



*Kennedy Space Center
Office of the Chief Counsel
Ethics Briefing*



*This training is for New Employees
to NASA Kennedy Space Center*

*The answers to the questions will
appear in **Blue**. The answers in
Red are also a possibility.*



KSC Office of the Chief Counsel



TOPICS

- Gifts from Outside Sources
- Gifts between Employees
- Conflicting Financial Interests
- Seeking Other Employment
- Impartiality in Performing Public Duties
- Political Activities/Hatch Act
- Misuse of Position
- Outside Activities



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GIFTS FROM OUTSIDE SOURCES

- **General Rule on Acceptance of Gifts from Outside Sources**
 - Federal employees are prohibited from accepting gifts from persons or organizations that –
 - Seek official action by NASA
 - Do business or seek to do business with NASA
 - Conduct activities regulated by NASA
 - Have interests that may be substantially affected by performance or nonperformance of an employee's official duties
 - Are organizations a majority of whose members are described above
 - Federal employees are also prohibited from accepting gifts given because of their official positions.



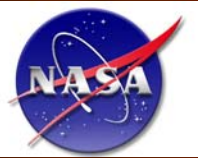
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GIFTS FROM OUTSIDE SOURCES

● Definition of a Gift

- Almost anything having monetary value will be considered a gift, including money, meals, tickets to spectator events, services and training.
- Items Excluded from the Definition of a Gift
 - Modest items of food and refreshment when not offered as part of a meal, such as soft drinks, coffee, and donuts
 - Items of little inherent value that are intended solely for presentation, such as plaques, certificates, and trophies
 - Anything for which market value was paid
 - Anything available and open to the general public
 - Pensions and other benefits from a former employer
- Note: These are not the only gift "exclusions." If there is something you've been offered and it seems that, in fairness, you should be able to accept it, ask your agency ethics official if there is another exclusion that may apply.



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GIFTS FROM OUTSIDE SOURCES

● **Exceptions to the Gift Rule**

- Certain **unsolicited, non-cash** gifts with a value of \$20 or less per occasion and not exceeding over \$50 per calendar year from any single source
- Gifts clearly given because of a family relationship or personal friendship
- Free attendance at certain events on the day an employee is speaking or presenting information on behalf of the agency
- Free attendance at widely attended gatherings approved by an Agency Ethics Official
- Certain awards and honorary degrees
- Certain gifts based on outside business or employment relationships

Note: Again, there are more exceptions than those listed here. Please request advice from the Chief Counsel's Office on any gift issues that arise.



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GIFTS FROM OUTSIDE SOURCES

- Limitations on Use of the Exceptions to the Gift Rule
 - You must **never**:
 - Accept a gift in return for being influenced in the performance of an official act
 - Solicit or coerce the offering of a gift
 - Accept gifts on a basis so frequent that a reasonable person would be led to believe you are using your public office for private gain
 - Accept a gift in violation of any statute
 - Accept vendor promotional training contrary to applicable procurement rules



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GIFTS FROM OUTSIDE SOURCES

If you receive a prohibited gift, you **must**:

- Return the gift; or
- Pay its market value.

If the gift is perishable and is not practical to return, you may, with approval:

- Give the gift to charity,
- Share the gift within your office; or
- Destroy the gift.



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Orlando works for NASA's Office of Human Resources and Development at Johnson Space Center. BestTeach, Inc. is seeking from NASA a training contract for COTRs on unauthorized commitments. BestTeach offers Orlando a ticket to an Alan Jackson concert at the Woodlands Pavilion. BestTeach has never before offered Orlando a gift. The face value of the ticket is \$100. Orlando has never seen Alan Jackson in concert and would like to attend. What may Orlando do?



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1. Not accept the ticket from BestTeach.
2. Accept the ticket if he reimburses BestTeach in the amount of \$80 in order to bring the ticket to the "de minimis" value.
3. Accept the ticket if he reimburses BestTeach in the amount of \$100.
4. Accept the ticket without reimbursing BestTeach. After all, he has no official dealings with BestTeach and will not be exceeding the \$100 annual cap on gifts from a company that is seeking official action by his agency.



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A NASA KSC Spaceport Engineering & Technology employee, assigned responsibility for verifying down range ocean conditions for the SRB recovery effort, checks in at the ship's dock at Port Canaveral. Transportation to the recovery area in the Atlantic has been contracted out to a local company. At the gangplank, the captain gives the employee a bucket full of shrimp worth \$30 with an attached note that reads, "Thank you for selecting this boat for your cruise." The employee may:



KSC Office of the Chief Counsel



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1. Accept the bucket of shrimp as a "perk" for arranging the science cruise.
2. Accept the shrimp because they are worth less than \$50.
3. Politely decline the shrimp since they are being offered by a prohibited source and because of his official position.
4. Take the bucket of shrimp back to his office to share with his co-workers.

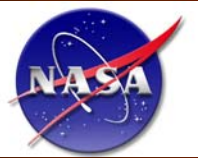


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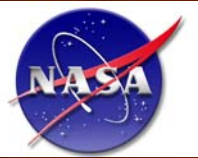
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KSC Office of the Chief Counsel



The United Way is sponsoring a golf tournament at the Muroc Lake Golf Course in Edwards, California. The organization hopes to raise funds for regional and statewide charities. There is a \$20 entry fee for the tournament that includes an awards dinner to be held at the conclusion of the tournament. The United Way has invited the Director of Dryden to attend the awards dinner in his official capacity and at no charge and to give a speech at the dinner about the Combined Federal Campaign at Dryden. The Director may:



KSC Office of the Chief Counsel



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1. Not attend the dinner or speak.
2. Make the speech, so long as he doesn't eat anything.
3. Eat the dinner and make the speech if NASA has determined that the dinner would be an appropriate forum for the dissemination of the information to be presented.
4. Eat the dinner (at the head table) and be introduced as the Director, NASA Dryden Flight Research Center, but may not make the speech.



KSC Office of the Chief Counsel



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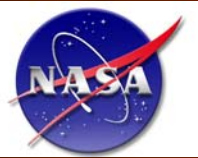
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GIFTS FROM OUTSIDE SOURCES

Remember:

It is always appropriate, and frequently prudent, to decline a gift if you believe it would give the appearance of favoritism or loss of impartiality – even if it properly falls within one of the gift exceptions.



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GIFTS BETWEEN EMPLOYEES

● **General Rule on Gifts Between Employees**

- Employees are generally prohibited from the following:
 - Giving gifts to superiors
 - Accepting gifts from subordinates
 - Accepting gifts from non-subordinates who receive less pay, unless there is a personal relationship that justifies the gift.

Note: For purposes of these rules, "superiors" and "subordinates" are people in your supervisory chain of command.

● **Definition of a Gift Between Employees**

- "Gift" has the same meaning for these rules as it has for the rule prohibiting certain gifts from outside sources. The "exclusions" (those items that won't be considered gifts) are also the same. However, the exceptions are different. For example, there is no "\$20 rule" allowing acceptance when the gift is one between employees.



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GIFTS BETWEEN EMPLOYEES

- **Exceptions to the Rules on Gifts Between Employees**
- **On an occasional basis (e.g. birthdays, holidays, etc.), gifts consisting of the following may be given/accepted:**
 - Items other than cash which, when combined, are worth no more than \$10 on each occasion
 - Personal hospitality provided at a residence
 - Gifts to a host or hostess given in connection with the receipt of personal hospitality, even if the cost of these customary gifts is in excess of \$10
 - Food and refreshments to be shared in the office
 - Leave sharing as permitted by Office of Personnel Management regulations
- **Gifts appropriate to the occasion may be given/accepted on *special, infrequent* occasions (e.g. marriage, illness, birth/adoption of a child, retirement, transfer, etc.)**
 - An event that occurs on a recurring basis (e.g. birthday, anniversary, Columbus Day, etc.) does **not** qualify as a special, infrequent occasion



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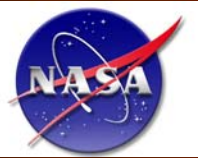


GIFTS BETWEEN EMPLOYEES

Solicitation of Contributions

You may solicit/contribute nominal amounts, on a *strictly voluntary* basis for two purposes only:

1. A group gift to an official superior on a special, infrequent occasion as defined on the previous slide.
2. For items such as food and refreshments to be shared among employees at the office, on an occasional basis.



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The NASA Chief of the Langley Research Center Technology Commercialization Program Office (TCPO) is retiring. Margie, the Chief's special assistant, has invited each of the Chief's 10 senior staff members and their spouses to a \$25 per person dinner given in the TCPO Chief's honor. Margie is also collecting money to buy a home entertainment system the Chief has always wanted. Margie may:



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1. Tell the senior staff members they have to contribute \$30 for the home entertainment system and buy the \$25 dinner tickets.
2. Suggest a \$30 contribution, but make it clear that the senior staff members may contribute whatever they want. Also, collect \$25 from anyone attending the dinner.
3. Not give the home entertainment system, but may suggest the senior staff members take the Chief to Williamsburg for lunch.
4. Require the senior staff members (including those staff members not attending the dinner) to pay at least \$55 since this is a "once-in-a-lifetime" event for the Chief.

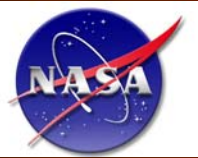


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KSC Office of the Chief Counsel



CONFLICTING FINANCIAL INTERESTS

- **General Rule on Conflicting Financial Interests**
 - The Ethical Standards of Conduct and 18 U.S.C. 208, a criminal statute, prohibits you from participating personally and substantially in certain matters in which you, or anyone whose interests are imputed to you, have a financial interest, if the matter will have a direct and predictable effect on that interest.
 - The interests of the following are imputed to you:
 - Your spouse or minor child
 - Your general partner
 - An organization in which you serve as officer, director, trustee, general partner or employee
 - A person or organization with which you are negotiating for or have an arrangement concerning prospective employment



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CONFLICTING FINANCIAL INTERESTS

- **Actions to Take if You Believe You May Have a Conflict of Interest**
 - Refrain from taking any action that might affect the particular matter; and
 - Talk to your supervisor and the Chief Counsel's Office right away! The Chief Counsel's Office will advise you on your options, which may include—
 - **Not participating in the matter (disqualification)**
 - **Selling the asset or resigning from the outside position**
 - **Seeking a waiver.**



KSC Office of the Chief Counsel



Fourteen years ago Tanya bought 100 shares of Dell stock in her minor child's name to start a college fund. Tanya works for the Chief Information Officer and in the next two weeks she expects to review bids for providing the Exploration Systems Directorate with wireless voice activated workstations. Dell is a bidder to supply the workstations, each of which would cost \$4,000 to \$6,000. She may:



KSC Office of the Chief Counsel



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1. Sell the Dell stock.
2. Participate in the review process if, before doing so, she discloses her financial interest in Dell to her supervisor/Ethics Official and follows the advice she receives.
3. Continue to do the job without further concern since this stock is in her minor child's name.
4. Let her co-workers review the bids and not say anything. Nobody will know her child has the stock.



KSC Office of the Chief Counsel



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KSC Office of the Chief Counsel



Michael is a Senior Executive Service employee in the Office of the Administrator at Headquarters. One of his job duties is to evaluate and recommend financial software to the Administrator so that the Leadership can view all the budgets and expenditures from a central location. He works part-time for a software company that could fulfill the Agency's need. This company paid him to market the software to the Federal Government. Michael wants to recommend that NASA purchase the software. What is Michael's best option:



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- 1. Michael should recommend that NASA purchase the software and not worry about informing NASA of his interest in the company. After all, it is the only company that can get the job done.**
- 2. Michael should persuade NASA to purchase the software and then ask his company for a bonus for landing a great contract.**
- 3. Michael should report the outside activity to NASA and recommend that NASA purchase the software.**
- 4. Michael should inform NASA of his interest in the company and recuse himself from evaluating software in this procurement or any other involving his part-time employer.**

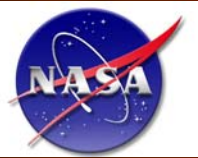


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- 1. Michael should recommend that NASA purchase the software and not worry about informing NASA of his interest in the company. After all, it is the only company that can get the job done.**
- 2. Michael should persuade NASA to purchase the software and then ask his company for a bonus for landing a great contract.**
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KSC Office of the Chief Counsel



United States v. Michael J. Peters (2007 OGE Lexis 22, 29)

- According to the Statement of Offense signed by the defendant, from April 2002 to August 2003, Michael J. Peters (Peters) worked as a Senior Analyst in the Office of the Administrator for NASA, located at 300 E Street, SW, Washington, D.C. Peters' job at NASA was to evaluate and recommend financial software so that NASA's senior leadership could access the various NASA centers' budgets and expenditures from a central location. Peters recommended that NASA purchase a software product from a company known as Open System Sciences (OSS). At the same time, OSS was paying Peters, through intermediaries, \$25,500 to develop and market the OSS software product. In addition, Peters intentionally omitted information about OSS's payments to him and disguised the payments on his Public Financial Disclosure Report which he submitted to NASA. Peters also was required to file a Questionnaire for National Security Position, which requires the federal employee to list all employment activities, including part-time work. Peters failed to list OSS or the intermediary anywhere on this form.



KSC Office of the Chief Counsel



- United States v. Michael J. Peters
 - Michael appeared before a Federal Grand Jury in October 2006. He was indicted on three counts:
 - Conspiracy to accept gratuities, a violation of 18 U.S.C. 371 and 201 (c)(1)(B);
 - Making false statements, a violation of 18 U.S.C. 1001(a)(2); and
 - Engaging in acts affecting a financial interest, a violation of 18 U.S.C. 208(a).
 - In November 2006 Peters pleaded guilty to all the charges.
 - In March 2007 he was sentenced to two years probation, a fine of \$25,500, and 500 hours of community service. (He also lost his job with NASA and is prohibited from working for the Federal Government.)

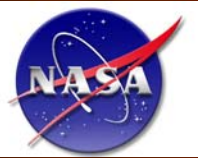


KSC Office of the Chief Counsel



SEEKING OTHER EMPLOYMENT

- **General Rule on Seeking Other Employment**
 - Federal employees are prohibited from participation in any particular matter that will have a direct and predictable effect on the financial interests of a person with whom they are seeking employment or have an arrangement concerning prospective employment
 - **SO**, if you are considering employment with a person or organization that has financial interests that may be affected by the way you perform your job, you may need to stop working on matters that could affect that person or organization



KSC Office of the Chief Counsel



SEEKING OTHER EMPLOYMENT

- **Actions to Take to Avoid Ethical Violations when Seeking Other Employment:**
 - Talk to your supervisor and your ethics official. The Chief Counsel's Office will advise you on whether it is necessary to cease your participation on matters that could affect your prospective employer.
 - **Do not** wait until after you receive an offer. Talk to your supervisor and the Chief Counsel's Office **before** you begin your job search or immediately after someone approaches you about a job. Involvement in even preliminary employment negotiations while still working on matters affecting a prospective employer can subject you to **criminal** penalties.
 - Remember, if you receive an overture regarding possible employment, you are considered to be seeking employment unless you absolutely and unequivocally reject the overture.



KSC Office of the Chief Counsel



Juanita, a nonsupervisory NASA propulsion engineer, is working on a test project. A New Orleans engineering firm has responsibility for part of the work. The New Orleans firm's project manager tells Juanita that a major position with the firm is opening in four months. The manager informs Juanita what the salary would be and tells her the job is hers if she wants it. If Juanita wants the job, she may:



KSC Office of the Chief Counsel



Juanita, a nonsupervisory NASA propulsion engineer, is working on a test project. A New Orleans engineering firm has responsibility for part of the work. The New Orleans firm's project manager tells Juanita that a major position with the firm is opening in four months. The manager tells Juanita what the salary would be and tells her the job is hers if she wants it. If Juanita wants the job, she may:

- 1. Tell the project manager that she can't talk about it until this project with their company is over but she would be interested then. Continue to work on the project.**
- 2. Accept the job offer and begin making plans to change jobs without letting anyone at NASA know. She needs the higher salary and she will be with NASA long enough to finish the project.**
- 3. Express an interest in the position and immediately notify her supervisor that she has to stop working on the project. Consult with her supervisor and Ethics Official. Then accept the job if she is interested and follow the Ethics Official's advice regarding her post-employment activities.**
- 4. Discuss the job with the New Orleans company only after she has resigned from her job with NASA.**



KSC Office of the Chief Counsel



Juanita, a nonsupervisory NASA propulsion engineer is working on a test project where a New Orleans engineering firm has responsibility for part of the work. The New Orleans firm's project manager tells Juanita that a major position is opening in four months, what the salary is, and that the job is hers if she wants it. If Juanita wants the job, she may:

1. **Tell the project manager that she can't talk about it until this project with their company is over but she would be interested then. Continue to work on the project.**
2. **Accept the job offer and begin making plans to change jobs without letting anyone at NASA know. She can use the extra money. She'll be with NASA long enough to finish the project.**
3. **Express an interest in the position and immediately notify her supervisor that she has to stop working on the project. Consult with her supervisor and Ethics Official. Then accept the job if she is interested and follow the Ethics Official's advice regarding her post-employment activities.**
4. **Discuss the job with the New Orleans company only after she has resigned from her job with NASA or completely recused herself from any work affecting the company.**



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IMPARTIALITY IN PERFORMING PUBLIC DUTIES

● General Rules on Loss of Impartiality

- Situations that raise concerns of an appearance of impropriety occur when you are called upon to participate as a Federal employee in a particular matter involving specific parties and you know that—
 - The matter is likely to affect the financial interests of a member of your household; or
 - One or more of the parties to the matter is or is represented by—
 - A person or organization with whom you have or seek a business relationship that involves something more than a routine consumer purchase;
 - A person who is a member of your household, or who is a relative with whom you have a close personal relationship;
 - A person or organization for whom your spouse, parent or dependent child is, to your knowledge, serving or seeking to serve as an officer, director, trustee, general partner, agent, attorney, consultant, contractor or employee;
 - Any person or organization for whom you have, within the last year, served as officer, director, trustee, general partner, agent, attorney, consultant, contractor or employee; or
 - An organization, other than certain political organizations, in which you are an active participant.



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IMPARTIALITY IN PERFORMING PUBLIC DUTIES

- **Actions to Take To Avoid an Appearance of Loss of Impartiality**
 - Ask yourself whether a reasonable person with knowledge of the relevant facts would question your impartiality if you participated in the matter.
 - Talk to your supervisor and the Chief Counsel's Office. They can help you decide whether an issue exists and will guide you through the steps necessary to resolve any perceived problem.
 - The general rule is that if your participation is going to "raise eyebrows," you will need to stop working on the matter unless your agency specifically authorizes you to participate.



KSC Office of the Chief Counsel



Chantal is an employee of the Goddard Office of University Programs. As part of her official duties, Chantal participates in grant reviews and approvals. Chantal's husband is an Associate Professor at the University of Maryland (UM). The UM Science Department has submitted a grant application and proposal for a "telepresence" system for virtually "transporting" students and faculty. Chantal may:



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1. Ignore the fact that the grant applicant employs her husband and continue with her duties on the review panel. After all, she can remain objective.
2. Continue with her duties on the review panel, but consult with her agency ethics designee before participating in the review of the grant application submitted by her husband's employer.
3. Continue with her duties on the review panel, but disqualify herself from reviewing the UM application and proposal.
4. Not perform any duties on the review panel until UM's grant application has been reviewed and a decision made.



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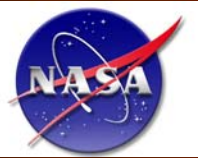
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KSC Office of the Chief Counsel



Rick is a training coordinator for the Shuttle Processing Directorate. Part of Rick's job is to evaluate bids from vendors to conduct engineering courses for NASA. One of the bidders is Brevard Community College where Rick worked 10 months ago. Rick should:

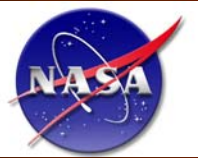


KSC Office of the Chief Counsel



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1. Disregard his relationship with Brevard Community College and continue evaluating bids as usual.
2. Consult with his Ethics Official/agency ethics designee and follow the Ethics Official/agency ethics designee's instructions.
3. Continue evaluating bids as usual but let his supervisor know that he used to work for one of the bidders.
4. Disqualify himself from participating in this project.

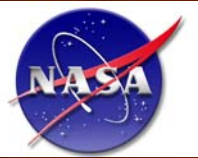


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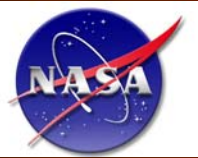


KSC Office of the Chief Counsel



Hatch Act Guidelines

- The Hatch Act restricts the political activity of executive branch employees of the federal government. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and DC employees (5 U.S.C. §§ 7321-7326).
- Under the amendments, most federal and DC employees are now permitted to take an active part in political management and political campaigns. A small group of federal employees are subject to greater restrictions and continue to be prohibited from engaging in partisan political management and partisan political campaigns.



KSC Office of the Chief Counsel



Hatch Act Guidelines

- **A Federal General Schedule and Non-Career Employee MAY:**
 - Assist in voter registration drives
 - Express personal opinions about candidates and issues
 - Contribute money to political organizations
 - Attend political rallies, fundraisers, meetings and conventions
 - Join political parties and clubs
 - Initiate, circulate, and sign nominating petitions
 - Campaign for or against candidates, questions, amendments, ordinances, etc.
 - Make campaign speeches and distribute campaign literature
 - Participate in nonpartisan activities
 - Display bumper stickers or magnets on privately owned vehicles



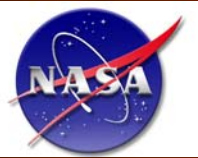
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Hatch Act Guidelines

A Federal General Schedule and Non-Career Employee MAY
NOT:

- Use official title, authority, position or influence to interfere with an election or in connection with political fundraising activities
- Collect contributions for, or sell tickets to, political fundraising functions
- Solicit, collect, or receive political contributions
- Knowingly solicit or discourage political activity of someone who has business before the agency
- Be a candidate for office in a partisan election
- Engage in political activity while on duty, while wearing an official uniform or insignia, or while using a Government vehicle (includes wearing your badge to an activity or wearing a NASA pin or logo to an activity)
- Display political buttons, posters, or other paraphernalia in the workplace
- Use a Government e-mail account to send political activity information
- Place bumper stickers on Government Vehicles



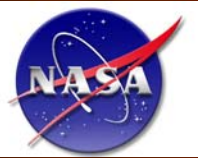
KSC Office of the Chief Counsel



Hatch Act Guidelines

Career SES Employees MAY:

- Join political clubs or parties
- Contribute money to political organizations
- Express opinions about candidates and issues
- Sign nominating petitions
- Attend political rallies, fundraising functions and conventions
- Participate in nonpartisan activities
- Display bumper stickers or magnets on privately owned vehicles parked in KSC parking lots (as long as the message is the employee's personal opinion)
- Campaign for or against referendum questions, Constitutional amendments and municipal ordinances



KSC Office of the Chief Counsel



MISUSE OF POSITION

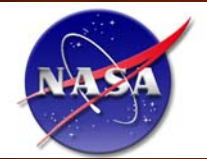
- Employees may not use their public offices for private gain, either their own gain or the gain of others.
- Employees may not use or allow the use of nonpublic information to further their own private interests or the private interests of others.
- Employees must use official time in an honest effort to perform official duties and may not ask or direct subordinates to perform activities other than those required in the performance of official duties.
- Employees have a duty to protect and conserve Government property (including equipment and facilities) and may not use Government property, or allow its use, for other than authorized purposes.



KSC Office of the Chief Counsel



Tyrone, a NASA software engineer at MSFC moonlights as a computer consultant. He consults for small businesses and is careful to avoid doing business with a NASA contractor or anyone that has (or could have) an official business relationship with NASA. He doesn't advertise in Decatur where he lives; however, word has gotten out that he works at NASA and sometimes (despite his efforts to prevent it), clients call him at his NASA desk during work hours. Also, sometimes Tyrone comes in before work hours and uses the office copier for a few items for his private business. Once, he borrowed the office laptop and used it at home for his private business. Tyrone has decided to seek advice about the rules. What advice will he receive?:



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1. Do not use the office copier and laptop for anything other than official NASA business; however, it is okay to conduct a limited amount of private business on the telephone during working hours.
2. Avoid personal use of office equipment (including the telephone) to conduct a private business.
3. Continue limited "de minimis" use of the office equipment on his own time (during lunch, or before or after work), but scrupulously avoid use of the telephone during working hours to conduct a private business.
4. Continue to use office equipment and receive private business calls. NASA recognizes when it grants administrative approval to engage in a private business that there may be a limited use of Government equipment to conduct a private business.



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1. Do not use the office copier and laptop for anything other than official NASA business; however, it is okay to conduct a limited amount of private business on the telephone during working hours.
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KSC Office of the Chief Counsel



OUTSIDE ACTIVITIES

- Most employees may engage in outside activities, whether for compensation or not. However, there are some restrictions of which employees should be aware.
- **Outside Employment**
 - NASA regulations prohibit NASA employees from engaging in outside employment with a NASA contractor, subcontractor, or grantee, or party to a NASA agreement, if the employment is in connection with work performed under that NASA contract, grant, or agreement.
- **Improper Representation**
 - Federal employees, whether compensated or not, may not provide representational services, or be an agent, for another party in a matter in which the United States is a party or has an interest.
- **Teaching, Speaking and Writing**
 - Federal employees may not receive compensation from any source other than the Government for teaching, speaking, or writing that relates to his/her official duties.



KSC Office of the Chief Counsel



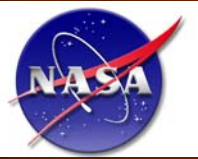
OUTSIDE ACTIVITIES

● Membership in Outside Organizations

- Employees may not engage in outside activities if the rules dealing with conflicting financial interests or the appearance of a loss of impartiality would require their disqualification from matters so central or critical to the performance of their official duties that their ability to perform the duties of their position would be materially impaired.

● Other Restrictions on Outside Activities

- There are also restrictions on fundraising activities, political activities, and activities involving provision of services as an expert witness. In addition, Federal employees are prohibited, with some limitations, from receiving anything other than their Federal salary as compensation for services as a Government employee. **It is important that you consult with your agency ethics official before engaging in outside activities.**



KSC Office of the Chief Counsel



OUTSIDE ACTIVITIES

- NASA requires that you obtain approval before engaging in the following outside activities:
 - Teaching, speaking, writing, or editing (unless it pertains to your private interests, such as a hobby, cultural activity, or non-work related professional pursuit)
 - The practice of a profession or professional consulting services
 - The management or conduct of a business in which you or your spouse have an ownership interest
 - Holding a State or local public office, whether by election or appointment
 - Employment with a NASA contractor, subcontractor, or grantee
 - Employment with a party to a Space Act agreement, Commercial Launch Act agreement, or other NASA agreement
 - Serving as an officer, trustee, or member of a board, directorate, or other such body of a for profit organization or for a non-profit organization that is a prohibited source
 - Employment that involves the practice of a NASA-owned invention.

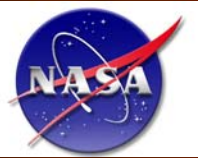


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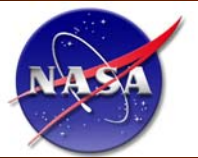
To request to engage in an Outside Activity, submit KSC Form 2-244NS to your supervisor and then to the Office of the Chief Counsel.



KSC Office of the Chief Counsel



Laura is a NASA scientist who has been asked to serve on the National Space Science Foundation Grant Board at MIT. The Board reviews proposals and makes decisions on how to allocate university grant funds. The Board only meets twice a year. Other very distinguished scientists in her field will serve on the Board. Can Laura serve on the Board?



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- 1. Laura should jump at the chance to promote a NASA point of view as a NASA employee and advance the Agency's agenda in academia.**
- 2. Laura could consider doing this in her personal capacity provided she obtains prior approval to engage in this outside activity.**
- 3. Laura can serve in her official capacity but she must refrain from taking any action on any grant involving NASA.**
- 4. Laura probably cannot do this in her official capacity as a NASA employee because she would have to make financial decisions for the Board while wearing a NASA hat.**



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KSC Office of the Chief Counsel



Congratulations!

***You have successfully completed your
New Entrant Ethics Briefing!***

Name and Date

**Please print, sign and date this page and return* it
to the Chief Counsel's Office.**

*You may return the signed, dated acknowledgment page to the KSC Office of the Chief Council in person at HQ Room 2408, via mail at Mail Code CC-A, via fax at (321) 867-1817, or as a PDF file via e-mail to KSC-Ethics-Advisor@mail.nasa.gov .