



## 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