

Transition: Briefing Departing and Incoming Federal Appointees

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Incoming Employees



Ethics

- Financial Interests – Conflicts of Interest
- Gifts - between employees and gifts from private parties
- One-year cooling off period - employer, trustee, director
- Impartiality
- Use of Official Title
- Financial Disclosure



Hatch Act

- No Fundraising
- Not on work time, or in government building or automobile – except PAS
- Annual leave for political activities of Non-PAS



Freedom of Information Act and Records Retention

- Requirements to Disclose unless exempt from disclosure
- Emails
- Government Cell Phones
- Official Documents



Federal Advisory Committee Act

- Meetings with Non-Federal Employees
- Seeking Opinions



Procurement

- Meeting with potential vendors not advisable
- Procurements must be conducted with complete impartiality
- Procurements must be conducted through proper channels



Personnel Rules

- Competitive Procedures
- Prohibited Personnel Practices



Budget Submission

- Confidential until President delivers to Congress
- Comments should not conflict with Administration's position



The Regulatory Process

- Notice of Proposed Rulemaking
- Meetings with the Public



Outgoing Employees



Ethics

- Post Employment Restrictions



Federal Records – Email and Other Records

- Cannot be removed
- Treasury procedures to obtain copies
- FOIA



Confidential Information

- Cannot share confidential information once in the private sector



Requests for Testimony

- Application of Touhy Regulations



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