



U.S. CONSUMER PRODUCT SAFETY COMMISSION  
WASHINGTON, D.C. 20207

Executive Session  
July 31, 1975

1750 K Street, N. W.  
Washington, D. C.  
9:30 A.M.

Presiding: Chairman Simpson

Present: Commissioner Franklin  
Commissioner Kushner  
Commissioner Newman  
Commissioner Pittle

ITEM

Proposed Commission Standards of Conduct

DECISION

The Commission approved the attached standards of conduct

VOTE

Concur: Chairman Simpson *R. Simpson*  
Commissioner Franklin *B. Franklin*  
Commissioner Kushner *J. Kushner*  
Commissioner Newman *C. Newman*  
Commissioner Pittle *R. David Pittle*

OTHER OPTIONS

Do Not Concur

Abstain

Submitted by Commissioner Newman

*CBC*  
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## PART 735 - EMPLOYEE STANDARDS OF CONDUCT

### Subpart A - General Provisions

#### Sec. 1030.101 Purpose.

In order to assure that the business of the Consumer Product Safety Commission (hereinafter referred to as the Commission) is conducted effectively, objectively, and without improper influence or the appearance thereof, all Commission employees must observe the highest standards of conduct and be guided by the Code of Ethics for Government Service as outlined in Appendix A. Commission employees must avoid any real or apparent conflict between their private interests and their public duties. This regulation meets the Commission's obligation to set reasonable and fair safeguards for the prevention of employee conflict of interests in order to assure public confidence in the integrity of the Commission's actions.

#### Sec. 1030.102 Applicability

(a) These regulations apply to all officers and employees of the Commission, including regular officers of the Public Health Service Commission Corps assigned to the Commission and employees detailed to the Commission from other Agencies, except that the regulations in this part apply to special Government employees only to the extent stated in Subpart K of this regulation.

(b) Bureau and Area Directors may issue regulations which implement this Part for employees under their supervision, provided that such regulations are approved by the Chairman, or his designee, prior to issuance.

#### Sec. 1030.103 Responsibilities

(a) Each Commission employee shall be responsible for observing the specific provisions of these regulations and the statutes referenced in Appendix B.

(b) Although each employee is accountable for his or her own conduct, supervisors are responsible to a large degree

for ensuring that the standards set forth in this regulation are observed by employees under their supervision. They must become familiar with the Commission's regulations and ensure that all employees under their supervision are made aware of the provisions of these regulations. Supervisors shall take suitable action, including disciplinary action when necessary, when violations occur.

Sec. 1030.104 Interpretation and advisory service.

The following persons shall provide guidance and assistance on matters covered by the regulations in this part:

(a) Supervisors shall advise employees who come to them with questions on matters covered by the regulations in this part, or, refer them to the Director, Division of Personnel Management.

(b) The Director, Division of Personnel Management, shall:

- (1) provide advice and guidance to employees;
- (2) resolve questions under this part which are not resolved at the supervisory level;
- (3) submit questions on the interpretation of the law, rules and regulations related to employee conduct to the Office of the General Counsel for consideration; and
- (4) ensure that prospective employees are informed of the requirements of Section 4(g)(2) of the Consumer Product Safety Act as prescribed in Section 1030.1201 of this Part.

Subpart B - Proscribed Actions

(c) The Executive Director, shall:

- (1) upon request of any employee, consult with and advise the employee whether a conflict within the meaning of Section 1030.401, will arise in connection with outside activities. It is the responsibility of

the employee pursuant to 1030.402, 1030.404 or 1030.406, to bring such potential conflicts to the attention of the Executive Director in advance of engaging in outside activity.

(2) Make determinations respecting conflicts between financial interests of employees and their official duties pursuant to 1030.501 of this Part.

(3) Pursuant to 1030.62 to identify those positions requiring statements of employment and financial interest under Subpart F of this Part.

(d) Area Office Directors shall consult with and advise employees who bring to their attention potential conflicts in connection with outside activities, in the manner and under the circumstances discussed in 1030.104(c)(1).

#### Sec. 1030.201 General

An employee shall avoid any action which might result in or create the appearance of:

- (a) using public office for private gain;
- (b) giving preferential treatment to any person, company, or organization;
- (c) impeding efficiency or economy;
- (d) compromising independence or impartiality;
- (e) making a Government decision outside official channels; or
- (f) otherwise affecting adversely the confidence of the public in the integrity of the Government.



Subpart C - Gifts, Entertainment and Favors

Sec. 1030.301 Accepting gifts and expenses from outside sources.

(a) Except as provided in paragraph (b) of this section, an employee shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person or organization who:

(1) conducts operations or activities that are regulated by the Commission;

(2) has, or is seeking to obtain, contractual or other business or financial relations with the Commission;

(3) has interests that may be substantially affected by the performance or nonperformance of the employee's duties.

(b) The following are exceptions to the restrictions set forth in paragraph (a) of this section:

(1) Acceptance of food and refreshments of nominal value on infrequent occasions in the ordinary course of a luncheon or dinner meeting or other meeting or on an inspection tour where the arrangements are consistent with the transaction of official business.

(2) Acceptance of modest entertainment, such as a meal or a refreshment, in connection with attendance at widely attended gatherings sponsored by industrial, technical, consumer, or professional organizations; or in connection with attendance at public ceremonies or similar activities financed by nongovernmental sources where the employee's participation on behalf of the Commission is the result of an invitation addressed to the employee in his or her official capacity and is approved as a part of his or her official duties, and the entertainment accepted is related to, and in keeping with his or her official participation.

(3) Acceptance of gifts, favors, or entertainment, where there is an obvious family or personal relationship between the employee, or between his spouse, children, or parents, and the donor, and where the circumstances make it clear that it is that relationship, rather than the business of the persons concerned, which is the motivating factor for the gift, favor, or entertainment.

(4) Purchase of articles at advantageous rates where such rates are offered to Government employees as a class.

(5) Acceptance of loans from banks or other financial institutions on customary terms to finance proper and usual activities of employees, such as home mortgage loans.

(6) Acceptance of unsolicited advertising or promotional material, such as pens, pencils, note pads, calendars, or other items of nominal value.

(7) Acceptance of incidental, short-distance transportation in kind from a private organization, provided it is furnished in connection with the performance of the employee's official duties and is of a type customarily provided by the private organization, such as transport between plant or office sites within the same metropolitan area. This provision does not allow an employee to be reimbursed by a person for travel on official business for which Government reimbursement is made. However, a person may reimburse the Commission for the travel and incidental expenses of an employee pursuant to Section 1030.304 of this subpart (46 Comp. Gen. 689).

(c) A gift or gratuity the receipt of which is prohibited under this subpart shall be returned to the donor. If return is not possible, the gift or gratuity shall be turned over to a public or charitable institution and a report of such action, and the reasons why return was not feasible, shall be made to the employee's supervisor. When possible, the donor also shall be informed of this action.

#### Sec. 1030.302 Gifts to official superiors

An employee shall not solicit a contribution from another employee for a gift to an official superior, or make a donation as a gift to an official superior. An employee in a superior official position shall not accept a gift or contribution from employees receiving less salary than himself or herself. However, this paragraph does not prohibit a gift of nominal value or a donation in a nominal amount made on a special occasion, such as marriage, illness, or retirement.

#### Sec. 1030.303 Acceptance of awards.

(a) This subpart does not preclude an employee from accepting an award or recognition of achievement from a charitable, religious, professional, social, fraternal, educational, recreational, public service, or civic organization, provided that such acceptance does not create or appear to create a conflict of interest for the employee;

(b) An employee shall not accept a gift, present, decoration or other thing from a foreign government unless authorized by Congress as provided by the Constitution and in accordance with 5 U.S.C. 7342.

#### Sec. 1030.304 Commission authority to accept gifts and voluntary and uncompensated services.

Section 27 (b)(6) of the Consumer Product Safety Act (15 U.S.C., Section 2076 (b)(6)) gives the Commission the authority to accept gifts and voluntary and uncompensated services, notwithstanding the provisions of Section 3679 of the Revised Statutes (31 U.S.C. 665 (b)). Certain employees of the Commission may accept such gifts and services on behalf of the Commission in accordance with the Commission's directive on gifts and voluntary services.

## Subpart D - Outside Employment and Other Activities

### Sec. 1030.401 General.

(a) An employee shall not engage in any outside activity not compatible with the full and proper discharge of the duties and responsibilities of his or her government employment whether or not in violation of any specific provision of a statute. As used in this part, the term "outside employment or other outside activity" refers to any work, service, or other activity performed by an employee other than in the performance of his official duties. It includes such activities as writing and editing, teaching, lecturing, consulting services, self-employment, and other work or services with or without compensation. Incompatible outside activities include, but are not limited to:

(1) acceptance of a fee, compensation, gift, payment of expense, or any other thing of monetary value in any circumstances in which acceptance may result in, or create the appearance of a conflict of interest;

(2) outside employment which tends to impair the employee's mental or physical capacity to perform his or her Commission duties and responsibilities in an acceptable manner;

(3) outside employment which might give the impression that the employee's outside activities are official acts of the Commission or represent official points of view;

(4) outside employment that takes the employee's time and attention during official work hours;

(5) outside employment in an organization whose business activities are subject to Commission regulation unless:

(a) the regulated activities of the organization are an insignificant part of its total operations; and

(b) the outside employment is in nonregulated activities of the organization.

Sec. 1030.402 Outside employment.

(a) Employees considering engaging in outside employment shall be guided by the limitations of Section 1030.401.

(b) Employees shall give advance notice of any such employment to the Executive Director, or if assigned to duty in an area office, to the Area Office Director. Notice shall be given on CPSC Form AAAA.

(c) At the time notice is given, the employee shall bring to the attention of the Director, and request advice as to, any potential conflict between outside employment and official duties.

Sec. 1030.403 Compensation from private sources for official services.

An employee shall not receive any salary or anything of monetary value from a private source as compensation for his or her services to the Government except as provided in Section 1030.303 of Subpart C.

Sec. 1030.404 Outside professional or consultative work.

(a) Employees may engage in outside professional or consultative work only after meeting the following conditions:

(1) The work is not be rendered to organizations, institutions, or state or local governments with which the official duties of the employee are directly related, and/or the work creates a conflict or apparent conflict of interest.

(2) The work is not to be rendered for compensation to help organizations, institutions, or state or local governments in the preparation of offers to develop standards, grant applications, contract proposals, program reports, or other materials which are intended to become the subject of dealings with the Commission.

(b) All requests to perform consultative services, either compensated or uncompensated, for organizations, institutions, or government units which have or will be awarded contracts or grants in the near future from the Commission must be carefully appraised to avoid any conflict or apparent conflict of interest.

(c) (1) Employees shall give advance notice of all outside professional or consultative work to the Executive Director or, if assigned to duty at an area office, to the Area Office Director. Notice shall be given on CPSC Form AAAA. (See 1030.104(c))

(2) At the time notice is given, the employee shall bring to the attention of the Director, and request advice, as to any potential conflict between outside professional or consultative work and official duties.

(d) For the purpose of this section, "professional and consultative work" is work performed in such occupations as those listed in Chapter 300, Appendix A of the Federal Personnel Manual.

#### Sec. 1030.405 Outside writing and editing.

Employees are encouraged to engage in outside writing and editing, whether or not done for compensation. Such outside writing and editing may be on a subject related or unrelated to an employee's official duties. Certain conditions must be met in either case, as set forth below:

(a) The following conditions shall apply to all outside writing and editing whether related or unrelated to the employee's official duties:

(1) Government-financed time or supplies shall not be used by an employee in connection with the activity;

(2) Commission support must not be expressed or implied in the material itself or in advertising or promotional material, including book jackets and covers; and

(3) the activity must not involve approval or disapproval of advertising matter.

(b) In addition to observing the conditions described in subparagraph (a) above, an employee should omit use of his or her official title or affiliation with the Commission with respect to any writing and editing activities unrelated to the employee's official duties, or alternatively use his or her official title and affiliation with a disclaimer, as described in subparagraph (c) of this section.

(c) A disclaimer shall be used in all publications in which an employee uses his or her official title or affiliation with the Commission unless the Executive Director, upon request, determines that the nature of the publication is such that a disclaimer is not necessary. The disclaimer shall read as follows: "This (article, book, etc.) was (written, edited) by (employee's name) in his/her private capacity. It is not intended nor should it be inferred that opinions expressed herein represent the official position of the Consumer Product Safety Commission."

(d) An employee shall not use Commission information which is exempt from disclosure by the terms of the Freedom of Information Act, in outside writing activities unless, upon written request, the Secretary has determined that the exemption will be waived and the information may be publicly disclosed.

#### Sec. 1030.406 Teaching and lecturing activities.

(a) Employees are encouraged to engage in teaching and lecturing activities which are not part of their official duties under the following conditions:

(1) Government-financed time and materials shall not be used in connection with such activity;

(2) Government travel or per diem funds shall not be used for these purposes;

(3) Such teaching or lecturing is not dependent on specific information which would not otherwise be available to the public. Under the Freedom of Information Act, unless upon written request, the Secretary determines that the information may be publicly disclosed;

(4) Teaching or lecturing may not be for the purpose of the special preparation of a person or class of persons for an examination of the Civil Service Commission that depends on information obtained as a result of Government employment, except when that information has been made available to the general public or will be made available on request.

(b) (1) Employees shall give advance notice of all outside teaching and lecturing activities to the Executive Director or, if assigned to duty at an Area Office, to the Area Office Director. Notice shall be given on CPSC Form AAAA. (Sec. 1030.104(c))

(2) At the time notice is given, the employee shall bring to the attention of the Director, and request advice as to, any potential conflict between outside teaching or lecturing and official duties.

Sec. 1030.407 Endorsement of a product or organization by a Commission employee.

Employees are prohibited from endorsing a product subject to the jurisdiction of the Commission or the manufacturer of such a product or endorsing a consumer group because it might create the appearance of:



- (a) giving preferential treatment;
- (b) compromising independence or impartiality, and
- (c) affecting adversely the confidence of the public in the integrity of the Commission.

Sec. 1030.408 Membership in organizations and professional societies.

(a) Employees may be members of professional, educational, public service, consumer, civic, or similar organizations and be elected or appointed to office in such an organization.

(b) Employees shall avoid any real or apparent conflict of interest in connection with such membership. For example, they must not:

- (1) directly or indirectly commit the Commission on any matter;
- (2) permit their name(s) to be attached to documents, the distribution of which would be likely to embarrass the Commission;
- (3) serve as representatives of such organizations in dealing with the Government;
- (4) bring any claim or proceeding before a federal agency or against the Federal Government in a court of law on behalf of the organization.
- (5) offer their views as the official views of the Commission unless the Commission has officially stated its views on a particular matter through an official Commission vote.

(c) In undertaking any office or function beyond ordinary membership in a professional association, a Commission employee must obtain advance approval from the Executive Director in any situation which the

responsibilities as an officer would create a real or apparent conflict of interest with the responsibilities as a Commission employee.

#### Sec. 1030.409 Union Activities

Notwithstanding the provisions of Section 1030.408, employees may participate in union activities to the extent permitted by applicable statutes, Executive Orders, regulations, and labor-management agreements.

#### Sec. 1030.410 Voluntary standards organization.

The Commission regulations governing employees' membership in voluntary standards organizations are set forth in 16 CFR Part 1031 (June 20, 1975; 40 FR 26023).

### Subpart E - Financial Interests

#### Sec. 1030.501 General provisions.

(a) An employee shall not have a direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with his or her Government duties and responsibilities. The financial interest of a spouse, minor child, or other member of an employee's immediate household shall be considered as the interest of the employee. The indirect interest in business entities that an employee may have in a widely held diversified mutual fund or regulated investment company is exempted from the provisions of this provision as being too remote or inconsequential to affect the integrity of an employee's services. In cases where a question of outside financial interest arises, the employee shall request guidance from the Director, Division of Personnel Management.

(b) An employee shall not engage directly or indirectly in financial transactions as a result of, or primarily relying on information obtained through Commission employment which is not otherwise available to the general public

(c) An employee may have financial interests:

(1) in an organization whose Commission-regulated activities are an insignificant part of its total operations;

(2) in an organization whose Commission-regulated activities are a significant part of its total business operations, provided: (i) the holding is less than \$5,000 (value or cost at time of initial reporting) and (ii) the holding represents less than one (1) percent of the total outstanding stock shares of that organization, and (iii) no more than 50 percent of the employee's total investment value is concentrated in significantly regulated industries; or

(3) of a type otherwise prohibited if the employee makes a full disclosure thereof to the Director, Division of Personnel Management and receives an advance written determination that in the light of the duties and responsibilities of the employee, the interest is not likely to affect the integrity of his or her services to the Commission.

(d) Employees who are required to submit employment and financial interest statements in accordance with Subpart F may not participate for the Commission in any matter relating to an organization in which he or she has a financial interest to the Executive Director and a written determination by the Executive Director in accordance with 18 U.S.C. 208 (b)(1) that the interest is not so substantial as to be likely to affect the integrity of services which the Commission may expect from an employee.

Sec. 1030.502 Special provisions applicable to Commissioners.

As provided by Section 4(c) of the Consumer Product Safety Act (15 U.S.C. 2053(c)), a Commissioner shall not: (1) be in the employ of, or hold any official relations to, any person engaged in selling or manufacturing consumer products as defined in Section 3(a)(1) of the Consumer

Product Safety Act (15 U.S.C. 2052(a)(1)); or (2) own stock or bonds of substantial value in a person so engaged; or (3) in any other manner be pecuniarily interested in such a person, or in a substantial supplier of such a person. In addition, a Commissioner may not engage in any other business, vocation, or employment.

#### Subpart F - Statements of Employment and Financial Interest

Sec. 1030.601 Employees required to submit employment and financial interests statement.

Commission employees in certain positions have been determined to have duties and responsibilities which require them to report their employment and financial interests in order to ascertain possible conflict of interest situations and to protect the integrity of the Commission. Accordingly, employees in the following positions (identified specifically in Appendix E) are required to submit a Confidential Statement of Employment and Financial Interests (CPSC Form 219) in accordance with the provisions of this Subpart:

(a) Employees paid at a level under the Executive Schedule in Subchapter II of Chapter 53 of Title 5, United States Code;

(b) Employees in positions classified at GS-13 or above (or comparable pay level) which have basic duties and responsibilities requiring the incumbent to exercise judgment in making Government decisions or in taking Government action in regard to (1) contracting or procurement, (2) administering or monitoring grants, (3) standards development, (4) rulemaking, (5) compliance activities or (6) other activities where the decision or action has an economic impact on the interest of any non-Federal enterprise.

Sec. 1030.602 Inclusion of new positions.

As new positions are established or duties of other positions changed to bring them within the criteria in

Section 1030.601, they shall be identified by the Executive Director for inclusion in Appendix E.

Sec. 1030.603 Employee's complaint on filing requirement.

An employee may complain and obtain review through the Commission's grievance procedures if he or she believes that the position has been improperly included under Section 1030.601 as one requiring the submission of a statement of employment and financial interests.

Sec. 1030.604 Employees not required to submit statements.

(a) Employees in positions that meet the criteria in 1030.601 are listed in Appendix E and may be excluded from the reporting requirement when the Executive Director determines that:

(1) the duties of a position are at such a level of responsibility that the submission of a statement of employment and financial interests by the incumbent is not necessary because of the degree of supervision and review over the incumbent; or

(2) the duties of a position are such that the likelihood of the incumbent's involvement in a conflict of interest situation is remote.

(b) Exclusions under this provision must be documented in writing and retained by the Director, Division of Personnel Management.

Sec. 1030.605 Time and place for submission of employees' statements.

(a) An employee required to submit a statement of employment and financial interests under this Subpart shall submit that statement to the Director, Division of Personnel Management not later than:

(1) Ninety days after the effective date of this Subpart if employed on or before that effective date; or

(2) Thirty days after entrance on duty, but not earlier than ninety days after the effective date, if appointed after that effective date.

(b) Employment and financial interest statements, are required to be submitted directly to the Director, Division of Personnel Management.

Sec. 1030.606 Supplementary statement.

Changes in, or additions to, the information contained in an employee's statement of employment and financial interests shall be reported in a supplementary statement as of June 30 each year. If no changes or additions occur, a negative report is required. Notwithstanding the filing of the annual report required by this section, each employee shall at all times avoid acquiring a financial interest that could result, or taking an action that would result, in a violation of the conflicts-of-interest provisions of 18 U.S.C. 208 or Subpart E.

Sec. 1030.607 Interests of employees' relatives.

The interest of a spouse, minor child, or other member of an employee's immediate household is considered to be an interest of the employee. For the purpose of this section, "member of an employee's immediate household" means those blood relations who are residents of the employee's household.

Sec. 1030.608 Information not known by employees.

If any information required to be included on a statement of employment and financial interests or supplementary statement, including holdings placed in trust, is not known to the employee but is known to another person, the employee shall request that other person to submit information in his behalf.

Sec. 1030.609 Confidentiality of employees' statements.

The Commission shall hold each statement of employment and financial interests, and each supplementary statement, in confidence in accordance with the provisions of the Privacy Act of 1975 (5 U.S.C. 552a). Employees authorized to review and retain the statements are responsible for maintaining the statements in confidence and shall not allow access to, or allow information to be disclosed from, a statement except to carry out the purpose of Subpart E. Disclosure of employment and financial interest statements (or supplementary statements) to persons other than authorized Commission personnel shall be governed by the Commission's and regulations implementing the Privacy Act.

Sec. 1030.610 Effect of employee statement on other requirements.

The requirements of this Subpart are in addition to the requirements concerning administrative approval for certain activities as specified in Subpart E. Also, the requirements of this Subpart are in addition to and not in substitution for or in derogation of, any other requirement imposed by law, order or regulation. The submission of a Statement of Employment and Financial Interests or supplementary statement by an employee does not permit the employee to participate in a matter which is otherwise prohibited by law or regulation.

Subpart G - Conduct on the Job

Sec. 1030.701 General

An employees' conduct on the job is, in all respects, of concern to the Federal Government. Courtesy, consideration, and promptness in dealing with others must be shown in carrying out official responsibilities. In addition, specific rules and regulations have been set which must be observed as discussed below.

Sec. 1030.702 Support of Commission programs.

(a) When a Commission program is based on law or Executive Order, every employee has a positive obligation to make it function as efficiently and economically as possible and to support it as long as it is a part of recognized public policy.

(b) An employee shall not, either directly or indirectly, use appropriated funds to influence a Member of Congress to favor or oppose legislation. However, an employee is not prohibited from:

(1) testifying as a representative of the Commission on pending legislative proposals before Congressional Committees on request; or

(2) assisting Congressional Committees in drafting bills or reports on request, when it is clear that the employee is serving solely as a technical expert under the direction of committee leadership.

Sec. 1030.703 Use of Government funds.

Several laws carry penalties for misuse of Government funds. These apply to:

(a) improper use of official transportation forms (18 U.S.C. 508);

(b) improper use of payroll and other vouchers and documents on which Government payments are based (18 U.S.C. 285);

(c) taking or failing to account for funds with which an employee is entrusted in his or her official position (18 U.S.C. 643); and

(d) taking Government funds, property or records for personal use (18 U.S.C. 641).



#### Sec. 1030.704 Use of Government property.

An employee shall not directly or indirectly use, or allow the use of, Government property of any kind, including property leased to the Government, for other than officially approved activities. An employee has a positive duty to protect and conserve Government property, including equipment, supplies, and other property, entrusted or issued to him or her. For example:

(a) Only official documents and materials may be processed on Government reproduction facilities.

(b) Government automobiles may be used only on official business and may not be used for personal use or for travel to or from an employee's place of residence.

(c) Government telephones may not be used to make personal long distance calls.

#### Sec. 1030.705 Conduct in federal buildings

(a) An employee shall not participate while on Government-owned or leased property or while on duty for the Government, in any gambling activity including the operation of a gambling device, in conducting a lottery pool, in a game for money or property, or in selling or purchasing a numbers slip or ticket. However, this Section does not preclude activities:

(1) necessitated by an employee's law enforcement duties; or

(2) involving fund raising within the federal service under Section 3 of Executive Order 10927 and similar Commission approved activities.

(b) General Services Administration regulations "Conduct on Federal Property" (Appendix F) are applicable to Commission employees inasmuch as Commission buildings and space are under the control of the GSA. These regulations prohibit, among other things, gambling and consumption of intoxicating beverages on the premises.

## Subpart H - Financial Responsibility

### Sec. 1030.801 General.

An employee shall pay each just financial obligation in a proper and timely manner. A "just financial obligation" is one acknowledged by the employee or reduced to judgment by a court and "in a proper and timely manner" means in a manner which the Commission determines does not, under the circumstances, reflect adversely on the Commission as an employer. The Commission will not condone laxness on the part of an employee in discharging financial obligations, particularly those to federal, state or local Governments or to tax-supported institutions such as city or state hospital or educational institutions or in meeting obligations for support of his or her family. If, for some reason, an employee is unable to pay these obligations promptly, he or she is expected to make satisfactory arrangements for payment and abide by these arrangements. The Commission will not act on behalf of an alleged creditor or collection agency, nor arbitrate any dispute between an employee and an alleged creditor when the validity of a debt is questioned.

## Subpart I - Political Activity

### Sec. 1030.901 Applicability.

(a) All employees in the Executive Branch of the Federal Government are subject to the basic political activity restrictions in Subchapter III of Chapter 73 of Title 5, U.S.C. (the Hatch Act) and Civil Service Rule IV as summarized in Appendix D. The Federal Personnel Manual contains more detailed information on this subject and may be reviewed in the Personnel Office.

(b) Intermittent employees are subject to the restrictions when in active duty status only and for the entire 24 hours of any day of actual employment.

(c) Employees on leave, on leave-without-pay or on furlough or terminal leave, even though the employee's resignation has been accepted, are subject to the restrictions. A separated employee who has received a lump-sum payment for annual leave, however, is not subject to the restriction during the period covered by the lump-sum payment or thereafter, provided he or she does not return to federal employment during that period. An employee is not permitted to take leave of absence to work with a political candidate, committee, or organization or become a candidate for office with the understanding that he or she will resign his or her position if nominated or elected.

(d) An employee is accountable for political activity by another person acting as his or her agent or under the employee's direction or control if he or she is thus accomplishing indirectly what he or she may not lawfully do directly and openly.

(e) Each Commission employee should be acquainted with the restrictions placed on political activities as summarized in Appendix D and shall refrain from engaging in any political activity which is prohibited.

#### Subpart J - Disciplinary and Remedial Action

##### Sec. 1030.1001 Disciplinary action.

(a) Violation of these regulations may be cause for disciplinary action which may be in addition to any penalty prescribed by law. Disciplinary action shall be administered in accordance with the Commission's Directive on Adverse Actions.

(b) The type of disciplinary action to be taken shall be determined in relation to the specific violation. No standard table of penalties has been established for application in the Commission. Those responsible for recommending and for taking disciplinary action must apply judgment in each case, taking into account the

general objectives of meeting any requirements of law, deterring similar offenses by the employee and other employees and maintaining high standards of employee conduct and public confidence. Some types of disciplinary actions to be considered are:

- (1) oral admonishment;
- (2) written reprimand;
- (3) reassignment;
- (4) demotion;
- (5) suspension;
- (6) separation
- (7) withholding of promotion or within-grade pay increase.

Sec. 1030.1002 Remedial action for conflicts of interest.

Where a statement of employment and financial interest of an employee or special Government employee shows a real or potential conflict of interest with the employee's official responsibilities, consideration should be given by the Director, Division of Personnel Management and the employee's supervisor to reconciling the conflict through remedial action. The following are examples of such actions which may be appropriate:

- (1) divestment by the employee or special Government employee of his or her conflicting interest;
- (2) disqualification of the employee for a particular assignment;
- (3) changes in the employee's assigned duties.

Subpart K - Provisions Relating to Special Government Employees.

Sec. 1030.1101 Applicability

The requirements of this Subpart apply to employees designated by law (18 U.S.C. 202) as "special Government employees". The term includes employees who are retained, designated, appointed, or employed to serve, with or without compensation, for not more than 130 days during any period of 365 consecutive days, either on a full-time or intermittent basis.

Sec. 1030.1102 Use of Government employment.

A special Government employee shall not use his or her Commission employment for a purpose that is, or gives the appearance of being, motivated by the desire for private gain for himself or herself or for another person, particularly one with whom he or she has family, business, or financial ties.

Sec. 1030.1103 Use of inside information

A special Government employee shall not use inside information obtained as a result of his or her Government employment for private gain for himself or herself or another person either by direct action on his or her part or by counsel, recommendation, or suggestion to another person, particularly one with whom he or she has family, business, or financial ties. For the purpose of this section, "inside information" means information obtained under Government authority which has not become part of the body of public information.

Sec. 1030.1104 Other activities.

A special Government employee may teach, lecture, write, or engage in other non-Commission activities in a manner not inconsistent with Subpart D.

Sec. 1030.1105 Coercion.

A special Government employee shall not use his or her Commission employment to coerce, or give the appearance of coercing, a person to provide financial benefit to himself or herself or another person, particularly one with whom he or she has family, business, or financial ties.

Sec. 1030.1106 Gifts, entertainment, and favors.

A special Government employee, while so employed or in connection with his or her employment shall not receive or solicit from a person having business with the Commission anything of value as a gift, gratuity, loan, entertainment, or favor for himself or herself or another person, particularly one with whom he or she has family, business, or financial ties.

Sec. 1030.1107 Miscellaneous statutory provisions.

Each special Government employee shall acquaint himself or herself with the statutory provisions that relate to his or her conduct as a special Government employee of the Commission (Appendices B & C).

Sec. 1030.1108 Statement of financial interests required.

(a) Each special Government employee shall submit a statement of employment and financial interests which reports:

(1) all other employment; and

(2) the financial interests which relate whether directly or indirectly to his or her duties and responsibilities.

(b) A statement of employment and financial interest required to be submitted under this section shall be submitted not later than the time of employment of a special Government employee by the Commission. Each special Government employee shall submit a supplemental statement whenever

there is a significant change in financial interests as reported in the prior statement.

(c) The statement of employment and financial interests shall be submitted directly to the Director, Division of Personnel Management.

(d) The Executive Director may waive the requirement for the submission of a statement of employment and financial interests in the case of a special Government employee if the duties of the position held by that special Government employee are of a nature and at such a level of responsibility that the submission of the statement by the incumbent is not necessary to protect the integrity of the Commission. For the purpose of this paragraph, "consultant" and "expert" have the meanings given those terms by Chapter 304 of the Federal Personnel Manual.

#### Sec. 1030.1109 Political activity.

Special Government employees and intermittent employees are subject to the political activity restrictions of Sub-chapter III of Chapter 73 of Title 5, U.S.C (the Hatch Act) and Civil Service Rule IV when in active duty status only and for the entire 24 hours of any day of actual employment.

#### Subpart L - Post Employment Restrictions Applicable to Former Commission Officers and Employees

#### Sec. 1030.1201 Statutory prohibition against accepting employment or compensation from a manufacturer.

(a) Section 4(g)(2) of the Consumer Product Safety Act (15 U.S.C. 2053(g)(2)) provides, in part: "No full time officer or employee of the Commission who was at any time during the 12 months preceding the termination of his or her employment with the Commission compensated at a rate in excess of the annual rate of basic pay in effect for grade GS-14 of the General Schedule, shall accept employment or compensation from any manufacturer subject to this Act, for a period of 12 months after terminating employment with the Commission." This restriction is intended to insure

that persons will not seek employment with the Commission or use their Commission employment as a means of subsequently gaining employment with manufacturers subject to the Act or as a means of acquiring manufacturers subject to the Act as future clients.

(b) For the purpose of Section 4(g)(2) above:

(1) The term "manufacturer subject to the Act" means any person who manufactures or imports a consumer product. The term "manufacturing," "imports," and "Consumer products" are defined in Sections 3(a)(8), 3(a)(13) and 3(a)(1) of the Act, respectively.

(2) The phrase "compensated at a rate in excess of the annual rate or basic pay in effect for grade GS-14 of the General Schedule" shall be construed to exclude persons in the first step of a grade GS-14, but to include persons in the second step of a grade GS-14 and above. It shall also include persons in lower grades, e.g., GS-13, whose in-step rate of compensation exceeds the compensation for the first step of a grade GS-14.

(c) Every prospective employee shall be informed of the prohibitions against post employment activities contained in Section 4(g)(2) of the Consumer Product Safety Act and these regulations by the Office of Personnel. At time of employment, each person shall sign a form (Certification of Understanding (Exhibit IV)) stating that he or she understands the provisions of Section 4(g)(2) of the Consumer Product Safety Act and these regulations.

Sec. 1030.1202 Statutory prohibition against former officers and employees acting in matters connected with former duties or responsibilities.

18 U.S.C. 207 prohibits a former Government officer or employee from representing another person in connection with certain matters in which he or she participate personally and substantially as an officer or employee. The matters are those involving a specific party



or parties in which the United States is also a party or has a direct and substantial interest. In addition, Section 207 prohibits a former employee for a period of one year after his or her employment has ceased, from appearing personally for another person in such matters before a court, department or agency if the matters were within the area of his or her official responsibility at any time within a period of one year prior to the termination of such responsibility.

#### Subpart M - Administrative Approval for Certain Activities

##### • Sec. 1030.1301 Procedures.

Procedures for making requests for administrative approval, for acting on employee requests, for annual reporting of outside work, and for the maintenance of records are prescribed in the Commission's Directive System.

## APPENDIX A

### CODE OF ETHICS FOR GOVERNMENT SERVICE

House Concurrent Resolution  
175, 85th Congress, 2d Session

Resolved by the House of Representatives (the Senate concurring), That it is the sense of the Congress that the following Code of Ethics should be adhered to by all Government employees, including officeholders:

Any person in Government service should:

1. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.
2. Uphold the Constitution, laws, and legal regulations of the United States and of all government therein and never be a party to their evasion.
3. Give a full day's labor for a full day's pay; giving to the performance of his duties his earnest effort and best thought.
4. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
6. Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.
7. Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.
8. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
9. Expose corruption wherever discovered.
10. Uphold these principles, ever conscious that public office is a public trust.

## APPENDIX B

### Index to Some Statutes and Executive Orders Related to Conflict of Interest and Other Prohibited Activities

1. Code of Ethics for Government Service (H. Con. Res. 175, 85th Cong., 2d sess., 72 A Stat. B12).
2. Acceptance of gift or favor made with intent of influencing decision or action on any official matter (18 U.S.C. 201.).
3. Compensation from outside sources for services rendered in relation to any application, proceeding, contract, etc., in any matter in which the United States has a direct and substantial interest (18 U.S.C. 203).
4. Acting as agent or attorney (1) for prosecution or aiding prosecution of any claim against the United States, or (2) for anyone before any Department, agency, court, etc., in connection with a particular matter in which the United States is a party or has a direct and substantial interest (18 U.S.C. 205).
5. Participating personally and substantially as a Government employee in any application, request for a ruling, contract or other particular matter in which he or she, to his or her knowledge, or his or her spouse, minor child, or any organization with which he or she is negotiating, has a financial interest, direct or indirect (18 U.S.C. 208).
6. Receipt of any salary or contribution to or supplementation of salary as compensation for services as a Government employee from any other source than the Government (18 U.S.C. 209).
7. Use of appropriated funds, services, or communications with intent to influence any member of Congress to favor or oppose any legislation or appropriation (18 U.S.C. 1913).
8. Disclosing confidential information or classified information (18 U.S.C. 798, 50 U.S.C. 783, 18 U.S.C. 1905).
9. Habitual use of intoxicants to excess (5 U.S.C. 7352).

10. Using or authorizing the use of Government automobiles for other than official purposes (31, U.S.C. 638 (c)).

11. Using official envelope or label to avoid payment of postage (18 U.S.C. 1719).

12. Deceiving in an examination or personnel action in connection with Government employment (18 U.S.C. 1917).

13. Practicing fraud or making false statements in a Government matter (18 U.S.C. 1001).

14. Mutilating or destroying a public record (18 U.S.C. 2071).

15. Falsely making, forging, or attempting to pass a forged or altered travel request (18 U.S.C. 508).

16. Taking for own use or use of another, a Government record, voucher, money, or thing of value (18 U.S.C. 641).

17. Failure to account for public money received (18 U.S.C. 643).

18. Embezzling money or property of another person in the possession of an employee by reason of his employment (18 U.S.C. 654).

19. Taking or attempting to use vouchers or documents intended to be used to procure payment from the United States (18 U.S.C. 285).

20. Engaging in certain political activities (subchapter III of Chapter 73 of title 5 U.S.C. (former Hatch Act) and 18 U.S.C. 602, 603, 607, and 608).

21. Making a gift to or soliciting gifts for official superiors, or accepting gifts from employees receiving a lower salary (5 U.S.C. 7351).

22. Participating in or organizing or inciting a riot or civil disorder (5 U.S.C. 7313).

23. Discriminating in Government employment (E.O. 11478, as amended).

24. Acting as an agent of a foreign principle registered under the Foreign Agents Registration Act (18 U.S.C. 219).

25. Disloyalty and striking against the United States Government (5 U.S.C. 7311, 18 U.S.C. 1918).

## APPENDIX C

### Summarization of Restrictions Placed on Special Government Employees

1. Each special Government employee is subject to the provision Title 18 numbered 203, 205, 207, and 208, all of which carry criminal penalties. The restraints imposed by the four criminal sections are summarized in paragraph (2) through (4) of this appendix.

#### 2. 18 U.S.C. 203 and 205

(a) These two sections in general operate to preclude a regular Government employee, except in the discharge of his or her official duties, from representing another person before a department, agency or court, whether with or without compensation, in a matter in which the United States is a party or has a direct and substantial interest. However, the two sections impose only the following major restrictions upon a special Government employee:

(1) He or she may not, except in the discharge of his or her official duties, represent anyone else before a court or before the agency he or she serves in which the United States is a party or has a direct and substantial interest and in which he or she has at any time participated personally and substantially in the course of his or her Government employment.

(2) However, this restraint is not applicable if he or she has served the agency no more than 60 days during the past 365 days.

(b) To a considerable extent the prohibitions of sections 203 and 205 are aimed at the sale of influence to gain special favors for private business and other organizations and at the misuse of governmental position or information. In accordance with these aims, it is desirable that a consultant or adviser or other individual who is a special Government employee, even when not compelled to do so by sections 203 and 205, should make every effort in his or her private work to avoid any personal contact with respect to negotiations for contracts or grants with the department or agency which he or she is serving if the subject matter is related to the subject matter of his or her consultancy or other service. This will not always be possible to achieve

where, for example, a consultant or adviser has an executive position and responsibility with his or her regular employer which requires him or her to participate personally in contract negotiations with the department or agency he or she is advising. Whenever this is the case the consultant or adviser should participate in the negotiations for his or her employer only with the knowledge of a responsible Government official. In other instances an occasional consultant or adviser may have technical knowledge which is indispensable to his or her regular employer in his or her efforts to formulate a research and development contract or a research grant and for that same reason, it is in the interest of the Government that he or she should take part in negotiations for his or her private employer. Again, he or she should participate only with the knowledge of a responsible Government official.

(c) Section 205 contains an exemptive provision dealing with a similar situation which may arise after a Government grant or contract has been negotiated. This provision in certain cases permits both the Government and the private employer of a special Government employee to benefit from his or her performance of work under a grant or contract for which he or she would otherwise be disqualified because he or she had participated in the matter for the Government or it is pending in an agency he or she had served more than 60 days in the past year. The provision gives the head of a department or agency the power, notwithstanding any prohibition in either section 203 or 205, to allow a special Government employee to represent before such department or agency either his or her regular employer or another person or organization in the performance of work under a grant or contract. As a basis for this action, the Chairman must first make a certification in writing, published in the Federal Register, that it is required by the national interest.

(d) Section 205 contains three other exemptive provisions, all of which apply to both special and regular Government employees. The first permits one Government employee to represent another without compensation, in a disciplinary or other personnel matter. The second permits a Government employee to represent, with or without compensation, a parent, spouse, child, or person or estate he or she serves as a fiduciary, but only if he or she has the approval of the official responsible for appointments to his or her position and the matter involved is neither one in which he or she has participated personally or substantially, nor one under his or her official responsibility.

The term "official responsibility" is defined in 18 U.S.C. 202 to mean, in substance, the direct administrative or operating authority to control Government action. The third provision removes any obstacle in section 205 to a Government employee's giving testimony under oath or making statements required to be made under penalty for perjury or contempt.

3. 18 U.S.C. section 207 applies to individuals who have left Government service including former special government employees. It prevents a former employee from representing another person in connection with certain matters in which he or she participates personally and substantially on behalf of the Government. The matters are those involving a specific party or parties in which the United States is also a party or has a direct and substantial interest. In addition, section 207 prevents a former employee, for a period of 1-year after his or her employment has ceased, from appearing personally for another person in such matters before a court, department or agency if the matters were within the area of his or her official responsibility (note that a consultant or adviser usually does not have "official responsibility") at any time during the last year of Government service. The employment of a special Government employee ceases on the day his or her appointment expires or is otherwise terminated, as distinguished from the day on which he or she last performs service.

4. 18 U.S.C. section 208 bears on the activities of Government personnel, including special Government employees, in the course of their official duties. In general, it prevents a Government employee from participating as such in a particular matter in which, to his or her knowledge, he or she, his or her spouse, minor child, partner, or a profit or nonprofit enterprise with which he or she is connected has a financial interest. However, the Section permits an employee's agency to grant him an ad hoc exemption if the interest is not so substantial as to affect the integrity of his or her services. Insignificant interests may also be waived by a general rule or regulation. The matters in which special Government employees are disqualified by section 208 are not limited to those involving a specific party or parties in which the United States is a party or has an interest, as in the case of sections 203, 205, and 207. Section 208, therefore, undoubtedly extends to matters in addition to contracts, grants, judicial and quasi-judicial proceedings, and other matters of adversary nature. Accordingly, a special Government employee should in general be disqualified from participating as such in a matter of any type the outcome of

## APPENDIX D

### POLITICAL ACTIVITY OF FEDERAL EMPLOYEES

#### Permissible Activities

(a) All employees are free to engage in political activity to the widest extent consistent with the restrictions imposed by law and this subpart. Each employee retains the right to -

- (1) Register and vote in any election;
- (2) Express his opinion as an individual privately and publicly on political subjects and candidates;
- (3) Display a political picture, sticker, badge, or button;
- (4) Participate in the nonpartisan activities of a civic, community, social, labor, or professional organization, or of a similar organization;
- (5) Be a member of a political party or other political organization and participate in its activities to the extent consistent with law;
- (6) Attend a political convention, rally, fund-raising function; or other political gathering;
- (7) Sign a political petition as an individual;
- (8) Make a financial contribution to a political party or organization.
- (9) Take an active part, as an independent candidate, or in support of an independent candidate, in a partisan election covered by 5 CFR 733.124;
- (10) Take an active part, as a candidate or in support of a candidate, in a nonpartisan election;
- (11) Be politically active in connection with a question which is not specifically identified with a political party, such as a constitutional amendment, referendum, approval of a municipal ordinance or any other question or issue of a similar character;



(12) Serve as an election judge or clerk, or in a similar position to perform nonpartisan duties as prescribed by State or local law; and

(13) Otherwise participate fully in public affairs, except as prohibited by law, in a manner which does not materially compromise his efficiency or integrity as an employee or the neutrality, efficiency, or integrity of his agency.

(b) Paragraph (a) of this section does not authorize an employee to engage in political activity in violation of law, while on duty, or while in a uniform that identifies him as an employee or class of employees of his agency in an activity permitted by paragraph (a) of this section, if participation in the activity would interfere with the efficient performance of official duties or create a conflict or apparent conflict of interests.

### Prohibited Activities

#### Use of Official Authority; Prohibition

An employee may not use his official authority or influence for the purpose of interfering or affecting the result of an election.

#### Political Management and Political

##### Campaigning; Prohibitions

(a) An employee may not take an active part in political management or in a political campaign, except as permitted by this subpart.

(b) Activities prohibited by paragraph (a) of the section include but are not limited to -

(1) Serving as an officer of a political party, a member of a National, State, or local committee of a political party, an officer or member of a committee of a partisan political club, or being a candidate for any of these positions.

(2) Organizing or reorganizing a political party organization or political club;

(3) Directly or indirectly soliciting, receiving, collecting handling, disbursing, or accounting for assessments, contributions or other funds for a partisan political purpose.

(4) Organizing, selling tickets to, promoting, or actively participating in a fund-raising activity of a partisan candidate, political party, or political club;

(5) Taking an active part in managing the political campaign of a partisan candidate for public office or political party office;

(6) Becoming a partisan candidate for, or campaigning for, an elective public office;

(7) Soliciting votes in support of or in opposition to a partisan candidate for public office or political party office;

(8) Acting as recorder, watcher, challenger, or similar officer at the polls on behalf of a political party or partisan candidate;

(9) Driving voters to the polls on behalf of a political party or partisan candidate;

(10) Endorsing or opposing a partisan candidate for public office or political party office in a political advertisement, a broadcast, campaign literature, or similar material;

(11) Serving as a delegate, alternate, or proxy to a political party convention;

(12) Addressing a convention, caucus, rally, or similar gathering of a political party in support of or in opposition to a partisan candidate for public office or political party office; and

(13) Initiating or circulating a partisan nominating petition.

## APPENDIX E

### Positions Requiring Submission of Statements of Employment and Financial Interests

1. All CPSC positions classified at GS-16 and above (or equivalent), and
2. The following positions ranging from GS-11 through GS-15 (or equivalent)

#### Office of the Commissioner

##### Immediate Office of each Commissioner

Special Assistant(s), GS-14/15

Staff Assistant(s), GS-9/11

#### Office of the Secretary

Director, GS-301-15

#### Office of Public Affairs

Director, GS-1081-15

Deputy Director, GS-1081-14

#### Office of the General Counsel

General Counsel, GS-905-17/18

Attorney/Attorney Advisor, GS-905-11/15

#### Office of Administrative Law Judges

Administrative Law Judges

#### Office of the Executive Director

Executive Director, GS-340-16/18

Associate Executive Director for Regulatory Development,  
GS-340-16

Associate Executive Director for Field Enforcement,  
GS-340-15

All Positions GS-11's and above

Office of Program Planning and Evaluation

Director, GS-1515-16  
Deputy Director, GS-1515-15  
Chief, Planning and Analysis Division, GS-345-15  
All Positions GS-13's and above

Division of Budget and Operations

Director, GS-1515-15  
Operations Research Analyst, GS-1515-14  
Budget Officer, GS-560-13  
Budget Analysts GS-11's and above

Division of Evaluation and Special Studies

Director, GS-1515-15  
Operations Research Analyst, GS-1515-15  
All Positions GS-13's and above

Office of Resource Utilization

Director, GS-341-15  
Management Analyst, GS-343-14

Division of Personnel Management

Director, GS-201-15  
Assistant Director, GS-201-14  
Personnel Management Specialists, GS-201-14  
Personnel Management Specialist, GS-201-13  
(Standards of Conduct)

Division of Financial Management

Director, GS-510-14  
Supervisory System Accountant, GS-510-14

o Division of Contracts

Director, GS-1102-14  
Supervisory Contract Specialist, GS-1102-14  
Contract Specialist, GS-1102-11 and above

Division of Administrative Services

Director, GS-342-13  
Office Service Manager, GS-342-13  
Supervisory Communication Management Specialist, GS-391-13

Office of Management Systems

Director, GS-334-15  
Supervisory Systems Analyst, GS-334-14  
Supervisory Computer Specialist, GS-334-14  
All Positions GS-13's and above

Office of Field Coordination

Director, GS-340-15  
Deputy Director, GS-340-14  
All Positions GS-14's and above

Division of Program Guidance

Director, GS-345-15  
Program Analyst, GS-345-14

Division of State Programs

Director, GS-345-14  
Program Analyst, GS-345-14

Office of Standards Coordination and Appraisal

Director, GS-1301-16  
All Positions GS-13's and above

Division of Technical Analysis

Director, GS-340-14/15  
All Standards Coordinators, GS-11's and above

Division of Impact Analysis

Director, GS-1101-15  
All Positions GS-13's and above

Division of Industry Liaison

Director, GS-301-15  
All Positions GS-13's and above

Division of Voluntary and International Standards

Director, GS-301-15  
All Positions GS-13's and above

Division of Legal Documents

Director, GS-301-15  
All Positions GS-11's and above

Office of the Medical Director

Medical Officer, GS-602-15  
All Positions GS-11's and above

Office of Product Defect Identification

Director, GS-340-15  
All Positions GS-11's and above

Bureau of Biomedical Sciences

Director, GS-401-15  
Associate Director for Operations, GS-301-15  
Assistant to the Director for Special Programs, GS-1320-15

Division of Poison Prevention Packaging

Director, GS-685-15  
All Positions GS-11's and above

Division of Physical Sciences

Director, GS-1320-15  
All Positions GS-11's and above

Division of Biological Sciences

Director, GS-401-15  
All Positions GS-11's and above

Division of Scientific Coordination

Director, GS-301-15  
All Positions GS-13 and above

Bureau of Information and Education

Director, GS-1701-15  
Deputy Director, GS-1701-14

Division of Consumer Education

Director, GS-1701-15

Division of Publication & Technical Services

Director, GS-1081-15

All Positions GS-14's and above

Division of Training & Manpower

Director, Division of Training & Manpower, PHS Comm. Corps

All Positions GS-14's and above

Division of Community Information Programs

Director, GS-1701-15

Bureau of Compliance

Director, GS-905-15/16

Deputy Director, GS-340-15

Attorney-Advisor, GS-905-15

Division of Litigation

Director, GS-905-15

All Attorney Positions

Legal Division

Director, GS-905-15

All Attorney Positions

Division of Inspection and Enforcement

Director, GS-696-15

All Positions GS-11's and above

Bureau of Epidemiology

Director, GS-601-16

Deputy Director, GS-601-15

Survey Statistician, GS-1530-15

Public Health Analyst, GS-685-14

Mathamatic Statistician, GS-1529-13

Division of Injury Surveillance

Director, GS-340-15  
All Positions GS-13's and above

Division of Injury Investigation

Director, GS-685-15  
All Positions GS-13's and above

National Injury Information Clearinghouse

Director, GS-1412-12

Division of Hazard Evaluation

Director, Division of Hazard Evaluation, GS-801-15  
All Positions GS-11's and above

Bureau of Economic Analysis

Director, GS-110-15

Division of Standards Analysis

Director, GS-110-14/15

Division of Special Economic Studies

Director, GS-110-14/15  
Economist(s), GS-110-11/14  
Trade Specialist, GS-1140-12

Bureau of Engineering Sciences

Director, GS-801-16  
Deputy Director, GS-801-15

Division of Product Standards

Director, GS-830-15  
All Positions GS-11's and above

Division of Basic Standards

Director, GS-830-14/15  
All Positions GS-11's and above



Division of Special Engineering Studies

Director, GS-1301-15  
All Positions GS-11's and above

Engineering Laboratories

Director, ~~Engineering Laboratories~~, GS-1301-14  
All Positions GS-11's and above

Area Offices

Director, GS-340-13/15  
Compliance Officers, GS-696-12/13

Division of Operations

Director, GS-696-13/14  
All Positions GS-11's and above

Laboratory Division

Director, GS-1320-13  
All Positions GS-11's and above

Division of Community Services

Director, GS-11/14