



Standards of Ethical Conduct Briefing for Intergovernmental Personnel Act (IPA) Assignees

CDC Ethics and Compliance Activity

February 2022

Message from the HHS Secretary

A strong ethical culture ensures that we will put the public **first, support the public equally and fairly, avoid conflicts of interest between our personal interests and the public's interests, conduct the public's business honestly and** with integrity, and act in a manner that is transparent and accountable. The American people deserve nothing less than our full commitment to these bedrock principles, and I encourage you to make ethics a priority as you discharge your important duties.

Xavier Becerra
Secretary
U.S. Dept. of Health and Human Services
May 21, 2021



Purpose

To ensure CDC IPA Assignees are aware, and acknowledge understanding, of federal ethics guidelines and expectations while working with the Federal government.

Topics

- Introduction to CDC Ethics Program
- Requirements for IPA Assignees (Before Onboarding)
- Standards of Conduct Regulations Overview
- HHS Residual Standards of Conduct
- Federal Government Ethics Resources
- Required Action (for IPA Assignees)
- Standards of Conduct Acknowledgement
- Ethics Contact Information

CDC Ethics Program

- Administers the agency-wide ethics program and implement agency-wide policies on ethics matters
- Provides advice and training directly to employees regarding the rules that govern their conduct as a government employees, including the Standards of Ethical Conduct for Employees in the Executive Branch, HHS's Supplemental Standards of Ethical Conduct, and the Federal criminal conflict of interest laws
- Serves as the agency liaison with Office of Government Ethics and the Department of Health and Human Services (HHS) on ethics matters

Why Ethics Matters

- Assure the public that basic standards are met
- Maintain a high opinion of government from public's view
- Avoid criminal or disciplinary penalties

Requirements for IPA Assignees

1 - Standards of Conduct Acknowledgement:

- Review the Standards of Conduct information provided in this document.
- Complete and sign the Standards of Conduct Acknowledgement confirming your awareness of these expectations (page 20 of this document).
- Return the completed/signed Acknowledgement document **and** a recent copy of your CV/resume to your CDC POC.

2 - Financial Disclosure Report:

- Complete the [Confidential Financial Disclosure Report \(OGE Form 450\)](#) - summary report of your financial holdings and outside interests.
- Email the completed OGE 450 form directly to the CDC Ethics and Compliance Activity at ECA-IPA@cdc.gov, with “OGE 450 for IPA Review” in the subject line.

Standards of Conduct and Conflict-of-Interest Provisions

- A non-Federal employee on assignment to a Federal agency, whether by appointment or on detail, is subject to a number of provisions of law governing the ethical and other conduct of Federal employees.
- Additionally, non-Federal employees are also subject to the Ethics in Government Act of 1978 (5 CFR part 735), which regulates employee responsibilities and conduct; as well as agency standards of conduct regulations.
- The Intergovernmental Personnel Act does not exempt a Federal employee, whether on detail or on leave without pay, from Federal conflict-of-interest statutes when assigned to a non-Federal organization.

Standards of Conduct Regulations

Title 5 Code of Federal Regulations (CFR):

- Gifts From Outside Sources (§§ 2635.201 - 206)
- Gifts Between Employees (§§ 2635.301 - 304)
- Conflicting Financial Interests (§§ 2635.401 - 403)
- Impartiality in Performing Official Duties (§§ 2635.501 - 503)
- Seeking Other Employment (§§ 2635.601 - 607)
- Misuse of Position (§§ 2635.701 - 705)
- Outside Activities (§§ 2635.801 - 809) (selected individuals only)

Standards of Conduct Regulations

Gifts from Outside Sources - (§§ 2635.201 - 206)

- Prohibits employees from soliciting or accepting gifts from prohibited sources or gifts given because of their official position.
- The term "prohibited source" includes anyone seeking business with, or official action by, an employee's agency and anyone substantially affected by the performance of the employee's duties.

Example: A company bidding for an agency contract or a person seeking an agency grant would be a prohibited source of gifts to employees of that agency.

Note: The term "gift" is defined to include items/goods or services with market/monetary value.

Standards of Conduct Regulations

Gifts Between Employees (§§ 2635.301 - 304)

Prohibits employees from giving a gift to, or soliciting a gift from, another employee who is an official superior. Also prohibits employees from accepting a gift from a lower-paid employee.

Standards of Conduct Regulations

Conflicting Financial Interests (§§ 2635.401 - 403)

Prohibits an employee from participating in an official government capacity in a matter in which he has a financial interest or in which his spouse, minor child, employer, or others in which there is a non-governmental relationship.

NOTE: If a conflict is identified, CDC will work with you to mitigate any potential impacts.

Standards of Conduct Regulations

Impartiality in Performing Official Duties (§§ 2635.501 - 503)

Provides that employees should obtain specific authorization before participating in certain Government matters where their impartiality is likely to be questioned, such as matters:

- Involving specific parties, such as contracts, grants, or investigations, that are likely to affect the financial interests of members of employees' households; or
- In which persons with whom employees have specific relationships are parties or represent parties.

NOTE: If a conflict is identified, CDC will work with you to mitigate any potential impacts.

Standards of Conduct Regulations

Seeking Other Employment (§§ 2635.601 - 607)

Prohibits employees from participating in their official capacity in particular matters that have a direct and predictable effect on the financial interests of persons with whom they are "seeking employment" or with whom they have an arrangement concerning future employment.

Note: This provision applies to select personnel.

Standards of Conduct Regulations

Misuse of Position (§§ 2635.701 - 705)

Prohibits an employee from using or permitting the use of his Government position or title or any authority associated with his public office in a manner that could reasonably be construed to imply that CDC, or the Government, sanctions or endorses his personal activities or those of another.

Standards of Conduct Regulations

Outside Activities (§§ 2635.801 - 809)

- Prohibits employees from against engaging in outside activities that conflict with the employee's official duties
- Authority by which agencies may require employees to obtain approval before engaging in outside activities
- Prohibits employees from serving as an expert witness, other than on behalf of the United States, in certain proceedings in which the United States is a party or has a direct and substantial interest
- Prohibits employees from receiving compensation for teaching, speaking, or writing related to their official duties

Note: This provision applies to select personnel.

Other HHS Residual Standards of Conduct Resources

- [§ 73.735-301 -- Courtesy and consideration for others](#)
- [§ 73.735-302 -- Support of department programs](#)
- [§ 73.735-305 -- Conduct in Federal buildings](#)
- [§ 73.735-306 -- Sexual harassment](#)
- [§ 73.735-508\(e\) -- Government decisions Outside Official channels](#)
- [§ 73.735-805 -- Advice and guidance on conflicts matters](#)
- [Subpart F -- Political Activity and USPHS Officers – \(§§ 73.735-601 -- §73.735-603\)](#)
- [Subpart L -- Disciplinary Action \(§ 73.735-1201\)](#)
- [Subpart M -- Reporting Violations \(§§ 73.735-1301 -- 73.735-1304\)](#)
- [Appendix A to Part 73 -- List of Some Offenses for Which Disciplinary Action May be Taken](#)

Ethics Resources

- [14 General Principles of Ethical Conduct](#)
- [Standards of Ethical Conduct](#)
- [CDC Ethics Website](#)
- [HHS Ethics Website](#)
- [U.S. Office of Government Ethics \(OGE\)](#)
- [U.S. Office of Special Counsel \(OSC\)](#)

Required Actions for IPA Assignees

1 - Standards of Conduct Acknowledgement:

- Complete and sign the Standards of Conduct Acknowledgement confirming your awareness of these expectations (**next page**).
- Return the completed/signed Acknowledgement page only **and** a recent copy of your CV/resume to your CDC POC.

2 - Financial Disclosure Report:

- Complete the [Confidential Financial Disclosure Report \(OGE Form 450\)](#), summary report of your financial holdings and outside interests, as soon as possible before your tentative start date.
- Email the completed OGE 450 form directly to the CDC Ethics and Compliance Activity at ECA-IPA@cdc.gov, with “OGE 450 for IPA Review” in the subject line.

Standards of Conduct Acknowledgement

The undersigned certifies that he/she has read the Standards of Ethical Conduct for Executive Branch Employees and understand their obligation as an IPA Assignee.

IPA Assignee's Name: _____

Assigned CDC Center/Program: _____

IPA Assignee's Signature: _____ Date: _____

Note: The IPA Assignee must complete, sign, and date this page and send it to the CDC point of contact for submission with their IPA packet, as soon as possible before the tentative start date.

Contact Us

If you have any questions or need assistance related to this information, you may contact the Ethics and Compliance Activity directly via phone or email.

Monday through Friday, 7:30 am to 4:00 pm (ET)

Email: ECA-IPA@cdc.gov

Phone: 770-488-8970

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

