



## ETHICS AT A GLANCE SERVICE WITH OUTSIDE ORGANIZATIONS

### 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 <sup>†</sup>                      |
| 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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January 2, 2015