

ISSUE SPOTTING CHECKLIST

CRIMINAL CONFLICT OF INTEREST STATUTES

Bribery and Illegal Gratuities | [18 U.S.C. 201](#)

Receiving Compensation in Connection with Matters Affecting the Government | [18 U.S.C. 203](#)

Representing Others in Matters Affecting the Government | [18 U.S.C. 205](#)

Restrictions on Former Employees | [18 U.S.C. 207](#). See also [5 CFR 2641](#).

“Switching Sides” Restrictions – These restrictions apply only to certain types of matters employees were involved in while serving the government (e.g., specific party matters such as contracts and grants).

“Cooling-Off” Restrictions – These restrictions apply to certain former high-level officials (e.g., senior and very senior employees).

Other Restrictions – These affect only those individuals who performed specified duties for the government (e.g., engaging in trade or treaty negotiations or serving as an assignee).

Conflicting Financial Interest | [18 U.S.C. 208](#). See also [5 CFR 2635 Subpart D](#) and [5 CFR 2640](#).

Supplementation of Salary | [18 U.S.C. 209](#)

STANDARDS OF CONDUCT

General Principles | [5 CFR 2635 Subpart A](#).
See [5 CFR 2635.101\(b\)](#) specifically.

Gifts from Outside Sources |
[5 CFR 2635 Subpart B](#)

Gifts Between Employees |
[5 CFR 2635 Subpart C](#)

Impartiality in Performing Official Duties |
[5 CFR 2635 Subpart E](#)

Seeking Other Employment |
[5 CFR 2635 Subpart F](#)

Misuse of Position | [5 CFR 2635 Subpart G](#)

Use of Public Office for Private Gain
(e.g., Inducement or Coercion of Benefits,
Appearance of Governmental Sanction)

Use of Nonpublic Information

Use of Government Property

Use of Official Time

Notes:

Outside Activities | [5 CFR 2635 Subpart H](#)

Conflicting Outside Employment and
Activities

Prior Approval for Outside Employment
and Activities | This is agency specific.
Check for an [agency supplemental
regulation](#).

Outside Earned Income Limitations
Applicable to Certain Presidential
Appointees | See also [5 CFR 2636](#).

Service as an Expert Witness

Teaching, Speaking, and Writing

Fundraising Activities

Just Financial Obligations
(e.g., paying taxes)

Notes:

Related Statutory Authorities | [5 CFR 2635 Subpart I](#). Always double check that you are not overlooking anything.

Legal Expense Funds | [5 CFR 2635 Subpart J](#)

AGENCY SUPPLEMENTAL REGULATIONS

Prohibited Holding(s) | _____

Prior Approval for Outside Employment and Activities | _____

Other Topic(s): _____ | _____

_____ | _____

CERTAIN NONCAREER EMPLOYEES

Limitations on Outside Earned Income, Employment and Affiliations for Certain Noncareer Employees | [5 CFR 2636](#). See also [5 CFR 2635 Subpart H](#).

FINANCIAL DISCLOSURE FILERS

Public Financial Disclosure | [5 CFR 2634](#). See also the [Public Financial Disclosure Guide](#).

Initial Reporting

Ethics Agreement and Ethics Agreement Compliance

Annual Updates to Reporting (e.g., Gifts Received)

Periodic Transaction Reporting

Notification Requirements Regarding Negotiations for or Agreement of Future Employment or Compensation | Section 17 of the [Stop Trading on Congressional Knowledge Act \(STOCK Act\)](#). See also [5 CFR 2635.607](#) under [5 CFR 2635 Subpart F](#).

Termination Reporting

Confidential Financial Disclosure | [5 CFR 2634 Subpart I](#). See also the [Confidential Financial Disclosure Guide](#).

Initial Reporting

Annual Updates to Reporting (e.g., Gifts Received)

Additional Notes:

U.S. Office of Government Ethics



This checklist is solely intended to assist ethics officials in recognizing possible ethics issues. It is not legal advice and is not intended to replace legal advice. If you have further questions, please contact your OGE Desk Officer.