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ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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MEMORANDUM TO ALL HOUSE MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Ethics
K. Michael Conaway, Chairman **KMC**
Linda T. Sánchez, Ranking Member **ATS**

SUBJECT: Ethics Guidance Related to Sequestration

With significant public discussion of government offices finding unusual ways to address pending budget cuts, the Committee wishes to remind all offices that the ethics rules, laws, and standards of conduct remain in effect and may be relevant as you consider various methods of savings. For instance, some offices may wish to use campaign funds for certain official expenses, such as constituent mail. While there are permissible uses of campaign funds to support official activities, House Rule 24 does not permit offices to use campaign funds for communications purposes, such as constituent mail or official newsletters or other frankable items, or for compensation for services, furniture, or equipment. For a more complete discussion of how campaign funds may be used to support the official duties of a Member of Congress, please see the *2008 House Ethics Manual (Ethics Manual)* at pages 173 to 179. The full text of the Ethics Manual is available on the Committee Web site at <http://ethics.house.gov>.

In addition, there are significant limitations on the use of volunteer services in place of paid services, and a prohibition on staff performing work while they are not on paid status. For further discussion, please see pages 10 to 11 of the *Member's Congressional Handbook* and the *Guidance on Automatic Sequestration* issued by the Committee on House Administration. Also, please see the discussion on interns and volunteers at pages 286 to 290 of the *Ethics Manual*.

Finally, any House staff who wishes to undertake non-congressional employment while on furlough are reminded that they remain House employees and, therefore, all rules regarding outside employment remain in effect. Such rules include the outside earned income limit for senior staff, the prohibition on performing outside work in House office space or using House resources, and the prohibition on performing work that overlaps or conflicts with one's House duties.

While questions regarding pay status and employment procedures should be addressed to the Committee on House Administration or the office of Chief Administrative Officer, as appropriate, the Committee is available to assist offices in considered the implications of the ethics rules, laws or standards of conduct on your efforts to address the financial needs of your office. Please direct any such questions to the Committee's Advice and Education staff at (202) 225-7103.