

From: DOECAST

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To: ORO Federal Employees; OSTI Data Control; PNSO Federal Employees; TJSO Distribution List

Subject: Memorandum for All Department of Energy Employees: Restrictions on Political Activities

**MEMORANDUM FOR ALL DEPARTMENT OF ENERGY
EMPLOYEES**

**FROM: SUSAN F. BEARD
DESIGNATED AGENCY ETHICS OFFICIAL**

SUBJECT: Restrictions on Political Activities

The Hatch Act restricts the political activities of Executive Branch employees, and the Office of the General Counsel routinely distributes periodic advice about these restrictions. This memorandum addresses frequently asked questions concerning political activity restrictions. The penalty for violation of Hatch Act restrictions, which are generally described below, can include loss of Federal employment.

Please remember that DOE employees should not provide any non-public information to any person or entity outside the Department without authorization. This restriction applies to all campaign organizations and political parties.

QUESTION: What types of activities are generally prohibited by the Hatch Act?

ANSWER: You and every other DOE employee is prohibited from:

- **Using your official authority for the purpose of interfering with or affecting the result of an election;**
- **Coercing an employee to engage in any political activity, including voting or not voting;**
- **Seeking to influence, encourage, or discourage the political activity of any person doing business with or affected by the policies of the Department;**
- **Using your official title while engaging in an otherwise permissible political activity;**

- **Soliciting or accepting financial contributions for a political campaign or party (with one limited exception described below); and**
- **Being a partisan candidate for public office (There is a limited exception allowing some employees to run as independent candidates in certain partisan elections. Please seek advice from your ethics counselor if you want more information about this exception).**
- **Using your official e-mail for political purposes.**

QUESTION: What types of activities are included in the prohibition on soliciting contributions for partisan campaigns?

ANSWER: Every employee is subject to this prohibition. Prohibited activities include:

- **Requesting or accepting financial contributions for a partisan political party, candidate or campaign;**
- **Selling tickets to a fundraising activity of a partisan political party, candidate or campaign;**
- **Allowing your name to appear on an invitation to a fundraiser as a sponsor, host, or a point of contact;**
- **Hosting a fundraiser at your home (however, your spouse may host such a fundraiser, if he or she is not subject to these restrictions);**
- **Allowing your official title to be used in connection with a fundraising activity; and**
- **Soliciting, accepting, or receiving uncompensated volunteer services from a subordinate.**

There is one exception to the general prohibition on soliciting political contributions for partisan campaigns. You may (unless you are a career member of the Senior Executive Service, a member of a Board of Contract Appeals, or an Administrative Law Judge) solicit financial contributions for a political purpose if both you and the person you are soliciting are members of the same Federal labor organization or Federal employee organization, the contribution is for the political committee of the labor or employee organization of which you both are members, and the person being solicited is not your subordinate. All three of these conditions must exist.

In addition, you may (unless you are a career member of the Senior Executive Service, a member of a Board of Contract Appeals, or an Administrative Law Judge) actively participate in planning, organizing or conducting a fundraising activity of a candidate for partisan political office, a political party, or a partisan political group, provided that you do not solicit or accept contributions. For example, you may stuff envelopes for a partisan political candidate, campaign, or party, including literature that solicits a money contribution, provided that your name or signature does not appear on the solicitation material.

QUESTION: What types of activities are permitted by the Hatch Act?

ANSWER: You and every other DOE employee may:

- **Register and vote as you choose;**
- **Express opinions about candidates and issues;**
- **Contribute money to political organizations or candidates;**
- **Participate in nonpartisan voter registration drives;**
- **Attend political fundraising functions, rallies, and meetings;**
- **Sign political petitions;**
- **Campaign for or against an issue that is not specifically identified with a political party such as referendum questions, constitutional amendments, or municipal ordinances;**
- **Campaign for or against a candidate in a nonpartisan election;**
- **Serve as an election official whose duties are nonpartisan by law; and**
- **Be an independent candidate in a nonpartisan election for public office.**

However, all permissible political activities, including those listed above, are subject to four limitations, which prohibit Executive Branch employees from engaging in political activities:

- **While on duty,**

- While in any Federal office or workplace (a room or building in which any Federal employee discharges his duties);
- While using a Government vehicle, or
- While wearing an official uniform, badge, or insignia identifying DOE.

Only those employees who are appointed by the President by and with the advice and consent of the Senate (other than the Inspector General) are exempted from these four limitations.

QUESTION: May I volunteer to work for a candidate who is running in a partisan election?

ANSWER: Subject to the above four restrictions, you may (unless you are a career member of the Senior Executive Service, a member of a Board of Contract Appeals, or an Administrative Law Judge) actively participate in a partisan election, including participation in the following activities:

- Organizing or speaking at political rallies;
- Participating in partisan voter registration drives;
- Distributing campaign literature;
- Working on a phone bank, provided that financial contributions are not solicited;
- Transporting voters to the polls;
- Managing a campaign; and
- Supervising or organizing volunteers.

Again, only those employees who are appointed by the President by and with the advice and consent of the Senate (other than the Inspector General) may participate in political activities while on duty and may hold partisan political meetings or receptions (other than fundraisers) in their conference rooms during normal business hours. However, any refreshments served at such meetings or receptions must not be paid for with appropriated funds.

QUESTION: May I wear a partisan political button or have a partisan bumper sticker on my car?

ANSWER: Partisan political buttons and bumper stickers are treated differently under the regulations. Wearing partisan political buttons is considered participating in a partisan political activity and, thus, is subject to the four limitations (*i.e.*, may not be done while on duty, while in a Federal office or workplace, while using a Government vehicle, or while wearing an official uniform, badge or insignia identifying DOE). However, employees who are appointed by the President by and with the advice and consent of the Senate (other than the Inspector General) are exempted from these four limitations; but nonetheless, should not wear partisan political buttons while performing official duties for the Department.

Under no circumstances should a partisan bumper sticker be placed on a Government vehicle. All employees may have partisan bumper stickers on their own private vehicles while commuting, when the vehicle is parked in a Federal garage or parking space, and when the vehicle is being used on official business if such use is infrequent or occasional. However, partisan bumper stickers on a private vehicle must be covered while the vehicle is being used on official business (*i.e.*, travel for which the employee may be reimbursed) if such use is frequent or recurrent or while the vehicle is clearly identified as being on official business.

QUESTION: May I have partisan political material displayed in my Federal office?

ANSWER: No. You may not display in your office or while you are performing official duties pictures, signs, stickers, or badges associated with a current political campaign or candidate or a political party. You may, however, continue to display photographs of the current President or Vice President (other than those produced by his campaign or party) in such places and ways as they have traditionally been displayed. Also, you may display photographs of past presidents and vice presidents and other political memorabilia from past partisan political campaigns that have no effect on a current campaign.

QUESTION: May I serve as an election official?

ANSWER: In any election, including a partisan election, you may serve as an election judge, clerk, or other official if those duties are nonpartisan by law. You may (unless you are a career member of the Senior Executive Service, a member of a Board of Contract Appeals, or an Administrative Law Judge) serve as a representative of a political party or candidate at a polling place, including serving as a poll watcher, recorder, or challenger. In so serving, you remain subject to the four limitations described above, including the prohibition against wearing a DOE badge or insignia identifying you as a DOE employee.

QUESTION: How may I participate in the activities of a political party?

ANSWER: All employees may, of course, be a member of a political party (or other political group) and may attend its meetings, rallies, caucuses, or conventions, as an observer. Further, unless you are a career member of the Senior Executive Service, a member of a Board of Contract Appeals, or an Administrative Law Judge, you may also actively participate in the functions of a political party or other political group, including performing the following activities:

- **Serving as an officer of or a member of a local, State, or national committee of a political party or club;**
- **Organizing or reorganizing a political party or club;**
- **Serving as a delegate, alternate, or proxy to a state or national party convention; and**
- **Participating fully in and speaking before a nominating caucus, political convention, rally, or other gathering.**

However, you should keep in mind that these permitted activities are subject to the four limitations mentioned earlier and the prohibition against soliciting or accepting political contributions.

QUESTION: Where can I get information if I have any questions about restrictions on political activities?

ANSWER: Headquarters personnel may direct questions to the Office of the Assistant General Counsel for General Law (202-586-1522), StandardsofConduct@hq.doe.gov. Field personnel may address questions to their respective field counsel. For additional information on the Hatch Act, you may also visit the following Office of Special Counsel site: <http://www.osc.gov/hatchact.htm>.

Because the rules regarding official/political travel are complex, employees whose duties include scheduling, advancing, or accompanying a DOE official on official/political travel should contact ethics counsel for guidance whenever travel for a political purpose is contemplated.