

SERVICE WITH OUTSIDE ORGANIZATIONS

ETHICS
AT A
GLANCE

SERVICE WITH NON-FEDERAL ORGANIZATIONS COMPARISON: OFFICIAL CAPACITY* vs. PERSONAL CAPACITY

| | official capacity | personal capacity |
|---|--|---------------------------------------|
| service requires management approval | YES | NO |
| use Government title | YES | NO |
| use Government resources | YES | NO |
| participate as part of agency duties on matters affecting the organization | YES (subject to agency limits) | NO |
| perform organization work during duty hours | YES | NO |
| receive payment for service | NO | YES [†] |
| accept travel payments to attend meetings | YES (if travel is provided to others) | YES |
| speak on behalf of the agency | YES | NO |
| express personal views on policy matters before the organization | NO (but possibly with a disclaimer) | YES |
| engage in fund-raising for the organization | NO | YES (with some limits) |
| advocate for the organization before the Federal Government | YES (with agency approval) | NO |
| participate in partisan political activities of the organization | NO | YES (if not career SES or NOAA Corps) |
| engage in “grass-roots lobbying” – urging the public to contact Congress or a state government | NO | YES |
| participate in internal organization matters not necessary to carry out the agency’s work (such as membership drives and personnel matters) | NO (unless necessary to support agency activities) | YES |
| organization documents are subject to the Freedom of Information Act, Privacy Act, and Records Retention Act | POSSIBLY | NO |

* service in an official capacity is allowed with a nonprofit or standards-setting body

† but limits on compensation apply to noncareer SES and Presidential appointees

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