ACE Unit 4—Part 1:

Seeking and Negotiating for Employment

# Unit 4—Prep Work 5 CFR 2635 Subpart F

Instructions:

## Download and/or print out the pdf of Subpart F on the [ACE Course Page.](https://extapps2.oge.gov/Training/OGETraining.nsf/%24%24OpenDominoDocument.xsp?documentId=626FDEEE0BE1E27885258B0B0046C3C7&action=openDocument)

Review the following videos on Seeking and Negotiating Employment and the STOCK Act.

[Interactive Training: 5 CFR § 2635.601 Subpart F-Seeking and Negotiating Employment](https://extapps2.oge.gov/Training/OGETraining.nsf/OGECourse.xsp?action=openDocument&documentId=18C923507487872C85258978006F876C)

## Answer the following questions as you review the videos:

1. What is the purpose of Subpart F of the Standards of Conduct?
2. What does Subpart F prohibit employees from doing? (Provide citation)
3. What constitutes “employment” for purposes of “seeking?” (Provide citation)
4. What job search activities constitute “seeking?” (Provide citation)
5. When does negotiating start? (Provide citation)
6. Why does the distinction between “negotiating” vs. other forms of seeking matter?
7. What events trigger the notification requirement? (Provide citation)
8. Who is subject to the notification/recusal requirements? (Provide citation)

**Exercise 4.1—Seeking Employment and Notification**

Team—

Rory pulled me aside after the Director’s meeting. He’s had some conversations with Mental Health America about a soon-to-be vacant position in their state and federal advocacy program. He needs information about the notification requirement and everything that flows from that guidance-wise.

We should treat this as a priority. Tx Deborah

Small Group Exercise: Identifying Programmatic and Substantive Issues

In your groups, review Deborah’s email, and identify and discuss:

1. All administrative and policy matters this question raises and how as an agency we propose to handle this process. For example: policies and procedures for filing and review, deadlines, follow-up, formats, etc. (AMH does not currently have any formal policies or procedures for the STOCK Act notification/recusal requirements.)
2. All substantive legal and regulatory issues this question raises (which authorities may apply) and how we will address them with Rory in our response.
3. Additional information you need. You will have access to Rory and Deborah for questions during your group meetings.

Each group should prepare for two meetings.

1. Meeting 1: Prepare for a 20-minute conversation with Deborah Ortiz (DAEO) with a proposed set of policies and procedures for administering Subpart F of the Standards of Conduct. Your conversation should address all administrative aspects of the requirements in Subpart F, including forms, policies for collection and review, etc. Again, you may borrow from ideas and extant resources your agencies may currently be using.
   * You should develop a one-pager or a presentation to facilitate the conversation.
2. Meeting 2: Prepare for a 20-minute meeting with Rory Singh-Smith that will allow you to deliver preliminary seeking employment advice as well gather information in order to provide more thorough advice in the future. Be prepared to discuss what he will need to know and do in order to comply with all of the requirements in Subpart F both substantive and administrative.

Exercise 4.1—Worksheet (Seeking Employment)

|  |  |
| --- | --- |
| Programmatic Issues (policy, administrative) | Substantive Legal Issues |
| Issues:  Questions: | Issues:  Questions: |

## **Task 4.2—Education/ Communication Plan**

Instructions:

* + Each group must create a Communication/Education Plan regarding Seeking Employment for at least 2 different audiences.
  + One of the audiences must be Senior Executive Service employees. The other may be any audience of your choosing.
  + You must plan for at least 2 different products/methods of delivery. Be Creative!!

To assist you in developing your plan you should consult [PA-19-05](https://extapps2.oge.gov/Training/OGETraining.nsf/xsp/.ibmmodres/domino/OpenAttachment/training/ogetraining.nsf/A918F3824A1ECDA3852583E500442749/Body/PA-19-05%20Effective%20Ethics%20Education.pdf) and [Developing and Delivering](https://www.oge.gov/web/OGE.nsf/0/42EA586B89E50297852588D100704786/%24FILE/Effective%20Ethics%20Education%20and%20Communications.pdf) [Effective Ethics Communications.](https://www.oge.gov/web/OGE.nsf/0/42EA586B89E50297852588D100704786/%24FILE/Effective%20Ethics%20Education%20and%20Communications.pdf)

1. Who is your audience?

2. What are the objectives of the communication/education (what does your audience most need to know and **be able to do as a result of your communication/education**?)

3. What content is most relevant (what content will help employees mitigate any risks associated with the topic?)

4. What timing and method of delivery would be most effective (when, how, and by whom should the communication be delivered?)

**PLANNING DOCUMENT**

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| --- | --- | --- | --- |
| **Audience** | **Objectives** | **Content** | **Methods** |
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