

UNITED STATES OFFICE OF
GOVERNMENT ETHICS

  
Preventing Conflicts of Interest
in the Executive Branch

Exercise Booklet 207(c)

August 2020

From: Gabriella Torres
To: Janice Daao
Subject: Ethics Advice
Date: Friday, August 7 11:14:45 AM

Dear Janice—

Per your request during our conversation yesterday afternoon, below are the few details I have regarding my work and volunteer plans after I leave the National Archives on September 25th.

As you know, I am currently a senior employee at NARA. My work has largely involved Controlled Unclassified Information (CUI) program management; formulating policies, interpreting regulations and drafting guidance memoranda.

My post-Government employment plans currently include:

1. I have agreed to accept a part-time position with the Maryland State Archives. I will assist them with their Public Information Act program.
2. I am a member of the Society of American Archivists. I have been invited to join their Committee on Public Awareness, which is an unpaid volunteer committee that engages in advocacy and also advises on the development of public awareness programs for the Society.

As we discussed, I would like to be able to consult with my former colleagues here at NARA if at all possible, particularly with respect to my work at the Maryland State Archives.

Thank you in advance for your advice.
Gabriella Torres

207(c)--Questions Relating to Gabriella Torres' Post Employment

Proposed Post Employment Plans

Do we have to know what Gabriella did for NARA in order to provide her with 207(c) advice?

What do we need to know about her proposed part-time position with the Maryland State Archives before we provide advice on 207(c)?

Communications and Appearances w/Intent to Influence

May Gabriella merely attend official meetings with her former NARA colleagues?

May she provide information/comments or otherwise express opinions to NARA on regulations and other issues?

Who besides Gabriella should be counseled on post-employment communications and appearances by former senior employees?

On Behalf of Any Other Person

When might Gabriella be communicating on her own behalf and when is she communicating as another's agent?

Former Agency Where Employee Served During Last Year of Service

May Gabriella contact the Department of Justice to request a speaker on FOIA and Privacy Act statutes on behalf of SAA?

May Gabriella serve as a speaker or a panelist for SAA at a conference sponsored by NARA?

Any Matter Where Seeking Official Action

May Gabriella contact some of her former colleagues to invite them to events the Society is sponsoring?

Exceptions

Do any exceptions apply to any of Gabriella's proposed post employment activities?

18 U.S.C. 207(c) Post Employment Analysis Worksheet

Employee Name:

18 U.S.C. 207(c)			
1. Is the employee a “senior employee?”	Yes	No 207 (c) does not apply	
2. If not a current employee, did the employee terminate service as a senior employee more than one year ago?	No longer subject to 207(c)	Date of termination:	
3. Identify below employee’s post government employment or activities (if known).			
<i>For each, indicate whether it may involve communicating or appearing, with the intent to influence, to or before an employee of the former agency on behalf of a third party.</i>	Communication Appearance with Intent to Influence	To or Before Former Agency	On Behalf of 3rd Party
List of employment/activities:			
4. Do any Exceptions Apply? (list activity)	5 CFR 2641.301		