



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.

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.