serve their best interests
8. Once you receive advice, _____ it
9. The name of the rules that tell you what you can and cannot do ethically: 3 wds
11. Office that investigates you when you violate the standards: 2 wds

12. This U.S. agency establishes ethics policy for the executive branch: abbr.

Down

2. See this person when you have an ethics question: 2 wds
4. Public service is a public _____
5. One goal of the ethics program is to strengthen the ethical _____ in your agency

6. The highest law of the U.S. and you are to pledge your loyalty to it
10. Seek ethics advice _____ you take action on something that might involve an ethics issue

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U.S. Office of Government Ethics General Things You Should Know About Ethics Employee Crossword Puzzle Answers

Across

1. Violating the standards of conduct can get you fired; breaking a conflict of interest law can get you _____

Breaking a conflict of interest law can get you jailed and/or fined. If you violate the standards of conduct your agency can take disciplinary actions against you. Disciplinary actions include such things as letters of reprimand, withholding of promotions, and firing.

An excerpt from 18 U.S.C. § 216 states:

The punishment for an offense under [the conflict of interest statutes] § 203, 204, 205, 207, 208, or 209 of [18 U.S.C.] is the following:

(1) Whoever engages in the conduct constituting the offense shall be imprisoned for not more than one year or fined in the amount set forth in this title, or both.

(2) Whoever willfully engages in the conduct constituting the offense shall be imprisoned for not more than five years or fined in the amount set forth in this title, or both.

3. When a situation is not covered specifically by the standards of conduct, check your behavior against the 14 general _____

The 14 general principles are the cornerstone for determining whether your conduct is ethical. So, when you are not sure whether a situation is prohibited by the standards of conduct, check the 14 general principles. If you still aren't sure, check with your ethics official.

5 C.F.R. § 2635.101(b) states:

General principles. The following general principles apply to every employee and may form the basis for the standards [of conduct]. Where a situation is not covered by the standards set forth in [the standards of conduct], employees shall apply the principles set forth [below] in determining whether their conduct is proper.

(1) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.

(2) Employees shall not hold financial interests that conflict with the conscientious performance of duty.

(3) Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

(4) An employee shall not, except as permitted by subpart B of this part, solicit or accept any gift or other item of monetary value from any person or entity seeking official

action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.

(5) Employees shall put forth honest effort in the performance of their duties.

(6) Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.

(7) Employees shall not use public office for private gain.

(8) Employees shall act impartially and not give preferential treatment to any private organization or individual.

(9) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.

(10) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.

(11) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

(12) Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those--such as Federal, State, or local taxes--that are imposed by law.

(13) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

(14) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in this part. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

7. This group trusts you to serve their best interests

The American public trusts you to serve their best interests. The public pays your salary and expects you to make government decisions that are good for them. Abiding by the standards of conduct is one way to make sure you serve the public's best interests. Your agency may also have some additional standards of conduct you must follow. Check with your agency ethics official to see if you have additional ethics standards.

5 C.F.R. § 2635.101(a) states:

Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain. To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each employee shall respect and adhere to the principles of ethical conduct...as well as in supplemental agency regulations.

8. Once you receive ethics advice, _____ it

It is very important to follow the advice of your ethics counselor. You might not always like the advice – for example, you might really want to keep those “free” concert tickets or attend that all-expenses-paid conference. Experience shows that it is better to err on

the side of caution than to face a situation that harms you or the agency in the sight of the public. Your ethics counselor is skilled in navigating the waters of ethical dilemmas. Follow your ethics counselor's advice.

9. The name of the rules that tell you what you can and cannot do ethically: 3 wds

The standards of conduct, written by the U.S. Office of Government Ethics, describe which actions are ethical and which are not. Even though the formal title of the rules is the Standards of Ethical Conduct for Employees of the Executive Branch, most people just call the rules the standards of conduct. Your agency may also have some additional ethics rules that tell you what you can and cannot do. Ask your ethics official if you need more information about these rules.

11. Office that investigates you when you violate the standards: 2 wds

The Office of the Inspector General investigates allegations of ethical violations. While investigators in the Inspector General's office are good people, you want to avoid meeting them because you are being investigated! This highlights another reason why it is so important to see your ethics counselor first.

12. This U.S. agency establishes ethics policy for the executive branch: abbr.

The U.S. Office of Government Ethics, commonly referred to as OGE, is the agency responsible for policies involving ethics. OGE wrote the standards of conduct and other ethics rules. Chances are you are most familiar with the standards of conduct, because those are the ethics rules executive branch employees receive or have access to when hired. Some employees are trained on the standards of conduct every year. Your ethics official is an excellent resource for all the ethics rules, not just the standards of conduct.

Down

2. See this person when you have an ethics question: 2 wds

See your ethics official when you have an ethics question. In some agencies, you may know him or her as an ethics counselor. It is not necessary for you to understand all the details of every ethics rule. However, when you do not know how or whether a principle or rule applies, you need to ask for help from your ethics official. Be sure to talk to him or her before you take action on something you think is an ethics issue.

An excerpt from 5 C.F.R. § 2635.107(b) states:

Employees who have questions about the application of [the standards of conduct] or any supplemental agency regulations to particular situations should seek advice from an agency ethics official.

4. Public service is a public _____

Public service is a public trust. As a federal employee the public trusts you to be loyal to the Constitution, laws and ethical principles above your own gain or the gain of others.

An excerpt from 5 C.F.R. § 2635.101(a) states:

Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain.

5. One goal of the ethics program is to strengthen the ethical _____ in your agency

One of the goals of the ethics program is to strengthen the ethical culture in your agency. Ethics is more than rules and regulations. Every employee plays a part in making his or her agency an ethical workplace. Everything you say and do has an impact – either positively or negatively. Consider ethics when making decisions. Talk about ethics in the work you do. Set a good example of ethical conduct. An ethical culture starts with you.

6. The highest law of the U.S. and you are to pledge your loyalty to it

You are to pledge your loyalty to the Constitution, the highest law of the land. You are also to place your loyalty to the laws and ethical principles above private gain. The goal is to ensure the public's confidence in its government. How you conduct yourself and the government's business is a major ingredient in obtaining the public's confidence in the integrity of the government.

5 C.F.R. § 2635.101(a) states:

Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain. To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each employee shall respect and adhere to the principles of ethical conduct set forth in [the standards of conduct], as well as the implementing standards contained in [the standards of conduct] and in supplemental agency regulations.

10. Seek ethics advice _____ you take action on something that might involve an ethics issue

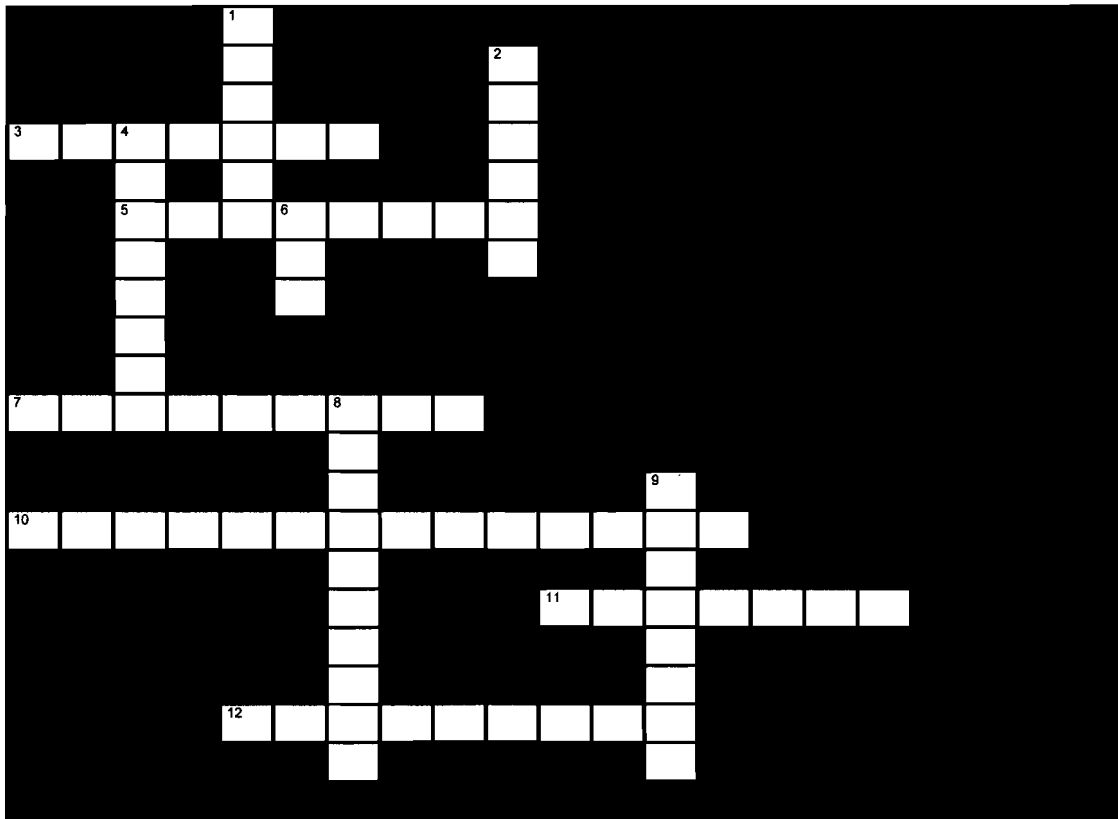
Seek ethics advice before you take action on something on the job that you think might involve an ethics issue. Seeking advice protects you and the agency. As long as you tell all the details of the situation to the ethics official, his advice can protect you from disciplinary action.

An excerpt from 5 C.F.R. § 2635.107(b) states:

Disciplinary action for violating this part or any supplemental agency regulations will not be taken against an employee who has engaged in conduct in good faith reliance upon the advice of an agency ethics official, provided that the employee, in seeking such advice, has made full disclosure of all relevant circumstances.



U.S. Office of Government Ethics Seeking and Post-Employment Employee Crossword Puzzle



Across

3. Looking for a job outside the government? Read the _____

employment part of the Standards of Conduct first

5. You are seeking employment even if you _____ discussions until you finish the project that affects a potential employer

7. The length of post-employment restrictions may be _____, two years, or one year, depending on what you worked on while with the government

10. Requesting this does not mean you are seeking employment: 2 words

11. Generally, if your project could affect a prospective employer, then you may need to stop _____ on that project

12. Unless your job duties affect the _____ interests of a prospective employer, the seeking employment rules do not apply

Down

1. Your government _____ are a primary factor in determining when post-employment rules restrict your

communications to and appearances before the government

2. The post-employment law places restrictions on _____ government employees

4. A common misconception about the post-employment law is that it restricts which _____ you work for

6. When you have not heard back in _____ months after sending a job application, you are no longer seeking employment

8. Successful job hunting may lead to post-_____ restrictions

9. Representing _____ before the government after leaving government employment is generally ok

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U.S. Office of Government Ethics Seeking and Post-Employment Employee Crossword Puzzle Answers

Across

3. Looking for a job outside the government? Read the _____ employment part of the Standards of Conduct first

Read the seeking employment section of the Standards of Conduct before you starting looking for a job outside the government. This section lets you know whether or not you can continue to work on your government assignments while you look for a job. If you are not careful, you can break the rules and the law. So, it is wise to know the rules before you begin your job search. Of course, your ethics official is always there to help you understand the rules.

5 C.F.R. § 2635.601 states:

[The seeking employment] subpart contains a disqualification requirement that applies to employees when seeking employment with persons whose financial interests would be directly and predictably affected by particular matters in which the employees participate personally and substantially. Specifically, it addresses the requirement of 18 U.S.C. 208(a) that an employee disqualify himself from participation in any particular matter that will have a direct and predictable effect on the financial interests of a person "with whom he is negotiating or has any arrangement concerning prospective employment."... Beyond this statutory requirement, [the seeking employment subpart] also addresses the issues of lack of impartiality that require disqualification from particular matters affecting the financial interests of a prospective employer when an employee's actions in seeking employment fall short of actual employment negotiations.

5. You are seeking employment even if you ____ discussions until you finish the project that affects a potential employer

Sometimes a person you affect in your government job may ask if you would consider a job with his company. Perhaps you are auditing or regulating that company. Even if you postpone discussions – say that you would like to talk about possible employment after you finish the audit – you are seeking employment. You may not continue work on the audit unless and until your ethics official provides authorization.

5 C.F.R. § 2635.603(b)(3) states:

For the purposes of the [seeking employment] definition, a response that defers discussions into the foreseeable future does not constitute rejection of an unsolicited employment overture, proposal, or resume nor rejection of a prospective employment possibility.

7. The length of post-employment restrictions may be _____, two years, or one year, depending on what you worked on while with the government

The length of post-employment restrictions depends upon how you were involved in certain kinds of matters – like contracts, grants, or lawsuits – while you worked for the government. If you were personally and substantially involved in the matter, then the restriction is permanent. If you merely supervised others who did the actual work, then the restriction lasts for two years from the date you leave Government service. The two-year restriction does not apply unless you supervised the matter during your last year of Federal service. If you worked on certain trade or treaty negotiations during your last year of Government service and had access to certain restricted information, you should contact your agency ethics official because you may be barred for one year from aiding or advising anyone (other than the United States) concerning those negotiations.

U.S. Office of Government Ethics' Post-Employment Summary states:

[18 U.S.C. § 207(a)(1)] is a lifetime restriction that commences upon an employee's termination from Government service. The target of this provision is the former employee who participates in a matter while employed by the Government and who later "switches sides" by representing another person on the same matter before the United States. The restriction is measured by the duration of the matter in which the former employee participated. The restriction does not apply unless a former employee communicates to or makes an appearance before the United States on behalf of some other person.

10. Requesting this does not mean you are seeking employment: 2 words

When you ask for a job application, you have not begun seeking employment. So the rules do not apply yet. However, depending on the circumstances and the type of prospective employer, sending out the completed job application or a resume could trigger the seeking employment rules. Make it your business to understand the legal consequences of job hunting and job discussions. Consult with your ethics official before you begin your job search and immediately when you receive unsolicited offers or inquiries from a prospective employer who has a financial interest in matters that cross your desk.

5 C.F.R. § 2635.603(b)(1)(ii)-(iii) states:

...However, the employee has not begun seeking employment if that communication was:

(A) For the sole purpose of requesting a job application; or

(B) For the purpose of submitting a resume or other employment proposal to a person affected by the performance or nonperformance of the employee's duties only as part of an industry or other discrete class. The employee will be considered to have begun seeking employment upon receipt of any response indicating an interest in employment discussions; or

(iii) Made a response other than rejection to an unsolicited communication from any person, or such person's agent or intermediary, regarding possible employment with that person.

11. Generally, if your project could affect a prospective employer, then you may need to stop _____ on that project

If your project could affect a prospective employer, then you may need to stop working on that project before you begin making any contacts with him. Talk with an ethics official before you look for a job, whether full or part-time. He or she can steer you clear of ethics issues in your job hunting.

5 C.F.R. § 2635.604(a) states:

Obligation to disqualify. Unless the employee's participation is authorized in accordance with § 2635.605 (see below), the employee shall not participate personally and substantially in a particular matter that, to his knowledge, has a direct and predictable effect on the financial interests of a prospective employer with whom he is seeking employment...Disqualification is accomplished by not participating in the particular matter.

5 C.F.R. § 2635.605 states:

Waiver or authorization permitting participation while seeking employment.

(a) *Waiver.* Where, as defined in Sec. 2635.603(b)(1)(i), an employee is engaged in discussions that constitute employment negotiations for purposes of 18 U.S.C. 208(a), the employee may participate personally and substantially in a particular matter that has a direct and predictable effect on the financial interests of a prospective employer only after receiving a written waiver issued under the authority of 18 U.S.C. 208(b)(1) or (b)(3). These waivers are described in Sec. 2635.402(d). See also subpart C of part 2640 of this chapter. For certain employees, a regulatory exemption under the authority of 18 U.S.C. 208(b)(2) may also apply (see subpart B of part 2640 of this chapter).

(b) *Authorization by agency designee.* Where an employee is seeking employment within the meaning of Sec. 2635.603(b)(1) (ii) or (iii), a reasonable person would be likely to question his impartiality if he were to participate personally and substantially in a particular matter that has a direct and predictable effect on the financial interests of any

such prospective employer. The employee may participate in such matters only where the agency designee has authorized his participation in accordance with the standards set forth in Sec. 2635.502(d).

12. Unless your job duties affect the _____ interests of a prospective employer, the seeking employment rules do not apply

If you cannot affect the financial interests of your prospective employer, you do not have to worry about the seeking employment rules. They do not apply. The rules come into play when you want to work for someone that you affect by the job you do for the government. However, you may have some other restrictions if you are involved in certain procurement matters. These restrictions are outside the authority of the U.S. Office of Government Ethics.

5 C.F.R. § 2635.602 states:

...An employee who is seeking employment with a person whose financial interests are not affected directly and predictably by particular matters in which he participates personally and substantially has no obligation under [the Seeking Employment] subpart. An employee may, however, be subject to other statutes which impose requirements on employment contacts or discussions, such as 41 U.S.C. 423(c), applicable to agency officials involved in certain procurement matters.

Down

1. Your government _____ are a primary factor in determining when post-employment rules restrict your communications to and appearances before the government

The post-employment law applies to all employees after they leave the government. The restrictions you face depend on your duties – what you work on or are responsible for when you work with the government. There are also other factors, such as your grade level and whether you worked with foreign governments. Don't forget, certain employees face additional restrictions that are covered by rules and statutes outside the authority of the U.S. Office of Government Ethics.

5 C.F.R. § 2637.201(a) states:

Basic Prohibition of 18 U.S.C. 207(a). No former Government employee, after terminating Government employment, shall knowingly act, as agent or attorney for, or otherwise represent any other person in any formal or informal appearance before, or with the intent to influence, make any oral or written communication on behalf of any other person (1) to the United States, (2) in connection with any particular Government matter involving a specific party, (3) in which matter such employee participated personally and substantially as a Government employee.

2. The post-employment law places restrictions on _____ government employees

Former employees are covered by post-employment restrictions. The law protects the government from employees who would use their prior experience and affiliations to influence current government business.

5 C.F.R. § 2637.101(c) states:

These [post-employment] regulations bar certain acts by former Government employees which may reasonably give the appearance of making unfair use of prior Government employment and affiliations

4. A common misconception about the post-employment law is that it restricts which _____ you work for

Generally the post-employment law does not restrict which employer you work for after leaving the government. It may, however, restrict the kinds of things that you do for your new employer. The restrictions depend on what you worked on or were responsible for when you were with the government. Your ethics official can provide specific guidance on these restrictions. You should contact him or her to be sure you perform the duties for your new employer in a lawful manner.

U.S. Office of Government Ethics' Post-Employment Summary states:

None of the [post-employment] provisions bar any individual, regardless of rank or position, from accepting employment with any private or public employer after Government service. Section 207 only prohibits individuals from engaging in certain activities on behalf of persons or entities other than the United States, whether or not done for compensation.

6. When you have not heard back in _____ months after sending a job application, you are no longer seeking employment

Two months is the cutoff time if you have not received any interest in your application or resume. You are no longer seeking employment.

5 C.F.R. § 2635.603(b)(2) states:

An employee is no longer seeking employment when:

- (i) The employee or the prospective employer rejects the possibility of employment and all discussions of possible employment have terminated; or
- (ii) Two months have transpired after the employee's dispatch of an unsolicited resume or employment proposal, provided the employee has received no indication of interest in employment discussions from the prospective employer.

8. Successful job hunting may lead to post-_____ restrictions

Successful job hunting may trigger post-employment restrictions. It may also trigger a conflict of interest when you start negotiating for a job. Because it is easy to cross the line into criminal behavior, you should ask your ethics official for advice before you begin job hunting. Your ethics official can guide you through the seeking employment rules and the conflict of interest statutes to protect you throughout the job search process.

5 C.F.R. § 2635.602(a)(2) states:

Post-employment restrictions. An employee who is contemplating employment to be undertaken following the termination of his Federal employment should consult an agency ethics official to obtain advice regarding any post-employment restrictions that may be applicable.

9. Representing _____ before the government after leaving government employment is generally ok

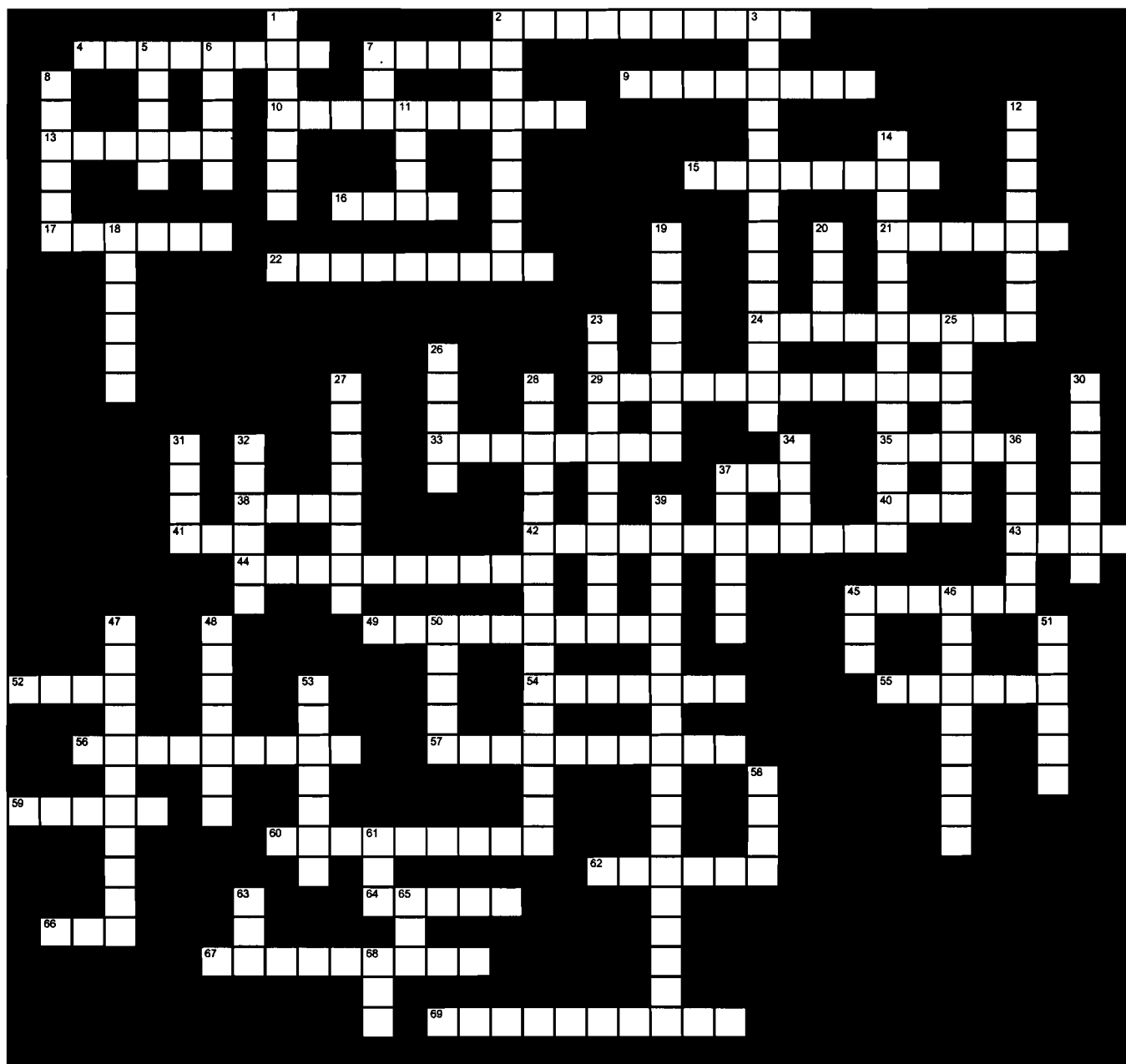
In general, you are not barred by the post-employment law from trying to influence any federal agency or court on behalf of yourself. However, it makes a difference if you are acting on behalf of your own corporation or consulting firm. You should consult your agency's ethics official for guidance both while you are looking for a job and after you leave the government.

U.S. Office of Government Ethics' Post-Employment Summary states:

The [18 U.S.C. § 207(a)(1)] provision does not prohibit a former employee from representing himself (as distinguished from a corporation or consulting firm) before the United States. Moreover, a former employee is not prohibited from acting on behalf of the United States (or the Congress). Thus, even though an individual may once have worked on a matter while employed by the Government, he will not, while subsequently reemployed by the Government, be barred from communicating with any employee of the United States concerning that matter if he does so as part of his official duties.



U.S. Office of Government Ethics
Grand Slam Employee Crossword Puzzle



Across

2. When a situation is not covered specifically by the standards of conduct, check your behavior against the _____ general _____
4. A common misconception about the post-employment law is that it restricts which _____ you work for
7. Don't use your official _____ when fundraising in your personal capacity
9. An annual occasion when you may give your supervisor a gift of \$10 or less
10. You must use an approved _____ if you use your official title when writing an article in a scientific or professional journal as an outside activity
13. Seek ethics advice _____ you take action on something that might involve an ethics issue
15. Generally, don't accept gifts given because of your official _____
16. Generally, when you teach, speak, or write about something related to your job, you have to do it for _____
17. A cup of this is not a gift
21. Some high-ranking employees are restricted in the _____ of money they can receive as outside earned income
22. Generally, you can't use your position, title, or _____ associated with your public office to imply that your agency sanctions your outside activities
24. You can't have an outside job when it _____ with your official duties
29. When speaking at a conference as an outside activity you may use your government title as one of several _____ details
33. You are to protect and _____ government property
35. Public service is a public _____
37. _____ Moines
38. The _____ of March
40. This U.S. agency establishes ethics policy for the executive branch: abbr.
41. _____ Aviv
42. The highest law of the U.S. and you are to pledge your loyalty to it
43. El _____ (weather phenomenon)
44. Successful job hunting may lead to post-_____ restrictions
45. Only your _____ may authorize you to give an official speech at a fundraiser
49. Recommending your neighbor for a federal job on agency _____ is ok if you have personal knowledge of his abilities or character
52. You can't use your public office for private _____
54. Generally, you can't use your government title or position to _____ any product, enterprise, or service
55. Widely-used and misused piece of government equipment
56. George Washington, e.g.
57. Generally, you can't give your _____ a gift
59. This act governs the political activities of executive branch employees
60. Unless your job duties affect the _____ interests of a prospective employer, the seeking employment rules do not apply
62. When the rules do not permit you to accept a gift, you cannot tell the donor to give the gift to your _____ instead
64. As a general rule, don't accept gifts from employees who make less _____ than you do if you are in their chain of command
66. _____ Angeles
67. Collecting money for an employee's retirement gift? You may ask for _____ contributions for a group gift

69. Generally, don't accept gifts from this type of source
Down

1. This type of gift is permitted when your supervisor is a bride

2. The length of post-employment restrictions may be _____, two years, or one year, depending on what you worked on while with the government

3. See this person when you have an ethics question: 2 wds

5. Find out if your agency requires _____ approval for outside employment or activities

6. Accepting gifts too _____, even when permitted under the gift exceptions, is a bad idea

7. ____ - Tac - Toe

8. This group trusts you to serve their best interests

11. Behind schedule

12. One type of prohibited source is someone who does _____ with your agency

14. Requesting this does not mean you

are seeking employment: 2 wds

18. Once you receive ethics advice, _____ it

19. You are seeking employment even if you _____ discussions until you finish the project that affects a potential employer

20. Precipitation

23. When fundraising in your personal capacity, one type of person from whom you can't solicit money is a _____

25. One goal of the ethics program is to strengthen the ethical _____ in your agency

26. You learn on the job that Company X found the cure for a major disease. You may not buy _____ in Company X before your agency announces the company found the cure

27. Representing _____ before the government after leaving government employment is generally ok

28. Office that investigates you when you violate the standards: 2 wds

30. Looking for a job outside the government? Read the _____ employment part of the Standards of Conduct first

31. Office outfit

32. Violating the standards of conduct can get you fired; breaking a conflict of interest law can get you _____

34. Common contraction

36. Accepting gifts worth _____ dollars or less from outside sources is usually ok

37. Generally, you cannot accept money for speaking about your official _____

39. The name of the rules that tell you what you can and cannot do ethically: 3 wds

45. Residue in a fireplace

46. You can't use _____ information to further your own private interest or that of another

47. You can't use government property, including the services of _____, for

unauthorized purposes

48. Generally, if your project could affect a prospective employer, then you may need to stop _____ on that project

50. You are to file and pay these by April 15th

51. The post-employment law places restrictions on _____ government employees

53. Don't use your public office to improperly _____ yourself or others

58. Unless authorized, playing games on your office computer is a misuse of official _____ and government property

61. ____ wrestling

63. When you have not heard back in _____ months after sending a job application, you are no longer seeking employment

65. One ____ kind: 2 wds

68. Orange Pekoe, for example



U.S. Office of Government Ethics

Grand Slam Employee Crossword Puzzle Answers

Across

2. When a situation is not covered specifically by the standards of conduct, check your behavior against the 14 general _____

The 14 general principles are the cornerstone for determining whether your conduct is ethical. So, when you are not sure whether a situation is prohibited by the standards of conduct, check the 14 general principles. If you still aren't sure, check with your ethics official.

5 CFR § 2635.101(b) states:

General principles. The following general principles apply to every employee and may form the basis for the standards [of conduct]. Where a situation is not covered by the standards set forth in [the standards of conduct], employees shall apply the principles set forth [below] in determining whether their conduct is proper.

(1) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.

(2) Employees shall not hold financial interests that conflict with the conscientious performance of duty.

(3) Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

(4) An employee shall not, except as permitted by subpart B of this part, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.

(5) Employees shall put forth honest effort in the performance of their duties.

(6) Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.

(7) Employees shall not use public office for private gain.

(8) Employees shall act impartially and not give preferential treatment to any private organization or individual.

(9) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.

(10) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.

(11) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

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(12) Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those--such as Federal, State, or local taxes--that are imposed by law.

(13) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

(14) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in this part. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

4. A common misconception about the post-employment law is that it restricts which _____ you work for

Generally the post-employment law does not restrict which employer you work for after leaving the government. It may, however, restrict the kinds of things that you do for your new employer. The restrictions depend on what you worked on or were responsible for when you were with the government. Your ethics official can provide specific guidance on these restrictions. You should contact him or her to be sure you perform the duties for your new employer in a lawful manner.

U.S. Office of Government Ethics' Post-Employment Summary states:

None of the [post-employment] provisions bar any individual, regardless of rank or position, from accepting employment with any private or public employer after Government service. Section 207 only prohibits individuals from engaging in certain activities on behalf of persons or entities other than the United States, whether or not done for compensation.

7. Don't use your official _____ when fundraising in your personal capacity

You cannot use your title, position or authority, government time, or government equipment to engage in private fundraising. Using your title would make it seem like the government endorses your private fundraising. However, if you usually are addressed by a rank, such as a military or ambassadorial rank, you may use that title.

5 CFR § 2635.808(c)(2) states:

Fundraising in a personal capacity. An employee may engage in fundraising in his personal capacity provided that he does not use or permit the use of his official title, position or any authority associated with his public office to further the fundraising effort, except that an employee who is ordinarily addressed using a general term of address, such as "The Honorable," or a rank, such as a military or ambassadorial rank, may use or permit the use of that term of address or rank for such purposes.

9. An annual occasion when you may give your supervisor a gift worth \$10 or less

A birthday is an annual occasion when you may give your supervisor a gift. You may give your supervisor a gift on an occasion when gifts are traditionally given or exchanged, such as a birthday, Christmas, or Hanukkah, or after a vacation trip. At those times, gifts valued at \$10 or less - but not cash - are permitted. Remember that gift giving is strictly voluntary.

5 CFR § 2635.304(a) states:

General exceptions. On an occasional basis, including any occasion on which gifts are traditionally given or exchanged, the following may be given to an official superior or accepted from a subordinate or other employee receiving less pay:

- (1) Items, other than cash, with an aggregate market value of \$10 or less per occasion;
- (2) Items such as food and refreshments to be shared in the office among several employees;
- (3) Personal hospitality provided at a residence which is of a type and value customarily provided by the employee to personal friends;
- (4) Items given in connection with the receipt of personal hospitality if of a type and value customarily given on such occasions; and
- (5) Leave transferred under subpart I of part 630 of this title to an employee who is not an immediate supervisor, unless obtained in violation of Sec. 630.912 of this title.

10. You must use an approved _____ if you use your official title when writing an article in a scientific or professional journal as an outside activity

Because you are writing an article in a scientific or professional journal as an outside activity and not part of your official duties, you must use a disclaimer if you use your government title or position. The disclaimer must be approved by your agency and state that the views expressed in the article do not necessarily represent the views of the agency or the United States.

5 CFR § 2635.807(b)(2) states:

Reference to official position. An employee who is engaged in teaching, speaking or writing as outside employment or as an outside activity shall not use or permit the use of his official title or position to identify him in connection with his teaching, speaking or writing activity or to promote any book, seminar, course, program or similar undertaking, except that:...An employee may use, or permit the use of, his title or position in connection with an article published in a scientific or professional journal, provided that the title or position is accompanied by a reasonably prominent disclaimer satisfactory to the agency stating that the views expressed in the article do not necessarily represent the views of the agency or the United States.

13. Seek ethics advice _____ you take action on something that might involve an ethics issue

Seek ethics advice before you take action on something on the job that you think might involve an ethics issue. Seeking advice protects you and the agency. As long as you tell all the details of the situation to the ethics official, his advice can protect you from disciplinary action.

An excerpt from 5 CFR § 2635.107(b) states:

Disciplinary action for violating this part or any supplemental agency regulations will not be taken against an employee who has engaged in conduct in good faith reliance upon the advice of an agency ethics official, provided that the employee, in seeking such advice, has made full disclosure of all relevant circumstances.

15. Generally, don't accept gifts given because of your official _____

With some exceptions, you may not accept a gift from anyone who is giving the gift to you because of your official position. Ask yourself if the gift would have been offered if you were not working for the Government. If the answer is no, then the gift is being offered because of your Government position. You cannot accept it unless an exception applies.

5 C.F.R. § 2635.202(a) states:

General prohibitions. Except as provided in [the Gifts from Outside Sources exceptions], an employee shall not, directly or indirectly, solicit or accept a gift:

- (1) From a prohibited source; or
- (2) Given because of the employee's official position.

5 C.F.R. § 2635.203(d) states:

Prohibited source means any person who:

- (1) Is seeking official action by the employee's agency;
- (2) Does business or seeks to do business with the employee's agency;
- (3) Conducts activities regulated by the employee's agency;
- (4) Has interests that may be substantially affected by performance or nonperformance of the employee's official duties; or
- (5) Is an organization a majority of whose members are described in (1) through (4) above.

An excerpt from 5 CFR § 2635.204 states:

Exceptions. The [Gifts from Outside Sources] prohibitions...do not apply to a gift accepted under the [exceptions]...and an employee's acceptance of a gift in accordance with one of [these exceptions] will be deemed not to violate the [14 general] principles...,including appearances. Even though acceptance of a gift may be permitted by one of the exceptions, it is never inappropriate and frequently prudent for an employee to decline a gift offered by a prohibited source or because of his official position.

- (a) Gifts of \$20 or less.

- (b) Gifts based on a personal relationship.
- (c) Discounts and similar benefits.
- (d) Awards and honorary degrees.
- (e) Gifts based on outside business or employment relationships.
- (f) Gifts in connection with political activities permitted by the Hatch Act Reform Amendments.
- (g) Widely attended gatherings and other events
 - (1) Speaking and similar engagements
 - (2) Widely attended gatherings.
- (h) Social invitations from persons other than prohibited sources.
- (i) Meals, refreshments and entertainment in foreign areas.
- (j) Gifts to the President or Vice President.
- (k) Gifts authorized by supplemental agency regulation.
- (l) Gifts accepted under specific statutory authority.

16. Generally when you teach, speak, or write about something related to your job, you have to do it for _____

When done as part of your official duties, you must teach, speak, or write for free without any kind of compensation. In general, you cannot receive money from any source other than the government when you speak about your official duties. However, you may be able to accept compensation when teaching certain courses.

5 C.F.R. § 2635.807(a) states:

Compensation for teaching, speaking or writing. Except [for teaching certain courses (identified in the next CFR reference)], an employee, including a special Government employee, shall not receive compensation from any source other than the Government for teaching, speaking or writing that relates to the employee's official duties.

5 C.F.R. § 2635.807(a)(3) states:

Exception for teaching certain courses. An employee may accept compensation for teaching a course requiring multiple presentations by the employee if the course is offered as part of:

- (i) The regularly established curriculum of:
 - (A) An institution of higher education as defined at 20 U.S.C. 1141(a);
 - (B) An elementary school as defined at 20 U.S.C. 2891(8); or
 - (C) A secondary school as defined at 20 U.S.C. 2891(21); or
- (ii) A program of education or training sponsored and funded by the Federal Government or by a State or local government which is not offered by an entity described in paragraph (i) above.

17. A cup of this is not a gift

A cup of coffee (alone and not as part of a meal worth more than \$20) is not a gift, because it is such a modest item. There are some other items that are not considered gifts, such as

greeting cards, publicly available discounts, certain contest prizes, and things for which you pay market value.

5 CFR § 2635.203(b) states:

Gift includes any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of training, transportation, local travel, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred. It does not include:

- (1) Modest items of food and refreshments, such as soft drinks, coffee and donuts, offered other than as part of a meal;
- (2) Greeting cards and items with little intrinsic value, such as plaques, certificates, and trophies, which are intended solely for presentation;
- (3) Loans from banks and other financial institutions on terms generally available to the public;
- (4) Opportunities and benefits, including favorable rates and commercial discounts, available to the public or to a class consisting of all Government employees or all uniformed military personnel, whether or not restricted on the basis of geographic considerations;
- (5) Rewards and prizes given to competitors in contests or events, including random drawings, open to the public unless the employee's entry into the contest or event is required as part of his official duties;
- (6) Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer;
- (7) Anything which is paid for by the Government or secured by the Government under Government contract;
- (8) Any gift accepted by the Government under specific statutory authority, including:
 - (i) Travel, subsistence, and related expenses accepted by an agency under the authority of 31 U.S.C. 1353 in connection with an employee's attendance at a meeting or similar function relating to his official duties which takes place away from his duty station. The agency's acceptance must be in accordance with the implementing regulations at 41 CFR part 304-1; and
 - (ii) Other gifts provided in-kind which have been accepted by an agency under its agency gift acceptance statute; or
- (9) Anything for which market value is paid by the employee.

21. Some high-ranking employees are restricted in the _____ of money they can receive as outside earned income

Certain high-ranking employees cannot earn an amount of income that exceeds 15 percent of their basic pay in a calendar year. There are also other special rules that apply to them. If you are a high-ranking employee, it is a good idea to check with your ethics official before engaging in outside employment and activities. Presidential appointees to full-time noncareer positions are not to receive any outside earned income during their Presidential appointments, unless they signed a contract for employment or outside activities prior to April 12, 1989.

5 CFR § 2635.804(b) states:

Covered noncareer employees. Covered noncareer employees...may not, in any calendar year, receive outside earned income attributable to that calendar year which exceeds 15 percent of the annual rate of basic pay for level II of the Executive Schedule under 5 U.S.C. 5313, as in effect on January 1 of such calendar year. Employees should consult the regulations implementing this limitation, which are contained in §§ 2636.301 through 2636.304 of this chapter.

Note: In addition to the 15 percent limitation on outside earned income, covered noncareer employees are prohibited from receiving any compensation for: practicing a profession which involves a fiduciary relationship; affiliating with or being employed by a firm or other entity which provides professional services involving a fiduciary relationship; serving as an officer or member of the board of any association, corporation or other entity; or teaching without prior approval. Implementing regulations are contained in §§ 2636.305 through 2636.307 of this chapter.

5 CFR § 2636.303(a) states:

Covered noncareer employee means an employee, other than a Special Government employee as defined in 18 U.S.C. 202, who occupies a position classified above GS-15 of the General Schedule or, in the case of positions not under the General Schedule, for which the rate of basic pay is equal to or greater than 120 percent of the minimum rate of basic pay payable for GS-15 of the General Schedule, and who is:

(1) Appointed by the President to a position described in the Executive Schedule, 5 U.S.C. 5312 through 5317, or to a position that, by statute or as a matter of practice, is filled by Presidential appointment, other than:

(i) A position within the uniformed services; or

(ii) A position within the foreign service below the level of Assistant Secretary or Chief of Mission;

(2) A noncareer member of the Senior Executive Service or of another SES-type system, such as the Senior Foreign Service;

(3) Appointed to a Schedule C position or to a position under an agency-specific statute that establishes appointment criteria essentially the same as those set forth in § 213.3301 of this title for Schedule C positions; or

(4) Appointed to a noncareer executive assignment position or to a position under an agency-specific statute that establishes appointment criteria essentially the same as those for noncareer executive assignment positions.

For purposes of applying this definition to an individual who holds a General Schedule or other position that provides several rates of pay or steps per grade, his rate of basic pay shall be the rate of pay for the lowest step of the grade at which he is employed.

5 CFR § 2635.804(a) states:

Presidential appointees to full-time noncareer positions. A Presidential appointee to a full-time noncareer position shall not receive any outside earned income for outside

employment, or for any other outside activity, performed during that Presidential appointment. This limitation does not apply to any outside earned income received for outside employment, or for any other outside activity, carried out in satisfaction of the employee's obligation under a contract entered into prior to April 12, 1989.

22. Generally, you can't use your position, title, or _____ associated with your public office to imply that your agency sanctions your outside activities

You generally cannot use your government position, title, or authority associated with your job to imply that your agency or the government sanctions or endorses your outside activities. Even though your government authority may give you clout within the community, you are not to use this to your own personal benefit.

An excerpt from 5 CFR § 2635.702(b) states:

An employee shall not use or permit the use of his Government position or title or any authority associated with his public office in a manner that could reasonably be construed to imply that his agency or the Government sanctions or endorses his personal activities or those of another.

24. You can't have an outside job when it _____ with your official duties

You cannot have an outside job or any other outside activity that conflicts with your official duties. The outside job could be prohibited by a law or regulation that applies to your agency, or the job might present a conflict because it would disqualify you from performing a significant amount of your government duties.

5 CFR § 2635.802 states:

An employee shall not engage in outside employment or any other outside activity that conflicts with his official duties. An activity conflicts with an employee's official duties:

- (a) If it is prohibited by statute or by an agency supplemental regulation; or
- (b) If it would require the employee's disqualification from matters so central or critical to the performance of his official duties that the employee's ability to perform the duties of his position would be materially impaired.

Employees are cautioned that even though an outside activity may not be prohibited under this section, it may violate other principles or standards set forth in [the standards of conduct] or require the employee to disqualify himself from participation in certain particular matters under either subpart D or subpart E of [the standards of conduct].

29. When speaking at a conference as an outside activity you may use your government title as one of several _____ details

You may use your government title as one of several biographical details when speaking at a conference that is not part of your official duties. The caveat is that your title may not be more prominent than other biographical details. If your title is displayed any other way, the

audience may think you are speaking on behalf of your agency instead of expressing your personal opinions.

5 CFR § 2635.807(b)(1) states:

Reference to official position. An employee who is engaged in teaching, speaking or writing as outside employment or as an outside activity shall not use or permit the use of his official title or position to identify him in connection with his teaching, speaking or writing activity or to promote any book, seminar, course, program or similar undertaking, except that:

(1) An employee may include or permit the inclusion of his title or position as one of several biographical details when such information is given to identify him in connection with his teaching, speaking or writing, provided that his title or position is given no more prominence than other significant biographical details.

33. You are to protect and _____ government property

You are to protect and conserve government property and use it properly. Remember that all government property is paid for by the public. The public expects you to use their resources wisely.

5 CFR § 2635.704(a) states:

Standard. An employee has a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes.

35. Public service is a public _____

Public service is a public trust. As a federal employee the public trusts you to be loyal to the Constitution, laws and ethical principles above your own gain or the gain of others.

An excerpt from 5 CFR § 2635.101(a) states:

Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain.

37. ____ Moines Des Moines is the capital of Iowa.

38. The ____ of March IDES

40. This U.S. agency establishes ethics policy for the executive branch: abbr.

The U.S. Office of Government Ethics, commonly referred to as OGE, is the agency responsible for policies involving ethics. OGE wrote the standards of conduct and other ethics rules. Chances are you are most familiar with the standards of conduct, because those are the ethics rules executive branch employees receive or have access to when hired.

Some employees are trained on the standards of conduct every year. Your ethics official is an excellent resource for all the ethics rules, not just the standards of conduct.

41. ____ Aviv TEL

42. The highest law of the U.S. and you are to pledge your loyalty to it

You are to pledge your loyalty to the Constitution, the highest law of the land. You are also to place your loyalty to the laws and ethical principles above private gain. The goal is to ensure the public's confidence in its government. How you conduct yourself and the government's business is a major ingredient in obtaining the public's confidence in the integrity of the government.

5 CFR § 2635.101(a) states:

Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain. To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each employee shall respect and adhere to the principles of ethical conduct set forth in [the standards of conduct], as well as the implementing standards contained in [the standards of conduct] and in supplemental agency regulations.

43. El ____ (weather phenomenon) El Nino

44. Successful job hunting may lead to post- _____ restrictions

Successful job hunting may trigger post-employment restrictions. It may also trigger a conflict of interest when you start negotiating for a job. Because it is easy to cross the line into criminal behavior, you should ask your ethics official for advice before you begin job hunting. Your ethics official can guide you through the seeking employment rules and the conflict of interest statutes to protect you throughout the job search process.

5 CFR § 2635.602(a)(2) states:

Post-employment restrictions. An employee who is contemplating employment to be undertaken following the termination of his Federal employment should consult an agency ethics official to obtain advice regarding any post-employment restrictions that may be applicable.

45. Only your ____ may authorize you to give an official speech at a fundraiser

Only your agency may authorize you to give an official speech at a fundraiser. That is because your agency must weigh certain factors to make sure the speech is appropriate in a fundraiser setting. This safeguards your agency's reputation and protects the agency from the perception that the government endorses a particular charity. Even if your agency

permits you to give the speech, you should never request donations or other support for the charity.

5 CFR § 2635.808(b) states:

Fundraising in an official capacity. An employee may participate in fundraising in an official capacity if, in accordance with a statute, Executive order, regulation or otherwise as determined by the agency, he is authorized to engage in the fundraising activity as part of his official duties. When authorized to participate in an official capacity, an employee may use his official title, position and authority.

5 CFR § 2635.808(a)(3) states:

Official speech means a speech given by an employee in his official capacity on a subject matter that relates to his official duties, provided that the employee's agency has determined that the event at which the speech is to be given provides an appropriate forum for the dissemination of the information to be presented and provided that the employee does not request donations or other support for the nonprofit organization...

49. Recommending your neighbor for a federal job on agency _____ is ok if you have personal knowledge of his abilities or character

You may use agency letterhead to write a letter of recommendation for your neighbor if you have personal knowledge of his abilities or character. You may also use your official title. This also applies to letters of recommendation for a person you've dealt with in your federal job as long as you have personal knowledge of that person's ability or character.

An excerpt from 5 CFR § 2635.702(b) states:

[An employee] may sign a letter of recommendation using his official title only in response to a request for an employment recommendation or character reference based upon personal knowledge of the ability or character of an individual with whom he has dealt in the course of Federal employment or whom he is recommending for Federal employment.

52. You can't use your public office for private _____

You cannot use your position with the Government for your own personal gain or for the benefit of others. This includes family, friends, neighbors, and persons or organizations that you are affiliated with outside the government. Your job is not an opportunity to obtain special treatment for yourself and others, but to serve the public.

An excerpt from 5 CFR § 2635.702 states:

An employee shall not use his public office for his own private gain, for the endorsement of any product, service or enterprise, or for the private gain of friends, relatives, or persons with whom the employee is affiliated in a nongovernmental capacity, including nonprofit organizations of which the employee is an officer or member, and persons with whom the employee has or seeks employment or business relations.

54. Generally, you can't use your government title or position to _____ any product, enterprise, or service

Generally, you cannot use your government title or position to endorse any product, enterprise, or service. That could imply that your agency or the government sanctions or endorses your personal opinion. Of course, if it is part of your agency's mission to promote products or document compliance, that would be permitted.

5 CFR § 2635.702(c) states:

Endorsements. An employee shall not use or permit the use of his Government position or title or any authority associated with his public office to endorse any product, service or enterprise except:

- (1) In furtherance of statutory authority to promote products, services or enterprises; or
- (2) As a result of documentation of compliance with agency requirements or standards or as the result of recognition for achievement given under an agency program of recognition for accomplishment in support of the agency's mission.

55. Widely-used and misused piece of government equipment

The copier is a widely-used and misused piece of government equipment. You must conserve and protect Government property. You cannot use Government property or allow its use, other than for authorized purposes. You may not use the photocopying machine, or any other Government property, including supplies, computers, telephones, mail, records or Government vehicles for purposes other than doing your job (unless your agency has rules permitting incidental use).

5 CFR § 2635.704(b)(1) states:

Government property includes any form of real or personal property in which the Government has an ownership, leasehold, or other property interest as well as any right or other intangible interest that is purchased with Government funds, including the services of contractor personnel. The term includes office supplies, telephone and other telecommunications equipment and services, the Government mails, automated data processing capabilities, printing and reproduction facilities, Government records, and Government vehicles.

56. George Washington, e.g. PRESIDENT

57. Generally, you can't give your _____ a gift

With a few exceptions, the general rule is that you cannot give, make a donation to, or ask for contributions for a gift to your supervisor and anyone above your supervisor in the chain of command in your agency. Some exceptions – times when you may give your supervisor a gift – include occasions when gifts are traditionally given or exchanged, such as a birthday, Christmas, Hanukkah, or after a vacation trip. At those times, gifts valued at \$10 or less – but not cash – are permitted.

5 CFR § 2635.302(a) states:

Gifts to superiors. Except as provided in [the Gifts between Employees exceptions], an employee may not:

- (1) Directly or indirectly, give a gift to or make a donation toward a gift for an official superior; or
- (2) Solicit a contribution from another employee for a gift to either his own or the other employee's official superior.

5 CFR § 2635.303(d) states:

Official superior means any other employee, other than the President and the Vice President, including but not limited to an immediate supervisor, whose official responsibilities include directing or evaluating the performance of the employee's official duties or those of any other official superior of the employee. An employee is considered to be the subordinate of any of his official superiors.

5 CFR § 2635.304(a)-(c) states:

(a) *General exceptions.* On an occasional basis, including any occasion on which gifts are traditionally given or exchanged, the following may be given to an official superior or accepted from a subordinate or other employee receiving less pay:

- (1) Items, other than cash, with an aggregate market value of \$10 or less per occasion;
- (2) Items such as food and refreshments to be shared in the office among several employees;
- (3) Personal hospitality provided at a residence which is of a type and value customarily provided by the employee to personal friends;
- (4) Items given in connection with the receipt of personal hospitality if of a type and value customarily given on such occasions; and
- (5) Leave transferred under subpart I of part 630 of this title to an employee who is not an immediate supervisor, unless obtained in violation of Sec. 630.912 of this title.

(b) *Special, infrequent occasions.* A gift appropriate to the occasion may be given to an official superior or accepted from a subordinate or other employee receiving less pay:

- (1) In recognition of infrequently occurring occasions of personal significance such as marriage, illness, or the birth or adoption of a child; or
- (2) Upon occasions that terminate a subordinate-official superior relationship, such as retirement, resignation, or transfer.

(c) *Voluntary contributions.* An employee may solicit voluntary contributions of nominal amounts from fellow employees for an appropriate gift to an official superior and an employee may make a voluntary contribution of a nominal amount to an appropriate gift to an official superior:

- (1) On a special, infrequent occasion as described in paragraph (b) of this section; or
- (2) On an occasional basis, for items such as food and refreshments to be shared in the office among several employees.

An employee may accept such gifts to which a subordinate or other employee receiving less pay than himself has contributed.

59. This act governs the political activities of executive branch employees

The Hatch Act governs the political do's and don'ts for employees. Although briefly mentioned in the standards of conduct, the Office of Special Counsel is responsible for the Hatch Act rules.

5 CFR § 2635.801(d)(7) states:

In addition to the provisions of [the standards of ethical conduct], an employee who wishes to engage in outside employment or other outside activities must comply with applicable statutes and regulations. Relevant provisions of law, many of which are listed in subpart I of [the standards of ethical conduct], may include [t]he Hatch Act Reform Amendments, 5 U.S.C. 7321 through 7326, which govern the political activities of executive branch employees.

60. Unless your job duties affect the _____ interests of a prospective employer, the seeking employment rules do not apply

If you cannot affect the financial interests of your prospective employer, you do not have to worry about the seeking employment rules. They do not apply. The rules come into play when you want to work for someone that you affect by the job you do for the government. However, you may have some other restrictions if you are involved in certain procurement matters. These restrictions are outside the authority of the U.S. Office of Government Ethics.

5 CFR § 2635.602 states:

...An employee who is seeking employment with a person whose financial interests are not affected directly and predictably by particular matters in which he participates personally and substantially has no obligation under [the Seeking Employment] subpart. An employee may, however, be subject to other statutes which impose requirements on employment contacts or discussions, such as 41 U.S.C. 423(c), applicable to agency officials involved in certain procurement matters.

62. When the rules do not permit you to accept a gift, you cannot tell the donor to give the gift to your _____ instead

When the rules do not permit you to accept a gift, you cannot tell the donor to give the gift to your spouse – or parent, sibling, child, or even a charitable organization. That would be indirectly accepting a gift.

5 CFR § 2635.202(a) states:

General prohibitions. Except as provided in [the Gifts from Outside Sources exceptions], an employee shall not, directly or indirectly, solicit or accept a gift:

- (1) From a prohibited source; or
- (2) Given because of the employee's official position.

5 CFR § 2635.203(f) states:

A gift which is *solicited or accepted indirectly* includes a gift:

- (1) Given with the employee's knowledge and acquiescence to his parent, sibling, spouse, child, or dependent relative because of that person's relationship to the employee, or
- (2) Given to any other person, including any charitable organization, on the basis of designation, recommendation, or other specification by the employee, except as permitted for the disposition of perishable items by Sec. 2635.205(a)(2).

5 CFR § 2635.205(a)(2) states:

An employee who has received a gift that cannot be accepted under [the Gifts from Outside Sources] subpart shall, unless the gift is accepted by an agency acting under specific statutory authority:...when it is not practical to return a tangible item because it is perishable, the item may, at the discretion of the employee's supervisor or an agency ethics official, be given to an appropriate charity, shared within the recipient's office, or destroyed.

64. As a general rule, don't accept gifts from employees who make less _____ than you do if you are in their chain of command

As a general rule, if an employee makes less money than you do and you are in his or her chain of command, you cannot accept the gift. There are some exceptions. For example, you may accept a gift from someone who makes less money than you do on your birthday and holidays when gifts are traditionally given. At those times, gifts valued at \$10 or less - but not cash - are permitted.

5 CFR § 2635.302(a) and (b) states:

Gifts to superiors. Except as provided in [the Gifts between Employees exceptions], an employee may not:

- (1) Directly or indirectly, give a gift to or make a donation toward a gift for an official superior; or
- (2) Solicit a contribution from another employee for a gift to either his own or the other employee's official superior.

(b) Gifts from employees receiving less pay. Except as provided in [the Gifts between Employees] subpart, an employee may not, directly or indirectly, accept a gift from an employee receiving less pay than himself unless:

- (1) The two employees are not in a subordinate-official superior relationship; and
- (2) There is a personal relationship between the two employees that would justify the gift.

See 5 CFR § 2635.304(a)-(c) on page 13 for the general exceptions to Gifts to Superiors.

66. ____ Angeles LOS

67. Collecting money for an employee's retirement gift? You may ask for _____ contributions for a group gift

You are allowed to ask for contributions of nominal amounts from fellow employees on a strictly voluntary basis for a group gift on special, infrequent occasions. Examples of such occasions include marriage, illness, birth or adoption, or occasions that ends your employee-boss relationship, such as retirement, resignation, or transfer outside of your chain of command. The contribution must be voluntary, because employees should not feel coerced or pressured to give gifts to their bosses.

5 CFR § 2635.304(c) states:

Voluntary contributions. An employee may solicit voluntary contributions of nominal amounts from fellow employees for an appropriate gift to an official superior and an employee may make a voluntary contribution of a nominal amount to an appropriate gift to an official superior:

- (1) On a special, infrequent occasion as described in paragraph (b) of this section; or
- (2) On an occasional basis, for items such as food and refreshments to be shared in the office among several employees.

An employee may accept such gifts to which a subordinate or other employee receiving less pay than himself has contributed.

5 CFR § 2635.303(f) states:

Voluntary contribution means a contribution given freely, without pressure or coercion. A contribution is not voluntary unless it is made in an amount determined by the contributing employee, except that where an amount for a gift is included in the cost for a luncheon, reception or similar event, an employee who freely chooses to pay a proportionate share of the total cost in order to attend will be deemed to have made a voluntary contribution. Except in the case of contributions for a gift included in the cost of a luncheon, reception or similar event, a statement that an employee may choose to contribute less or not at all shall accompany any recommendation of an amount to be contributed for a gift to an official superior.

69. Generally, don't accept gifts from this type of source

With some exceptions, you may not accept a gift from people or organizations who are prohibited sources – those who do business with, or seek to do business with your agency, who seek some official action by your agency, or who have activities regulated by your agency. You must also turn down a gift from those who have interests that may be significantly affected by your official duties, as they are also considered prohibited sources. Again, there are some exceptions.

5 CFR § 2635.202(a) states:

General prohibitions. Except as provided in [the Gifts from Outside Sources exceptions], an employee shall not, directly or indirectly, solicit or accept a gift:

- (1) From a prohibited source; or
- (2) Given because of the employee's official position.

See page 4 for the definition of a prohibited source and for a list of the exceptions to the Gift from Outside Sources prohibitions.

Down

1. This type of gift is permitted when your supervisor is a bride

As a general rule, you may not give your supervisor a gift. However, one exception to the rule permits appropriate gifts on special, infrequent occasions. Marriage is one such occasion. Therefore, you may give your supervisor a wedding present. Other special, infrequent occasions when you may give your supervisor a gift include illness, the birth or adoption of a child, and occasions that end your employee-supervisor relationship, such as retirement, resignation, or transfer outside of your chain of command.

5 CFR § 2635.304(b) states:

Special, infrequent occasions. A gift appropriate to the occasion may be given to an official superior or accepted from a subordinate or other employee receiving less pay:

- (1) In recognition of infrequently occurring occasions of personal significance such as marriage, illness, or the birth or adoption of a child; or
- (2) Upon occasions that terminate a subordinate-official superior relationship, such as retirement, resignation, or transfer.

2. The length of post-employment restrictions may be _____, two years, or one year, depending on what you worked on while with the government

The length of post-employment restrictions depends upon how you were involved in certain kinds of matters – like contracts, grants, or lawsuits – while you worked for the government. If you were personally and substantially involved in the matter, then the restriction is permanent. If you merely supervised others who did the actual work, then the restriction lasts for two years from the date you leave Government service. The two-year restriction does not apply unless you supervised the matter during your last year of Federal service. If you worked on certain trade or treaty negotiations during your last year of Government service and had access to certain restricted information, you should contact your agency ethics official because you may be barred for one year from aiding or advising anyone (other than the United States) concerning those negotiations.

U.S. Office of Government Ethics' Post-Employment Summary states:

[18 U.S.C. § 207(a)(1)] is a lifetime restriction that commences upon an employee's termination from Government service. The target of this provision is the former employee who participates in a matter while employed by the Government and who later "switches sides" by representing another person on the same matter before the United States. The restriction is measured by the duration of the matter in which the former employee participated. The restriction does not apply unless a former employee communicates to or makes an appearance before the United States on behalf of some other person.

3. See this person when you have an ethics question: 2 wds

See your ethics official when you have an ethics question. In some agencies, you may know him or her as an ethics counselor. It is not necessary for you to understand all the details of every ethics rule. However, when you do not know how or whether a principle or rule applies, you need to ask for help from your ethics official. Be sure to talk to him or her before you take action on something you think is an ethics issue.

An excerpt from 5 CFR § 2635.107(b) states:

Employees who have questions about the application of [the standards of conduct] or any supplemental agency regulations to particular situations should seek advice from an agency ethics official.

5. Find out if your agency requires _____ approval for outside employment or activities

Some agencies require prior approval before you accept an outside job or activity. Your agency needs to be sure your personal activities do not conflict with your government job. Check with your ethics official to see if your agency requires prior approval.

5 CFR § 2635.801(b)(2) states:

An employee who wishes to engage in outside employment or other outside activities must comply with...any agency-specific requirement for prior approval of outside employment or activities.

6. Accepting gifts too _____, even when permitted under the gift exceptions, is a bad idea

Accepting gifts too often, even when permitted under the gift exceptions, may lead someone to believe that you are using your government job for your own personal benefit. You are serving the public through your federal job. Anything that detracts from that purpose undermines the public's confidence in the government.

5 CFR § 2635.202(c)(3) states:

Limitations on use of exceptions. Notwithstanding any exception provided in [the Gifts from Outside Sources] subpart, other than [gifts to the President or Vice President], an employee shall not accept gifts from the same or different sources on a basis so frequent that a reasonable person would be led to believe the employee is using his public office for private gain.

7. ____ - Tac – Toe TIC

8. This group trusts you to serve their best interests

The American public trusts you to serve their best interests. The public pays your salary and expects you to make government decisions that are good for them. Abiding by the standards of conduct is one way to make sure you serve the public's best interests. Your agency may also have some additional standards of conduct you must follow. Check with your agency ethics official to see if you have additional ethics standards.

5 CFR § 2635.101(a) states:

Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the Constitution, laws and ethical principles above private gain. To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each employee shall respect and adhere to the principles of ethical conduct...as well as in supplemental agency regulations.

11. Behind schedule LATE

12. One type of prohibited source is someone who does _____ with your agency

The general rule is that you may not accept a gift from people or organizations who are prohibited sources – those who do business with, or seek to do business with your agency, who seek some official action by your agency, or who have activities regulated by your agency. You must also turn down a gift from those who have interests that may be significantly affected by your official duties, as they are also considered prohibited sources. There are a number of exceptions to the gift rule that permit employees to accept gifts that would not otherwise be allowed. Some more frequently-used exceptions are the ones that allow employees to accept certain unsolicited gifts with a value of \$20 or less per occasion (but not cash gifts and not gifts that add up to over \$50 in value in any year from any single source) and gifts clearly given because of a family relationship or personal friendship.

See page 4 for the definition of a prohibited source and for a list of the exceptions to the Gift from Outside Sources prohibitions.

14. Requesting this does not mean you are seeking employment: 2 words

When you ask for a job application, you have not begun seeking employment. So the rules do not apply yet. However, depending on the circumstances and the type of prospective

employer, sending out the completed job application or a resume could trigger the seeking employment rules. Make it your business to understand the legal consequences of job hunting and job discussions. Consult with your ethics official before you begin your job search and immediately when you receive unsolicited offers or inquiries from a prospective employer who has a financial interest in matters that cross your desk.

5 CFR § 2635.603(b)(1)(ii)-(iii) states:

...However, the employee has not begun seeking employment if that communication was:

(A) For the sole purpose of requesting a job application; or

(B) For the purpose of submitting a resume or other employment proposal to a person affected by the performance or nonperformance of the employee's duties only as part of an industry or other discrete class. The employee will be considered to have begun seeking employment upon receipt of any response indicating an interest in employment discussions; or

(iii) Made a response other than rejection to an unsolicited communication from any person, or such person's agent or intermediary, regarding possible employment with that person.

18. Once you receive ethics advice, _____ it

It is very important to follow the advice of your ethics counselor. You might not always like the advice – for example, you might really want to keep those “free” concert tickets or attend that all-expenses-paid conference. Experience shows that it is better to err on the side of caution than to face a situation that harms you or the agency in the sight of the public. Your ethics counselor is skilled in navigating the waters of ethical dilemmas. Follow your ethics counselor’s advice.

19. You are seeking employment even if you _____ discussions until you finish the project that affects a potential employer

Sometimes a person you affect in your government job may ask if you would consider a job with his company. Perhaps you are auditing or regulating that company. Even if you postpone discussions – say that you would like to talk about possible employment after you finish the audit – you are seeking employment. You may not continue work on the audit unless and until your ethics official provides authorization.

5 CFR § 2635.603(b)(3) states:

For the purposes of the [seeking employment] definition, a response that defers discussions into the foreseeable future does not constitute rejection of an unsolicited employment overture, proposal, or resume nor rejection of a prospective employment possibility.

20. Precipitation RAIN

23. When fundraising in your personal capacity, one type of person from whom you can’t solicit money is a _____

Basically you can engage in private fundraising outside the workplace as long as you do not ask for a contribution from a subordinate or from someone who is regulated by, does business with, or seeks official action by your agency, or has interests that may be substantially affected by you when you do your job.

5 CFR § 2635.808(c) states:

Fundraising in a personal capacity. An employee may engage in fundraising in his personal capacity provided that he does not: (1) Personally solicit funds or other support from a subordinate or from any person:

(i) Known to the employee, if the employee is other than a special Government employee, to be a prohibited source...; or

(ii) Known to the employee, if the employee is a special Government employee, to be a...person whose interests may be substantially affected by performance or nonperformance of his official duties.

See page 4 for the definition of a prohibited source.

25. One goal of the ethics program is to strengthen the ethical _____ in your agency

One of the goals of the ethics program is to strengthen the ethical culture in your agency. Ethics is more than rules and regulations. Every employee plays a part in making his or her agency an ethical workplace. Everything you say and do has an impact – either positively or negatively. Consider ethics when making decisions. Talk about ethics in the work you do. Set a good example of ethical conduct. An ethical culture starts with you.

26. You learn on the job that Company X found the cure for a major disease. You may not buy _____ in Company X before your agency announces the company found the cure

You are never permitted to use nonpublic information to get a jump on purchasing stock for yourself, family members, friends, or anyone else. That would be taking advantage of your government position for your own gain or the gain of others. Nonpublic information remains nonpublic until that announcement is made.

5 CFR § 2635.703(a) states:

Prohibition. An employee shall not engage in a financial transaction using nonpublic information, nor allow the improper use of nonpublic information to further his own private interest or that of another, whether through advice or recommendation, or by knowing unauthorized disclosure.

27. Representing _____ before the government after leaving government employment is generally ok

In general, you are not barred by the post-employment law from trying to influence any federal agency or court on behalf of yourself. However, it makes a difference if you are acting on behalf of your own corporation or consulting firm. You should consult your

agency's ethics official for guidance both while you are looking for a job and after you leave the government.

U.S. Office of Government Ethics' Post-Employment Summary states:

The [18 U.S.C. § 207(a)(1)] provision does not prohibit a former employee from representing himself (as distinguished from a corporation or consulting firm) before the United States. Moreover, a former employee is not prohibited from acting on behalf of the United States (or the Congress). Thus, even though an individual may once have worked on a matter while employed by the Government, he will not, while subsequently reemployed by the Government, be barred from communicating with any employee of the United States concerning that matter if he does so as part of his official duties.

28. Office that investigates you when you violate the standards: 2 wds

The Office of the Inspector General investigates allegations of ethical violations. While investigators in the Inspector General's office are good people, you want to avoid meeting them because you are being investigated! This highlights another reason why it is so important to see your ethics counselor first.

30. Looking for a job outside the government? Read the _____ employment part of the Standards of Conduct first

Read the seeking employment section of the Standards of Conduct before you starting looking for a job outside the government. This section lets you know whether or not you can continue to work on your government assignments while you look for a job. If you are not careful, you can break the rules and the law. So, it is wise to know the rules before you begin your job search. Of course, your ethics official is always there to help you understand the rules.

5 CFR § 2635.601 states:

[The seeking employment] subpart contains a disqualification requirement that applies to employees when seeking employment with persons whose financial interests would be directly and predictably affected by particular matters in which the employees participate personally and substantially. Specifically, it addresses the requirement of 18 U.S.C. 208(a) that an employee disqualify himself from participation in any particular matter that will have a direct and predictable effect on the financial interests of a person "with whom he is negotiating or has any arrangement concerning prospective employment."... Beyond this statutory requirement, [the seeking employment subpart] also addresses the issues of lack of impartiality that require disqualification from particular matters affecting the financial interests of a prospective employer when an employee's actions in seeking employment fall short of actual employment negotiations.

31. Office outfit SUIT

32. Violating the standards of conduct can get you fired; breaking a conflict of interest law can get you _____

Breaking a conflict of interest law can get you jailed and/or fined. If you violate the standards of conduct your agency can take disciplinary actions against you. Disciplinary actions include such things as letters of reprimand, withholding of promotions, and firing.

An excerpt from 18 U.S.C. § 216 states:

The punishment for an offense under [the conflict of interest statutes] § 203, 204, 205, 207, 208, or 209 of [18 U.S.C.] is the following:

(1) Whoever engages in the conduct constituting the offense shall be imprisoned for not more than one year or fined in the amount set forth in this title, or both.

(2) Whoever willfully engages in the conduct constituting the offense shall be imprisoned for not more than five years or fined in the amount set forth in this title, or both.

34. Common contraction ISNT

36. Accepting gifts worth _____ dollars or less from outside sources is usually ok

The twenty dollars or less gift exception may generally be used to accept any gift that is not worth more than \$20. If you don't know the actual value of an item, you may make a reasonable estimate. There are some things you should keep in mind before you use the \$20 exception. First, it allows you to accept, but not to ask for, something worth \$20 or less. Second, the rule allows you to accept gifts worth \$20 or less on a single occasion. That means if several gifts are given at the same time, their total value cannot exceed \$20. There is a \$50 per year limit on gifts from the same source. Lastly, you cannot accept cash or an investment interest.

5 CFR § 2635.204(a) states:

Gifts of \$20 or less. An employee may accept unsolicited gifts having an aggregate market value of \$20 or less per source per occasion, provided that the aggregate market value of individual gifts received from any one person...shall not exceed \$50 in a calendar year. This exception does not apply to gifts of cash or of investment interests such as stock, bonds, or certificates of deposit. Where the market value of a gift or the aggregate market value of gifts offered on any single occasion exceeds \$20, the employee may not pay the excess value over \$20 in order to accept that portion of the gift or those gifts worth \$20. Where the aggregate value of tangible items offered on a single occasion exceeds \$20, the employee may decline any distinct and separate item in order to accept those items aggregating \$20 or less.

37. Generally you cannot accept money for speaking about your official _____

In general, you cannot receive money from any source other than the government when you speak about your official duties. Different factors go into the decision of whether speaking – or teaching or writing – relates to your official duties. Some factors include whether you are assigned to the matter now or in the last year, or whether the invitation to

speaking was because of your government job. Your ethics official can help you decide if speaking, teaching, or writing relates to your official duties.

5 CFR § 2635.807(a) states:

Compensation for teaching, speaking or writing. Except [for teaching certain courses (identified in the next CFR reference)], an employee, including a special Government employee, shall not receive compensation from any source other than the Government for teaching, speaking or writing that relates to the employee's official duties.

5 CFR § 2635.807(a)(3) states:

Exception for teaching certain courses. An employee may accept compensation for teaching a course requiring multiple presentations by the employee if the course is offered as part of:

- (i) The regularly established curriculum of:
 - (A) An institution of higher education as defined at 20 U.S.C. 1141(a);
 - (B) An elementary school as defined at 20 U.S.C. 2891(8); or
 - (C) A secondary school as defined at 20 U.S.C. 2891(21); or
- (ii) A program of education or training sponsored and funded by the Federal Government or by a State or local government which is not offered by an entity described in paragraph (i) above.

39. The name of the rules that tell you what you can and cannot do ethically: 3 wds

The standards of conduct, written by the U.S. Office of Government Ethics, describe which actions are ethical and which are not. Even though the formal title of the rules is the Standards of Ethical Conduct for Employees of the Executive Branch, most people just call the rules the standards of conduct. Your agency may also have some additional ethics rules that tell you what you can and cannot do. Ask your ethics official if you need more information about these rules.

45. Residue in a fireplace ASH

46. You can't use _____ information to further your own private interest or that of another

You cannot use nonpublic information to further your own private interest or that of another. For example, if you learn on the job that a company will be awarded a government contract, you may not take any action to purchase stock in the company or its suppliers and you may not advise friends or relatives to do so until after public announcement of the award. It makes no difference whether you heard about the contract award as a result of your official duties or at the lunch table.

5 CFR § 2635.703(a) states:

Prohibition. An employee shall not engage in a financial transaction using nonpublic information, nor allow the improper use of nonpublic information to further his own private

interest or that of another, whether through advice or recommendation, or by knowing unauthorized disclosure.

47. You can't use government property, including the services of _____, for unauthorized purposes

You may not use any government property, including the services of contractors, supplies, photocopying equipment, computers, telephones, mail, records, or government vehicles for purposes other than doing your job (unless your agency has rules permitting some types of incidental use).

5 CFR § 2635.704(b)(1) states:

Government property includes any form of real or personal property in which the Government has an ownership, leasehold, or other property interest as well as any right or other intangible interest that is purchased with Government funds, including the services of contractor personnel. The term includes office supplies, telephone and other telecommunications equipment and services, the Government mails, automated data processing capabilities, printing and reproduction facilities, Government records, and Government vehicles.

48. Generally, if your project could affect a prospective employer, then you may need to stop _____ on that project

If your project could affect a prospective employer, then you may need to stop working on that project before you begin making any contacts with him. Talk with an ethics official before you look for a job, whether full or part-time. He or she can steer you clear of ethics issues in your job hunting.

5 CFR § 2635.604(a) states:

Obligation to disqualify. Unless the employee's participation is authorized in accordance with § 2635.605 (see below), the employee shall not participate personally and substantially in a particular matter that, to his knowledge, has a direct and predictable effect on the financial interests of a prospective employer with whom he is seeking employment...Disqualification is accomplished by not participating in the particular matter.

50. You are to file and pay these by April 15th

An employee must satisfy in good faith all his obligations as a citizen, including his just financial obligations. These include Federal, state, and local taxes imposed by law. Nonpayment reflects poorly on the government as a whole.

5 CFR § 2635.809 states:

Just financial obligations. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State, or

local taxes that are imposed by law. For purposes of this section, a just financial obligation includes any financial obligation acknowledged by the employee or reduced to judgment by a court. In good faith means an honest intention to fulfill any just financial obligation in a timely manner. In the event of a dispute between an employee and an alleged creditor, this section does not require an agency to determine the validity or amount of the disputed debt or to collect a debt on the alleged creditor's behalf.

51. The post-employment law places restrictions on _____ government employees

Former employees are covered by post-employment restrictions. The law protects the government from employees who would use their prior experience and affiliations to influence current government business.

5 CFR § 2637.101(c) states:

These [post-employment] regulations bar certain acts by former Government employees which may reasonably give the appearance of making unfair use of prior Government employment and affiliations

53. Don't use your public office to _____ yourself or others

You are not to use your public office to benefit yourself or others. That includes your friends, relatives, or people you are associated with outside the government. You are serving the public, not yourself and people you know.

5 CFR § 2635.702(a) states:

Inducement or coercion of benefits. An employee shall not use or permit the use of his Government position or title or any authority associated with his public office in a manner that is intended to coerce or induce another person, including a subordinate, to provide any benefit, financial or otherwise, to himself or to friends, relatives, or persons with whom the employee is affiliated in a nongovernmental capacity.

58. Unless authorized, playing games on your office computer is a misuse of official _____ and government property

Unless authorized, it is misuse of your official time and government property to play games on your office computer. If you do not have any work to do, ask your supervisor for something to work on. You are expected to put in a full day's work and use government property for authorized purposes only. Some agencies may permit you to use your office computer for non-official purposes for a limited amount of time, such as during lunch or after work. Check with your ethics official to see if your agency has a limited use policy.

An excerpt from 2635.705(a) states:

Use of an employee's own time. Unless authorized in accordance with law or regulations to use such time for other purposes, an employee shall use official time in an honest effort to perform official duties.

61. ____ wrestling ARM

63. When you have not heard back in ____ months after sending a job application, you are no longer seeking employment

Two months is the cutoff time if you have not received any interest in your application or resume. You are no longer seeking employment.

5 CFR § 2635.603(b)(2) states:

An employee is no longer seeking employment when:

(i) The employee or the prospective employer rejects the possibility of employment and all discussions of possible employment have terminated; or

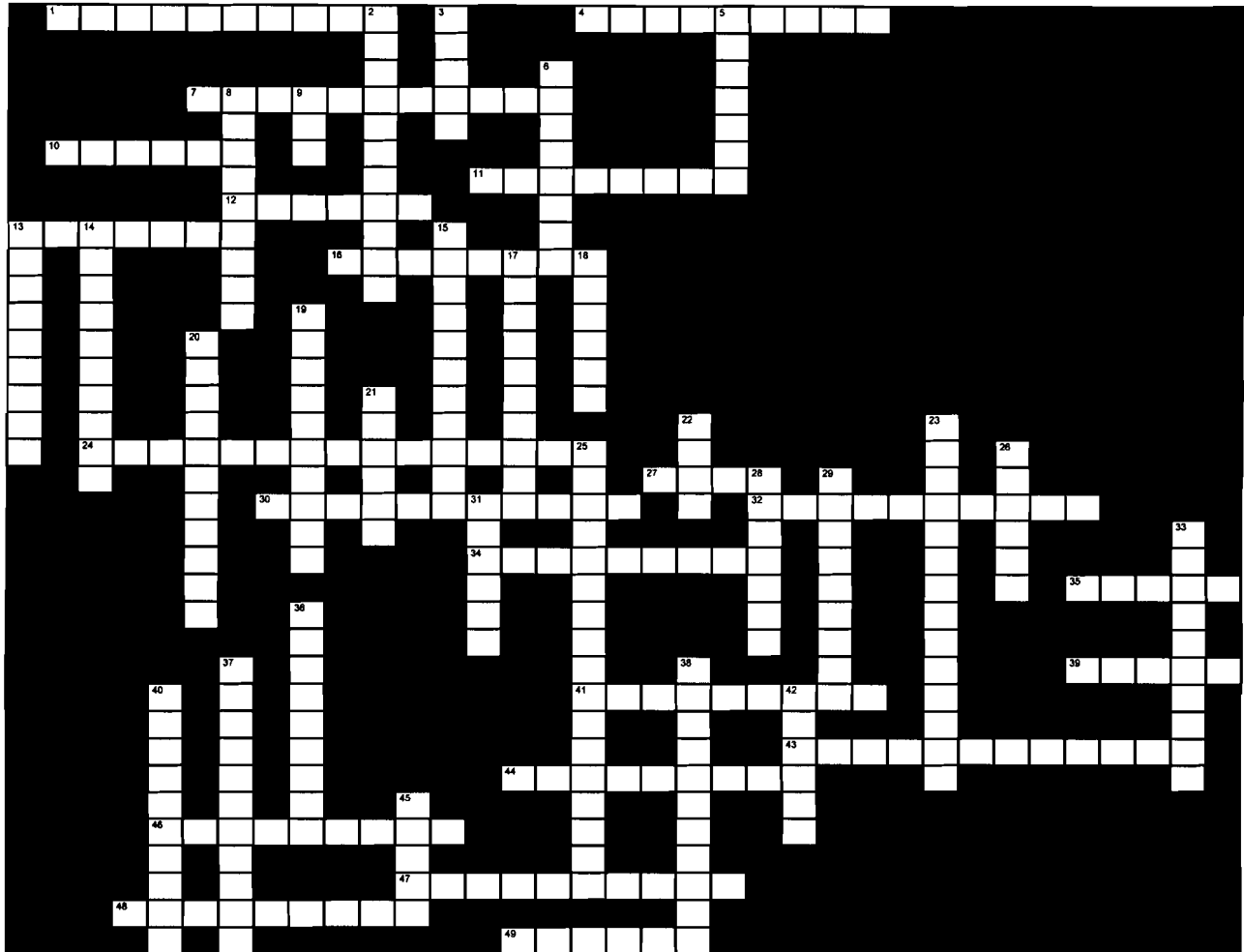
(ii) Two months have transpired after the employee's dispatch of an unsolicited resume or employment proposal, provided the employee has received no indication of interest in employment discussions from the prospective employer.

65. One ____ kind: 2 wds OF A

68. Orange Pekoe, for example TEA



U.S. Office of Government Ethics Public Financial Disclosure Employee Crossword Puzzle



Across

1. Reporting status if filing a 278 report for the first time: 2 wds

4. A waiver permits you to participate in Government matters that conflict with your _____ interests

7. File a _____ report if leaving a position that required you to file a 278

10. If your agency prohibits holding certain interests, you may be required to _____

11. Annuities may be fixed or _____

12. Your agency may give you a _____ day maximum extension to complete your 278

13. Contracts obligating the holder to buy or sell a commodity at a stipulated price, etc

16. _____ actions in your ethics agreement within 90 days

24. Written promise to take action to avoid a conflict of interest: 2 wds

27. This head of your agency's ethics program must file a 278: acronym

30. A certificate of _____ allows you to defer payment of capital gains tax after selling a conflicting interest

32. You must list the _____ assets of your 401(k)

34. Agencies review 278 reports to identify potential _____ of interest

35. In unusual cases, the Director of OGE may _____ reporting certain gifts

39. Do not file a 278 if you have worked in a covered position _____ days or less

41. Reporting status if you worked more than 60 days and file an annual 278 report

Across

43. Only new entrants and nominees must disclose sources of _____ over \$5,000

44. Report _____ life insurance, not term: 2 wds

46. Do not report gifts received from _____

47. Do not report your _____ salary on your financial disclosure report

48. Do not report the sale of your personal _____ as a transaction

49. Changing your 278 report while it is under review _____ it.

Down

2. If you sell or buy an asset, you must report that _____

3. Report _____ that exceed \$335

5. New entrant and _____ filers do not report transactions

6. Compensation for the use of money, usually stated as an annual rate

8. Sometimes your DAEO may grant an _____ if you can't complete your SF 278 by May 15

9. Your annual 278 report is due on the 15th of this month

13. A person, such as a trustee, who holds a special trust and confidence to act in good faith for another's benefit

14. Dollar amount penalty for filing a late 278 report: 2 wds

15. Your _____ date is the date you entered a covered position

17. Report agreements and arrangements regarding future and continuing _____

18. Wages, salaries, and commissions are examples of _____ income

19. Payment for an appearance, speech, or article is _____

20. Report _____ that exceed \$10,000 on Schedule C

21. For Schedule B, report the fair _____ value of a gift

22. Transaction in which one entity, the lender, allows another, the borrower, to use property

23. Type of stock available to the public and traded on an exchange: 2 wds

25. Do not report your Government _____ retirement benefits: 3 wds

26. You have _____ days to file a new entrant report

28. Report all _____ positions held at any time during the reporting period

29. An _____ savings account – also known as 529 plan – sets aside funds for future college costs

31. Report all assets that generated more than \$200 in _____

33. Most _____ clubs are set up as general partnerships

36. Report assets and income for yourself, spouse and _____ child(ren)

37. Difference between an asset's cost and sale price: 2 wds

38. Registered as a management company under the Investment Company Act: 2 wds

40. Gifts _____ by supplemental agency regulations should not be reported.

42. Report transactions that _____ \$1,000

45. _____ funds are risky and a "hot topic" in the news



**U.S. Office of Government Ethics
Public Financial Disclosure
Employee Crossword Puzzle Answers**

Across:

1. Reporting status if filing a 278 report for the first time: 2 wds

5 CFR § 2634.201(b) states:

New entrants. (1) Within 30 days of assuming a public filer position or office..., an individual shall file a public financial disclosure report.

4. A waiver permits you to participate in Government matters that conflict with your _____ interests

5 CFR § 2640.301(a) states:

Requirements for issuing an individual waiver under 18 U.S.C. 208(b)(1). Pursuant to 18 U.S.C. 208(b)(1), an agency may determine in an individual case that a disqualifying financial interest in a particular matter or matters is not so substantial as to be deemed likely to affect the integrity of the employee's services to the Government. Upon making that determination, the agency may then waive the employee's disqualification notwithstanding the financial interest, and permit the employee to participate in the particular matter.

7. File a _____ report if leaving a position that required you to file a 278

5 CFR § 2634.201(e) states:

Termination of employment. (1) On or before the thirtieth day after termination of employment from a public filer position or office..., an individual shall file a [termination] public financial disclosure report... (2) However, if within 30 days of such termination the individual assumes employment in another position or office for which a public report under the Act is required to be filed, no report shall be required....

10. If your agency prohibits holding certain interests, you may be required to _____

An excerpt from 5 CFR § 2635.403 states:

An employee shall not acquire or hold any financial interest that he is prohibited from acquiring or holding by statute, by agency regulation...or by reason of an agency determination of substantial conflict...

5 CFR § 2635.403(d) states:

Reasonable period to divest or terminate. Whenever an agency directs divestiture of a financial interest..., the employee shall be given a reasonable period of time, considering the nature of his particular duties and the nature and marketability of the interest, within which to comply with the agency's direction. Except in cases of unusual hardship, as determined by the agency, a reasonable period shall not exceed 90 days from the date divestiture is first directed. However, as long as the employee continues to hold the financial interest, he remains subject to any restrictions imposed by this subpart.

11. Annuities may be fixed or _____

There are generally two types of annuities—fixed and variable. In a fixed annuity, the insurance company guarantees that you will earn a minimum rate of interest during the time that your account is growing. In a variable annuity, by contrast, you can choose to invest your purchase payments from among a range of different investment options, typically mutual funds.

12. Your agency may give you a _____ day maximum extension to complete your
278

5 CFR § 2634.201(f) states:

Extensions. The reviewing official may, for good cause shown, grant to any public filer or class thereof an extension of time for filing which shall not exceed 45 days. The reviewing official may, for good cause shown, grant an additional extension of time which shall not exceed 45 days. The employee shall set forth in writing specific reasons why such additional extension of time is necessary. The reviewing official must approve or deny such requests in writing. Such records shall be maintained as part of the official report file.

13. Contracts obligating the holder to buy or sell a commodity at a stipulated price, etc.

Futures are contracts or agreements obligating the holder to buy or sell a commodity or a financial interest at a stipulated price, quantity, and time.

16. _____ actions in your ethics agreement within 90 days

5 CFR § 2634.802(b) states:

Time limit. The ethics agreement shall specify that the individual must complete the action which he or she has agreed to undertake within a period not to exceed three months from the date of the agreement (or of Senate confirmation, if applicable). Exceptions to the three-month deadline can be made in cases of unusual hardship, as determined by the Office of Government Ethics, for those ethics agreements which are submitted to it...or by the designated agency ethics official for all other ethics agreements.

24. Written promise to take action to avoid a conflict of interest: 2 wds

5 CFR § 2634.802(a) states:

...The term ethics agreement shall include...any oral or written promise by a reporting individual to undertake specific actions in order to alleviate an actual or apparent conflict of interest, such as:

- (1) Preparation of a written instrument for recusing (disqualifying) the individual from one or more particular matters or categories of official action;
- (2) Divestiture of a financial interest;
- (3) Resignation from a position with a non-Federal business or other entity;
- (4) Procurement of a waiver pursuant to 18 U.S.C. 208(b)(1) or (b)(3); or
- (5) Establishment of a qualified blind or diversified trust under the Act and subpart D of [the financial disclosure regulations].

27. This head of your agency's ethics program must file a 278: acronym

5 CFR § 2634.202(g) states:

The term public filer includes:

The Director of the Office of Government Ethics and each agency's primary designated agency ethics official; [DAEO]

30. A certificate of _____ allows you to defer payment of capital gains tax after selling a conflicting interest

5 CFR § 2634.1001(a) states:

...An eligible person [may]...defer paying capital gains tax on property sold to comply with conflict of interest requirements. To defer the gains, an eligible person must obtain a Certificate of Divestiture from the Director of the Office of Government Ethics before selling the property.

32. You must list the _____ assets of your 401(k)

5 CFR § 2634.301(a) states:

In general. Each financial disclosure report...shall include a brief description of any interest in property held by the filer at the end of the reporting period in a trade or business, or for investment or the production of income, having a fair market value in excess of \$1,000....Note that for Individual Retirement Accounts (IRA's), brokerage accounts, trusts, mutual or pension funds and other entities with portfolio holdings, each underlying asset must be separately disclosed, unless the entity qualifies for special treatment under § 2634.310 of [the financial disclosure regulations]

34. Agencies review 278 reports to identify potential _____ of interest

5 CFR § 2634.104(b) states:

Public...financial disclosure serves to prevent conflicts of interest and to identify potential conflicts, by providing for a systematic review of the financial interests of both current and prospective officers and employees. These reports assist agencies in administering their ethics programs and providing counseling to employees.

35. In unusual cases, the Director of OGE may _____ reporting certain gifts

5 CFR § 2634.304(f) states:

Waiver rule in the case of certain gifts--(1) In general. In unusual cases...the gift need not be reported on an SF 278, if the Director of OGE receives a written request for and issues a waiver, after determining that:

- (i) Both the basis of the relationship between the grantor and the grantee and the motivation behind the gift are personal; and
- (ii) No countervailing public purpose requires public disclosure of the nature, source, and value of the gift.

39. Do not file a 278 if you have worked in a covered position _____ days or less

5 CFR § 2634.204(a) states:

In general. Any public filer or nominee who...is not reasonably expected to perform the duties of an office or position...for more than 60 days in any calendar year shall not be subject to the reporting requirements...

41. Reporting status if you worked more than 60 days and file an annual 278 report

5 CFR § 2634.201(a) states:

Incumbents. A public filer...who...performs the duties of his position or office...for a period in excess of 60 days shall file a public financial disclosure report...on or before May 15...

43. Only new entrants and nominees must disclose sources of _____ over \$5,000

5 CFR § 2634.308(b)(6) states:

Certain sources of compensation. Except in the case of the President, the Vice President, or a candidate [for these offices], the report shall also identify the filer's sources of compensation which exceed \$5,000 during either of the preceding two calendar years or during the current calendar year up to the date of filing....

44. Report _____ life insurance, not term: 2 wds

Life insurance policies are issued in either term or cash value. You report only cash value life insurance, because it is part insurance and part investment.

46. Do not report gifts received from _____

5 CFR § 2634.304(c) states:

Exclusions. Reports need not contain any information about gifts and reimbursements...which are received from relatives....

47. Do not report your _____ salary on your financial disclosure report

5 CFR § 2634.302(a)(1)(i) states:

Noninvestment income. (1) Each financial disclosure report filed...shall disclose the source, type, and the actual amount or value, of earned or other noninvestment income in excess of \$200 from any one source which is received by the filer or has accrued to his benefit during the reporting period, including:

(i) Salaries, fees, commissions, wages and any other compensation for personal services (other than from United States Government employment)

48. Do not report the sale of your personal _____ as a transaction

5 CFR § 2634.303(a)(1) states:

In general...each financial disclosure report...shall include a brief description, the date and value...of any purchase, sale, or exchange by the filer during the reporting period, in which the amount involved in the transaction exceeds \$1,000:

(1) Of real property, other than a personal residence of the filer or spouse...

49. Changing your 278 report while it is under review _____ it.

Changing your 278 after you signed and submitted it to your agency amends the report. Any 278 report that is “Under Review” can be amended by the filer.

Down:

2. If you sell or buy an asset, you must report that _____

5 CFR § 2634.303(a) states:

In general...each financial disclosure report...shall include a brief description, the date and value...of any purchase, sale, or exchange by the filer during the reporting period, in which the amount involved in the transaction exceeds \$1,000...

3. Report _____ that exceed \$335

5 CFR § 2634.304(a) states:

Gifts...[in general]each [incumbent] financial disclosure report...shall contain the identity of the source, a brief description, and the value of all gifts aggregating more than \$335 in value which are received by the filer during the reporting period from any one source. For in-kind travel-related gifts, include a travel itinerary, dates, and nature of expenses provided.

5. New entrant and _____ filers do not report transactions

5 CFR § 2634.308(b) states:

New entrants, nominees, and candidates. Each financial disclosure report...shall include...a full and complete statement of the information required to be reported according to...[the financial disclosure regulations], except for [the transactions requirements] relating to purchases, sales, and exchanges of certain property)...

6. Compensation for the use of money, usually stated as an annual rate

Interest is the compensation for the for the use of money, usually stated as an annual rate.

8. Sometimes your DAEO may grant an _____ if you can't complete your SF 278 by May 15

5 CFR § 2634.201(f) states:

Extensions. The reviewing official may, for good cause shown, grant to any public filer...an extension of time for filing which shall not exceed 45 days. The reviewing official may, for good cause shown, grant an additional extension of time which shall not exceed 45 days. The employee shall set forth in writing specific reasons why such additional extension of time is necessary. The reviewing official must approve or deny such requests in writing. Such records shall be maintained as part of the official report file.

9. Your annual 278 report is due on the 15th of this month

5 CFR § 2634.201(a) states:

Incumbents. A public filer...shall file a public financial disclosure report...on or before May 15...

13. A person, such as a trustee, who holds a special trust and confidence to act in good faith for another's benefit FIDUCIARY

A fiduciary is a person, such as a trustee, who holds a special trust and confidence to act in good faith for another's benefit.

14. Dollar amount penalty for filing a late 278 report: 2 wds

5 CFR § 2634.704(a) states:

...[A]ny reporting individual who is required to file a public financial disclosure report ...shall remit a late filing fee of \$200 to the appropriate agency, payable to the U.S. Treasury....

15. Your ____ date is the date you entered a covered position

The date of appointment is the date the filer entered a covered position or the President nominated the filer.

17. Report agreements and arrangements regarding future and continuing

5 CFR § 2634.306 states:

Each financial disclosure report...shall identify the parties to and the date of, and shall briefly describe the terms of, any agreement or arrangement of the filer in existence at any time during the reporting period with respect to:

- (a) Future employment;
- (b) A leave of absence from employment during the period of the reporting individual's Government service;
- (c) Continuation of payments by a former employer other than the United States Government; and
- (d) Continuing participation in an employee welfare or benefit plan maintained by a former employer.

18. Wages, salaries, and commissions are examples of _____ income

5 CFR § 2634.105(j) states:

Income means all income from whatever source derived. It includes but is not limited to the following items: earned income such as compensation for services, fees, commissions, salaries, wages and similar items; gross income derived from business (and net income if the individual elects to include it); gains derived from dealings in property including capital gains; interest; rents; royalties; dividends; annuities; income from the investment portion of life insurance and endowment contracts; pensions; income from discharge of indebtedness; distributive share of partnership income; and income from an interest in an estate or trust. The term includes all income items, regardless of whether they are taxable for Federal income tax purposes, such as interest on municipal bonds. Generally, income means "gross income" as determined in conformity with the Internal Revenue Service principles at 26 CFR 1.61-1 through 1.61-15 and 1.61-21.

19. Payment for an appearance, speech, or article is _____

Honorarium is a payment of money or anything of value for an appearance, speech, or article.

20. Report _____ that exceed \$10,000 on Schedule C

5 CFR § 2634.305(a) states:

In general. Each financial disclosure report...shall identify and include a brief description of the filer's liabilities over \$10,000 owed to any creditor at any time during the reporting period, and the name of the creditors to whom such liabilities are owed.

21. For Schedule B, report the fair _____ value of a gift

5 CFR § 2634.304(e) states:

Valuation of gifts and reimbursements. The value to be assigned to a gift or reimbursement is its fair market value.

22. Transaction in which one entity, the lender, allows another, the borrower, to use property

A loan is a transaction in which one entity, the lender, allows another, the borrower, to use property.

23. Type of stock available to the public and traded on an exchange: 2 wds

Publicly traded stock is available to the public and traded on an exchange.

25. Do not report your Government _____ retirement benefits: 3 wds

5 CFR § 2634.302(a)(1)(ii) states:

Noninvestment income. (1) Each financial disclosure report...shall disclose the source, type, and the actual amount or value, of earned or other noninvestment income in excess of \$200 from any one source which is received by the filer or has accrued to his benefit during the reporting period, including:... (ii) Retirement

benefits (other than from United States Government employment, including the Thrift Savings Plan, or from Social Security);

26. You have _____ days to file a new entrant report

5 CFR § 2634.201(b)(1) states:

New entrants. (1) Within 30 days of assuming a public filer position or office..., an individual shall file a public financial disclosure report...

28. Report all _____ positions held at any time during the reporting period

5 CFR § 2634.307(a) states:

In general. Each financial disclosure report...shall identify all [outside] positions held at any time by the filer during the reporting period, as an officer, director, trustee, general partner, proprietor, representative, executor, employee, or consultant of any corporation, company, firm, partnership, trust, or other business enterprise, any nonprofit organization, any labor organization, or any educational or other institution other than the United States.

29. An _____ savings account – also known as 529 plan – sets aside funds for future college costs

You can set aside funds for future college costs in an education savings account – also known as 529 plan.

31. Report all assets that generated more than \$200 in _____

5 CFR § 2634.302(a) states:

Noninvestment income. (1) Each financial disclosure report...shall disclose the source, type, and the actual amount or value, of earned or other noninvestment income in excess of \$200 from any one source which is received by the filer or has accrued to his benefit during the reporting period...

33. Most _____ clubs are set up as general partnerships

An investment club is a group of people who pool their money to make investments. Usually, investment clubs are organized as partnerships and, after

the members study different investments, the group decides to buy or sell based on a majority vote of the members.

36. Report assets and income for yourself, spouse and _____ child(ren)

Imputed interests: In addition to the filers own assets and income, he must list all reportable assets and investment income of:

- his spouse or dependent child and
- indirect holdings through vehicles such as trusts, pensions, and businesses

37. Difference between an asset's cost and sale price: 2 wds

Capital gain is the difference between an asset's cost and sale price.

38. Registered as a management company under the Investment Company Act: 2 wds

Mutual funds are registered as a management company under the Investment Company Act.

40. Gifts _____ by supplemental agency regulations should not be reported.

Do not report gifts accepted under your agency's gift acceptance authority.

5 CFR § 2635.204(k) states:

Gifts authorized by supplemental agency regulation. An employee may accept any gift the acceptance of which is specifically authorized by a supplemental agency regulation.

42. Report transactions that _____ \$1,000

5 C.F.R § 2634.303(a) states:

In general...each financial disclosure report...shall include a brief description, the date and value... of any purchase, sale, or exchange by the filer during the reporting period, in which the amount involved in the transaction exceeds \$1,000...

45. _____ funds are risky and a “hot topic” in the news

Hedge funds are funds that seek to profit in all kinds of markets by pursuing leveraging and other speculative investment .