

APPENDIX II



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

January 13, 2023

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Ethics
Michael Guest, Acting Chairman
Susan Wild, Ranking Member

SUBJECT: Two Upcoming Live, In-Person Ethics Training Sessions for 2023

This memorandum is a reminder to all offices about annual ethics training requirements for 2023 and provides information about an upcoming live ethics training session. The Committee on Ethics is required to provide annual ethics training to each Member, Delegate, Resident Commissioner, officer, and employee of the House.¹ The training requirement may be satisfied by attending a live training session, completing an on-demand training session through the Congressional Staff Academy, or by completing the Member Annual Ethics Training. By January 31 of each year, all House Members and employees must certify to the Committee that they have completed ethics training during the preceding calendar year.² Employees who fully completed one of the on-demand training options available through the Congressional Staff Academy or attend a live training session will have made their necessary certification to the Committee.

The Committee is pleased to announce two upcoming dates for **live, in-person** training that will satisfy the ethics training requirement for new employees and existing employees for 2023. If you would like to attend, we recommend pre-registration as seating is limited. You may pre-register by clicking on the link provided in the “Location” section.

¹ House Rule 11, clause 3(a)(6)(A). The Committee defines an “officer or employee” as an individual appointed to a position of employment in the U.S. House of Representatives by an authorized employing authority who is receiving a salary disbursed by the Chief Administrative Officer or is on a leave without pay or furlough status. This definition includes fellows and interns paid by the House. For all purposes in this memorandum, “Member” is defined to include any current Member, Delegate, or Resident Commissioner of the House of Representatives.

² House Rule 11, clause 3(a)(6)(B)(ii).

UPCOMING LIVE TRAINING SESSIONS

2023 House Ethics Training		
Date	Time	Location
Tuesday, January 24	10:00am-11:00am EDT	<u>Rayburn 2168, Gold Room</u>
Friday, February 24	10:00am-11:00am EDT	<u>Rayburn 2168, Gold Room</u>

If you have any questions regarding ethics training requirements, please feel free to contact the Committee's Office of Advice and Education at ethics.training@mail.house.gov.



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

January 30, 2023

MEMORANDUM TO ALL HOUSE MEMBERS, OFFICERS, AND EMPLOYEES

FROM: **Committee on Ethics**
Michael Guest, Chairman
Susan Wild, Ranking Member

SUBJECT: **Launch of PTR Due Date Calculator and STOCK Act Reminder**

This memorandum introduces a new feature that helps filers calculate the due date for reportable transactions on Periodic Transaction Reports (PTRs) and reminds all House Members, officers, and employees of the PTR requirement.¹

LAUNCH OF PTR DUE DATE CALCULATOR

The Committee launched a PTR due date calculator on the Committee's website at <https://ethics.house.gov/financial-disclosure/ptr-calculator> to assist in timely transaction reporting on PTRs. When you enter the date of the transaction and the date of notification, the due date is automatically calculated for you. Committee staff can help with due dates and questions that filers have regarding the timely and accurate reporting of transactions, including potential late fees.

WHEN TO FILE PTRs

All House Members, officers, and employees paid at the senior staff rate² must disclose transactions over \$1,000³ for certain securities on a PTR. **A PTR must be filed by the earlier of these two dates: (a) 30 days from being made aware of the transaction or (b) 45 days from the transaction.** In other words, periodic transaction reporting is subject to two different deadlines depending on when or if you receive notification.

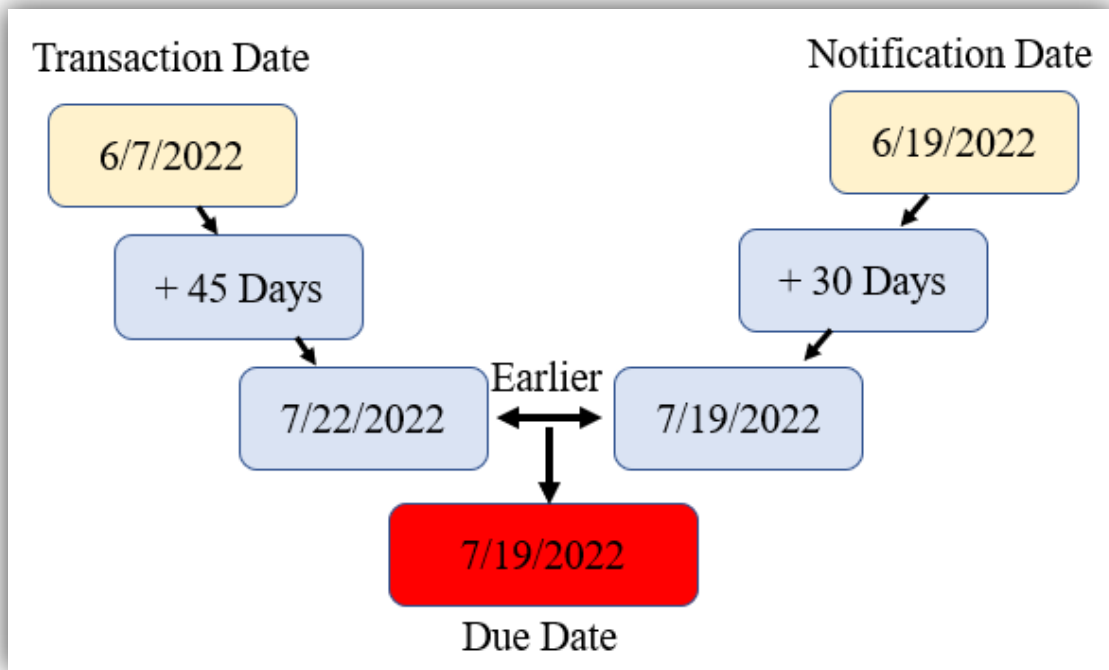
¹ Representative Louise McIntosh Slaughter Stop Trading on Congressional Knowledge Act (STOCK ACT), Pub. L. 112-105, as amended by Pub. L. 112-173, Pub. L. 112-178, and Pub. L. 113-7.

² House officers and employees whose "rate of basic pay is equal to or greater than 120 percent of the minimum rate of basic pay payable for GS-15 of the General Schedule" for at least 60 days at any time during a calendar year are considered to be paid at the senior staff rate. Ethics in Government Act (EIGA), 5 U.S.C. § 13101(13). The applicable 120% calculation for that rate is \$141,022 (or a monthly salary of more than \$11,752) for calendar year 2023. Principal assistants and shared employees not paid at who are not paid at the senior staff rate) are not required to file PTRs.

³ The \$1,000 threshold is based on the total dollar value of the transaction. It is not based on the loss or gain generated from the transaction.

If you personally conduct a transaction, you need to report it on a PTR within 30 days of the transaction. **Even if you did not conduct or direct a transaction, you may still be required to report it.** Transactions must be reported within 30 days of being made aware of the transaction, but no later than 45 days from the date of transaction. Therefore, if you do not receive regular notices of reportable transactions for you, your spouse, or dependent child, we suggest setting up a system where you receive regular notices or, at the very least, set a monthly calendar reminder to check for reportable transactions.

Example



HOW TO FILE PTRs

PTRs may be filed by 1) using the online filing system available at <https://fd.house.gov> or by 2) mailing in or hand delivering a pre-printed PTR form available at <https://ethics.house.gov/financial-disclosure/financial-disclosure-forms-and-filing> to The Clerk, U.S. House of Representatives, Legislative Resource Center (LRC), B-81 Cannon House Office Building, Washington, DC 20515-6612. Members must submit the original, signed form with 2 photocopies. Officers and employees must submit the original, signed form with 1 photocopy. These forms may not be filed by email, scan, or fax. The Committee strongly encourages all filers to use the online filing system for submission.

REPORTABLE TRANSACTIONS

Reportable transactions include purchases, sales, or exchanges by the filer, the filer’s spouse, and the filer’s dependent children. Filers must disclose transactions involving stocks, bonds, commodities futures, options, private equity, cryptocurrencies, and other securities on a PTR. However, PTRs are not required for widely held investment funds such as mutual funds, exchange-traded funds, and index funds.⁴ A PTR is not required if there is no reportable securities activity.

Transaction Type	Reportable on Form	
	PTR	Annual FD
Stocks	✓	✓
Bonds	✓	✓
Futures	✓	✓
Oil/gas mineral rights	✓	✓
Cryptocurrency	✓	✓
Government Securities	✓	✓
Exchange Traded Funds	✗	✓
Mutual Funds	✗	✓
Real Property (Investment)	✗	✓
Real Property (Primary Residence)	✗	✗
Personal Property	✗	✗
Banks Accounts	✗	✗
Certificates of Deposit	✗	✗
529 Prepaid Plans	✗	✗
401(k) Rollover	✗	✗
Thrift Savings Plan	✗	✗

LATE FEES AND OTHER PENALTIES

There are no extensions for PTRs. All late PTR filings are subject to a minimum fee of \$200, but multiple late PTR filings can result in fees of \$200 per late transaction. A PTR is late if submitted any time after the due date, but there is a 30-day grace period before late fees are imposed. Late filing fees should be mailed or hand-delivered to the LRC by check or money order made payable to the U.S. Treasury. Any PTR submitted more than 30 days after the due date without the required late filing fee shall be deemed procedurally deficient and not properly filed.

⁴ Although transactions in certain types of widely held investment funds (e.g., mutual funds, exchange-traded funds, index funds, bond funds, and similar assets) need not be reported on PTRs, they must be reported on the annual FD statement.

Please remember that each Member, officer, and employee is responsible for the timeliness, completeness and accuracy of the information contained in the individual's PTR, even if someone else prepared, or assisted in preparing, all or part of it. The Ethics in Government Act (EIGA) provides that the Attorney General may pursue either civil or criminal penalties against an individual who knowingly and willfully falsifies a statement or fails to file a statement required by the EIGA. The maximum civil penalty is \$71,316. The maximum criminal penalty is up to one year in prison and a fine of up to \$71,316.⁵

In addition, 18 U.S.C. § 1001, as amended by the False Statements Accountability Act of 1996, is applicable to PTRs. That criminal statute provides for a fine of up to \$250,000 and/or imprisonment for up to five years for knowingly and willfully making any materially false, fictitious, or fraudulent statement or representation, or falsifying, concealing, or covering up a material fact, in a filing under the EIGA.

TIPS FOR SUCCESS

- Review the Financial Disclosures Instructions on the Committee's website at <https://ethics.house.gov/financial-disclosure>.
- Consider setting up a monthly calendar reminder to check for reportable transactions.
- Check the PTR Due Date Calculator, located at <https://ethics.house.gov/financial-disclosure/ptr-calculator>, to ensure timely reporting of your Periodic Transaction Report.
- Consider using MRA funds to assist in the filing of your Periodic Transaction Reports.
- Consider requesting a prescreen from Committee staff of your Periodic Transaction Report prior to submission.
- File your Periodic Transaction Report using the electronic filing system at <https://fd.house.gov>.
- Contact Committee staff if you believe your PTR is late. A PTR is late if submitted any time after the due date, but there is a 30-day grace period before late fees are imposed.

If you have any questions regarding financial disclosure or wish to discuss any of the STOCK Act's requirements, please contact the Committee staff at (202) 225-7103 or financial.disclosure@mail.house.gov.

⁵ 2023 Civil Monetary Penalties Inflation Adjustments for Ethics in Government Act Violations, 88 Fed. Reg. 1139 (Jan. 9, 2023).



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

February 6, 2023

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Ethics
Michael Guest, Chairman
Susan Wild, Ranking Member

SUBJECT: The 2023 Outside Earned Income Limit and Salaries Triggering the Financial Disclosure Requirement and Post-Employment Restrictions Applicable to House Officers and Employees

All Members¹ of the House are subject to certain public disclosure requirements and employment restrictions both during and after their service in the House. Specifically:

1. Financial disclosure filing requirements, including both annual financial disclosure (FD) statements and Periodic Transaction Reports (PTRs);
2. Restrictions on outside employment;
3. Notification requirements for disclosure of negotiations for private employment and related recusals; and
4. Post-employment restrictions.

House employees may also be subject to these requirements and restrictions, depending on their salary level. This memorandum provides details on the current triggering salary figures for Calendar Year (CY) 2023 for each of the categories noted above and summarizes them in a table on page 6. It is each individual employee's responsibility to know whether their salary level subjects them to these standards of conduct and, if so, to comply with them. Please note that this memorandum is not a comprehensive list of every rule or standard of conduct that applies to House staff, but an overview of key standards that are triggered by salary level. Any Member, officer, or employee who has questions about these requirements and restrictions or about the various rules is encouraged to contact the Committee's Office of Advice and Education at extension 5-7103.

¹ This Memorandum uses the term "Member" to refer to House Members, Delegates, and the Resident Commissioner.

FINANCIAL DISCLOSURE

House officers and employees whose “rate of basic pay is equal to or greater than 120 percent of the minimum rate of basic pay payable for GS-15 of the General Schedule” for at least 60 days at any time during a calendar year are subject to financial disclosure filing requirements, provided that the officer or employee “performs the duties of his [or her] position or office for a period in excess of sixty days in that calendar year.”² The GS-15, step 1, basic pay rate for CY 2023 is \$117,518.³ The applicable 120% calculation for that rate is therefore **\$141,022**, or a monthly salary of equal to or more than \$11,752. This rate is referred to as the “senior staff rate.”

As a result, House officers and employees whose basic rate of pay is equal to or greater than the senior staff rate (\$141,022) for at least **60 days**⁴ during **2023** must file an FD statement on or before May 15, 2024.⁵ (Temporary increases in an employee’s basic rate of pay – such as to pay out a bonus – count toward this threshold, but “lump sum” payments do not.⁶) In addition, any new employee paid at or above the senior staff rate must file a “new employee” FD statement within 30 days of assuming employment with the House.⁷ A new employee may request an extension of the new employee FD filing deadline of up to 90 days, but the request must be received by the Committee on or before the original filing deadline.⁸ Finally, any staff who are paid at or above the senior staff rate on January 3, 2023 (or their first day of employment, if later in the year) must file reports (PTRs) on an ongoing basis throughout the year regarding certain financial transactions.⁹ PTRs are not annual filings, but must be filed by the earlier of these two dates: (a) 30 days from being made aware of the transaction, or (b) 45 days from the transaction

² Ethics in Government Act (EIGA) §§ 13101(13) and 13103(d), 5 U.S.C. §§ 13101(13) and 13103(d) (hereinafter all citations to the EIGA will be to the appropriate federal code citation). In addition, all House Members are subject to financial disclosure filing requirements. 5 U.S.C. §§ 13103(d) and (f).

³ Exec. Order No. 14090, 87 Fed. Reg. 79,985 (Dec. 23, 2022).

⁴ The House payroll department operates on a 30-day payroll cycle, meaning that each monthly pay period, regardless of its actual length, is counted as 30 days. Thus, a change to an employee’s base rate of pay in any two months during the calendar year (even non-consecutive months) may trigger the requirement to file an FD. This is true even if the pay change affects only part of a month.

⁵ 5 U.S.C. §§ 13103(d) and (f). With regard to House employees who are federal civil service or military annuitants, it is the view of the Ethics Committee that financial disclosure obligations do not apply to those whose combined House salary and annuity are at or above the threshold rate for the specified time period (*but see* note 26, below).

⁶ See Comm. on Ethics *House Ethics Manual 2022 Print* at 283-84, available at <https://ethics.house.gov/house-ethics-manual>; Comm. on Ethics, *Instruction Guide, Financial Disclosure Statements and Periodic Transaction Reports*, at p. 2 (Calendar Year 2021), available at <https://ethics.house.gov/financial-disclosure/financial-disclosure-forms-and-filing>.

⁷ See 5 U.S.C. § 13103(a). The only exception to this filing requirement is for new employees who assume employment with the House within 30 days of leaving a position with the federal government in which they filed a publicly-available FD statement. Individuals who are exempt from filing under these circumstances must notify the Clerk of the House of that fact in writing by letter or through the e-filing system for filing FD statements.

⁸ A request for an extension must be made using either a form available on the Committee’s website or through the electronic financial disclosure filing system at <https://fd.house.gov>.

⁹ 5 U.S.C. § 13105(l).

for purchases, sales, or exchanges of more than \$1,000 in stocks, bonds, and other securities.¹⁰ The Committee has a new tool to help filers calculate PTR due dates. That calculator is available at <https://ethics.house.gov/financial-disclosure/ptr-calculator>.

Please note that the requirement to file an FD statement covering calendar year 2022 applies to officers and employees whose basic rate of pay for at least 60 days in **2022** was **\$135,468** or more (a monthly salary at or above \$11,289). Annual FD statements covering CY 2022 are due on Monday, May 15, 2023, for those individuals who continue to be Members, officers, or employees of the House on that date.¹¹ A filer may request an extension of the annual FD filing deadline of up to 90 days, but the request must be received by the Committee on or before the original filing deadline.¹²

In addition, House Members, officers, and employees paid at or above the senior staff rate for 60 days or more in a calendar year who terminate their House employment during that calendar year are required to file an FD statement within 30 days of their termination.¹³ A filer may request an extension of the termination FD filing deadline of up to 90 days, but the request must be received by the Committee on or before the original filing deadline.¹⁴

THE OUTSIDE EARNED INCOME LIMIT AND OUTSIDE EMPLOYMENT RESTRICTIONS¹⁵

House officers and employees whose rate of basic pay is equal to or greater than the senior staff rate for **more than 90 days** are subject to limits on the amount of outside earned income¹⁶

¹⁰ For detail on the PTR requirement, see the Committee’s January 30, 2023 advisory memorandum “Launch of PTR Due Date Calculator and STOCK Act Reminder” and its August 17, 2012, advisory memorandum “Periodic Reporting of Personal Financial Transactions Pursuant to the STOCK Act, as amended,” which are available on the Committee’s website (<https://ethics.house.gov>), under the link for Reports/General Advisories. Note that the STOCK Act may require the filing of PTRs as often as once per month for Members and any staff who are paid at the senior staff rate on the first day of the 2023 pay cycle (January 3, 2023). Staff who are paid at or above the senior staff rate for more than 60 days later in 2023 – even if on a temporary basis – will also be subject to the PTR requirement for the remainder of the calendar year and will be required to file an annual FD in 2024.

¹¹ See *supra* note 5.

¹² See *supra* note 8.

¹³ See 5 U.S.C. § 13103(e). The only exception is for filers who, within 30 days of their termination from the House, accept a position with the federal government that requires the filing of a publicly-available FD statement. Departing employees who are exempt from filing under these circumstances must notify the Clerk of the House of that fact in writing, by sending a letter, completing a form available for that purpose, or filing a notice through the electronic financial disclosure filing system.

¹⁴ See *supra* note 8.

¹⁵ For detailed information concerning limitations and prohibitions for *uncompensated outside positions*, see the Committee’s December 11, 2019, advisory memorandum “Outside Position Regulations,” which is available on the Committee’s website (<https://ethics.house.gov>), under the link for Reports/General Advisories.

¹⁶ The term “outside earned income” means any “wages, salaries, fees, and other amounts received or to be received as compensation for personal services actually rendered” by a House Member, officer, or employee. House Rule 25, cl. 4(d)(1). It does not include, among other things, the individual’s salary from the House, nor does it include income for services rendered before the individual was employed by the House. *Id.* at cls. 4(d)(1)(A), (B).

attributable to each calendar year.¹⁷ As noted above, the senior staff rate for CY 2023 is **\$141,022**, or a monthly salary equal to or greater than \$11,752. The limit on outside earned income attributable to a calendar year is 15% of the rate of basic pay for Executive Schedule Level II in effect on January 1 of that year. As of January 1, 2023, the rate of basic pay for Executive Level II was \$212,100.¹⁸ Accordingly, the outside earned income limit for House Members, officers, and employees paid at or above the senior staff rate for CY 2023 is **\$31,815**.¹⁹

House Members, officers, and employees paid at or above the senior staff rate for more than 90 days are also subject to a number of specific limitations on the substantive types of outside employment for which they may receive compensation and must receive prior approval to receive certain types of compensation.²⁰ These include prohibitions on receiving any compensation for practicing a profession that involves a fiduciary relationship, receiving any compensation for affiliating with a firm that provides professional services involving a fiduciary relationship, or permitting such a firm to use one's name.²¹ Receipt of compensation for service as an officer or member of a board of directors is also prohibited.²² Prior written approval from the Committee on Ethics is required to accept compensation for teaching and to receive copyright royalties.²³ Detailed information regarding these limitations may be found on pages 213 to 238 of the *House Ethics Manual 2022 Print*, which is available on the Committee's website (<https://ethics.house.gov/house-ethics-manual>).

DISCLOSURE OF EMPLOYMENT NEGOTIATIONS AND RECUSALS

House Members, officers, and certain House employees must notify the Committee within three (3) business days after they commence any negotiation or agreement for future employment or compensation with a *private* entity.²⁴ House employees subject to this disclosure requirement are those employees who are paid greater than 75% of the basic rate of pay for Members (employees earning more than **\$130,500 or \$10,875 monthly**).²⁵ This amount is referred to as the post-employment rate.

¹⁷ 5 U.S.C. § 13143(a)(1); House Rule 25, cls. 1(a)(1) and 4(a)(1).

¹⁸ Exec. Order No. 14090, 87 Fed. Reg. 79,985 (Dec. 23, 2022) (setting Executive Schedule rates for the first pay period in 2023, which started on January 1, 2023).

¹⁹ This amount is proportionally reduced when an individual becomes a Member, officer, or senior employee during the calendar year. For example, an individual who is hired into a senior staff position on July 1 has an outside earned limit that is one-half of the full amount, or \$15,907.50. See 5 U.S.C. § 13143(a)(2); House Rule 25, cl. 1(b).

²⁰ See 5 U.S.C. § 13144(a); House Rule 25, cls. 1-4.

²¹ *Id.*

²² *Id.*

²³ *Id.*

²⁴ See House Rule 27, cl. 2; Representative Louise McIntosh Slaughter Stop Trading on Congressional Knowledge Act, Pub. L. No. 112-105 (Apr. 4, 2012) (hereinafter STOCK Act) § 17.

²⁵ See *id.*; see also Section 3 of the Consolidated Appropriations Act, 2023, Pub. L. No. 117-328 (Dec. 29, 2022) prohibiting a scheduled cost-of-living pay raise for Members for Fiscal Year 2023. As a result, Member pay remains at \$174,000.

In addition, House Members, officers, and employees paid more than the post-employment rate must recuse themselves from “any matter in which there is a conflict of interest or an appearance of a conflict” with the private entity with which they are negotiating or have an agreement for future employment or compensation, and they must notify the Ethics Committee in writing of such recusal.²⁶

Information on the disclosure and recusal requirements related to seeking private employment applicable to Members, officers, and employees paid at more than the post-employment rate is available in two Committee advisory memoranda, one for Members and officers and one for staff. Copies of both memoranda, which are dated December 15, 2022, are available on the Committee’s website (<https://ethics.house.gov>) under “Reports/General Advisories,” and forms for making the notifications regarding job negotiations or recusal are available under “Forms/Post-Employment.”

POST-EMPLOYMENT RESTRICTIONS

House Members, officers, and employees paid at or above the post-employment rate, are subject to post-employment restrictions.²⁷ In general, a former employee of a Member, committee, or leadership office is subject to the restrictions if, for at least **60 days** during the twelve month period preceding termination of House employment, the employee was paid at a rate equal to or greater than 75% of the basic rate of pay for Members at the time of termination. As noted above, the post-employment rate is \$130,500, or a monthly salary of \$10,875 or more.

Additionally, the triggering salary for employees of other House offices (such as the Chaplain, Chief Administrative Officer, Clerk, General Counsel, Historian, Inspector General, Law Revision Counsel, Legislative Counsel, Office of Congressional Ethics, Parliamentarian, and Sergeant at Arms) is Executive Schedule Level IV.²⁸ For 2023, that salary is **\$183,500**, or a monthly salary more than \$15,292.

Information on the post-employment restrictions applicable to Members, officers, and employees paid at or above the post-employment rate is available in the two Committee advisory memoranda referenced in the previous section.²⁹

²⁶ House Rule 27, cl. 4; STOCK Act § 17.

²⁷ 18 U.S.C. § 207. With regard to House employees who are federal civil service or military annuitants, it is the view of the Ethics Committee that the post-employment restrictions apply to those whose combined House salary and annuity were at or above the threshold rate for the specified time period (*but see* note 4, above).

²⁸ “[O]ther legislative offices” also includes employees of the Architect of the Capitol, United States Botanic Garden, Government Accountability Office, Government Publishing Office, Library of Congress, Congressional Budget Office, and Capitol Police. *See* 18 U.S.C. § 207(e)(9)(G).

²⁹ Most of the post-employment restrictions apply to employees paid at or above \$130,500. As discussed in the general advisory memorandum for former staff, however, one provision applies to all former House staff – regardless of rate of pay – and restricts use of confidential information obtained during personal and substantial participation in ongoing trade or treaty agreements.

CALENDAR YEAR 2023

Item	2023 Amount
Outside earned income & outside employment threshold - Outside employment fiduciary restrictions if paid at rate for more than <i>90 days</i> during 2023	\$141,022 (\$11,752/mo)
Outside earned income limit	\$31,815
Financial Disclosure/PTR threshold - Annual FD required in May 2024 if paid at rate for <i>60 days</i> or more in CY 2023 - PTRs required during CY 2023 if: <ul style="list-style-type: none"> - Paid at rate on first day of calendar year or first day of House employment (if later); <i>or</i> - Paid at rate for any two pay periods during CY 2023 (<i>e.g.</i>, if get bonus or pay raise during calendar year), subject to PTR requirement for remainder of year 	\$141,022 (\$11,752/mo)
Written disclosure of job negotiations and recusals required if paid <i>more than</i> the post-employment rate	\$130,500 (\$10,875/mo)
Post-Employment threshold for employees of Member, committee, or leadership offices	\$130,500 (\$10,875/mo)
Post-Employment threshold for employees of “other legislative offices”	\$183,500 (\$15,292/mo)

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

David P. Joyce, Ohio
John H. Rutherford, Florida
Andrew R. Garbarino, New York
Michelle Fischbach, Minnesota

Veronica Escobar, Texas
Mark DeSaulnier, California
Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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April 4, 2023

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: **Committee on Ethics**
Michael Guest, Chairman
Susan Wild, Ranking Member

SUBJECT: **Upcoming Financial Disclosure Clinics & Training**

The due date for annual Financial Disclosure (FD) Statements is **May 15, 2023**.¹ All Members are subject to financial disclosure filing requirements. House staff may be subject to financial disclosure filing requirements for a number of reasons, which include: 1) they are paid at or above the senior staff rate for 60 days or more during the calendar year, even if on a temporary basis; 2) they are designated a “principal assistant” for financial disclosure filing purposes by their employing Member; or 3) they are a shared employee of three or more offices, regardless of their rate of pay.² The Committee on Ethics (Committee) provides assistance to filers in a number of ways.

Assistance Available For Your Financial Disclosure Filings

First, the Committee’s nonpartisan staff is available to review FD Statements prior to submission for House Members, officers, and employees. Please note, the Committee will prioritize Member prescreen requests; therefore, staff should submit their prescreen request as early as possible. If staff prescreen requests are submitted close to the deadline, the Committee may not be able to complete the review before the deadline, and staff may need to file an extension. You may email your prescreen request to financial.disclosure@mail.house.gov with the subject line “Prescreen Request.”

Second, the Committee will offer six Financial Disclosure Clinics before the May 15th deadline.

¹The Committee is authorized by statute to grant extensions of the annual filing deadline of up to ninety (90) days. Extensions may be requested through the [FD Online Reporting system](#); or by delivering the [paper extension request form](#) to financial.disclosure@mail.house.gov.

² House officers and employees who were paid at the rate of \$135,468 (\$11,289 monthly salary) for at least 60 days during 2022 will be required to file a Statement by May 15, 2023. For 2023, senior staff are House officers and employees whose basic rate of pay is equal to or greater than \$141,022 (\$11,752 monthly salary) for at least 60 days during 2023.

The clinics give filers a chance to work closely with the financial disclosure staff to address individual filers’ questions. Filers should bring with them their laptops and financial statements. The clinics also serve to help filers use the online filing system to input and submit FD Statements and Periodic Transaction Reports (PTR). **Please note that participation in the clinics will not satisfy any House-mandated training requirements.**

The date, time, and location for each clinic is provided below. Attendees are welcome to walk in at any time during the listed times below. You can find the FD Instruction Guide and additional information about financial disclosure requirements on the [Committee's Website](#).

Clinics		
Date	Time	Location
Monday, April 17	10:00am – 1:00pm EDT	LHOB B248
Wednesday, April 19	1:00pm – 5:00pm EDT	LHOB B248
Tuesday, April 25	1:00pm – 5:00pm EDT	LHOB B248
Wednesday, April 26	10:00am – 1:00pm EDT	LHOB B248
Monday, May 1	1:00pm – 5:00pm EDT	LHOB B248
Tuesday, May 2	10:00am – 1:00pm EDT	LHOB B248

Third, the Committee will offer three Senior Staff Trainings before the May 15th deadline that ***will*** satisfy the additional hour of training required for senior staff for the 118th Congress but does not satisfy the annual ethics training. Senior Staff training provides additional ethics guidance to staff who are required to file FD Statements pursuant to the Ethics in Government Act (EIGA). This training will cover general information about the requirement to file FD Statements and Periodic Transaction Reports. The date, time, and location for each training is provided below.

To receive credit for this training, Senior Staff are ***required to pre-register*** by clicking on the links provided in the “Location” section. Training is being offered in-person or via Webex.

Trainings		
Date	Time	Location
Friday, April 21	2:00pm – 3:00pm EDT	HVC 215 or via Webex
Tuesday, April 25	10:00am – 11:00am EDT	HVC 215 or via Webex
Monday, May 1	10:00am – 11:00am EDT	RHOB 2186 Gold Room or via Webex

Finally, the Committee's nonpartisan staff can provide informal guidance to filers. Clinics and training sessions are offered as an additional service to the House. The Committee's nonpartisan staff is also available to provide one-on-one assistance. This includes meeting with a filer's spouse, accountant, or attorney to answer questions pertaining to financial disclosure reporting requirements. For assistance with financial disclosure questions or to schedule a meeting, please call the Committee at (202) 225-7103 or email the financial disclosure staff at financial.disclosure@mail.house.gov.

The Committee strongly recommends that filers use the [FD Online Reporting system](#) to submit all filings. Filers can grant access to designated third-party preparers. A blank copy of the paper form can be downloaded from the [Committee's website](#). Committee staff will provide assistance to both paper filers and online filers. If you need to file electronically, but did not receive login information, or you have lost your temporary password, please contact the Legislative Resource Center at (202) 226-5200 for assistance.

If you have any questions, please contact the Committee at (202) 225-7103.

Committee on Ethics Quarterly Newsletter



Sending Office: Committee on Ethics

Sent By: EthicsCommittee@mail.house.gov

COMMITTEE ON ETHICS

Quarterly Newsletter

April 28th, 2023

CY22 Financial Disclosures Due Monday, May 15

Do I Have to File? Members, Senior Staff (paid at or above \$135,468 for 60 days or more during CY22), and certain House employees are required to file a Financial Disclosure (FD). If you are required to file a FD, you should have received an email. Search your email for "Ethics Financial Disclosure." If you did not receive the email, or you believe you received it in error, please call us at 5-7103.

Where Can I Find Information? The "Ethics Financial Disclosure" email contains links to the [CY22 Instructions](#) and the [Electronic Filing System](#). Information is also on the Ethics Committee [website](#). If you have questions, give us a call at 5-7103.

What Help is Available? We are hosting multiple Clinics and Trainings, the dates for these can be found below. We can also prescreen your disclosure to check for accuracy prior to submission.

Financial Disclosure CLINICS

**Get one on one assistance with committee counsel.
Bring your documents and laptop - stop by anytime!**

This clinic does NOT satisfy the additional hour required for senior staff.

May 1 1–5PM LHOB B248

May 2 10AM–1PM LHOB B248

Financial Disclosure TRAININGS

This training satisfies the additional hour required for senior staff.

May 1 10-11AM [RHOB 2168](#) or [Webex](#)

How Do I Request an Extension? Use the electronic filing system or submit an [Extension Form](#). We MUST receive your extension request no later than May 15.

How Do I Request a Prescreen Before I File? [Email](#) us with "Member Prescreen" or "Staff Prescreen" in the subject and attach a PDF copy of your draft filing. We may ask you to request an extension as we get closer to the deadline to ensure we can accurately prescreen your report.

May I Hire Professional Assistance? You may use the MRA to hire an outside professional to prepare your FD.

Need More Help? Give us a call at 5-7103.

Did you miss a Periodic Transaction Report? When preparing an FD, some filers discover missed PTRs. If you missed one, the time to correct it is before you file an FD. Call the Committee for help fixing it and figuring out if you have a late fee.

Annual Required Ethics Training

Who Must Take Training? ALL current employees need to complete one general ethics training, live or online, each year, by December 31. All new employees must complete training within the first 60 days of House employment. All employees who are considered Senior Staff (staff paid at or above \$141,022) must complete an additional hour of training once per Congress.

Upcoming In-Person Ethics Trainings

This training satisfies general and new employee training requirements.

May 19 10-11AM HVC 215 [Register here](#)

June 16 10-11AM RHOB 2168 [Register here](#)

In Case You Missed It

Recent Pink Sheets

New Pay Rates for CY23. These [rates](#) are important for FD requirements, post-employment restrictions, and outside earned income limits.

CY23 Senior Staff Rate:	\$141,022
CY23 Outside Earned Income Limit:	\$31,815
CY23 Post-Employment Rate:	\$130,500*

*Other legislative offices have a higher post-employment rate of \$183,500.

Please note, the requirement to file an FD covering CY22 applies to Members, Senior Staff (paid at or above \$135,468 for 60 days or more during CY22), and other certain House employees.

New PTR Due Date Calculator. A PTR must be filed by the earlier of these two dates: (a) 30 days from being made aware of the transaction, or (b) 45 days from the transaction. The due date is automatically calculated for you. The [Pink Sheet](#) also contains many tips for success to help you avoid common disclosure pitfalls.

Recent Publications

The House Ethics Manual Has Been Updated. A 2022 Print of the House Ethics Manual is now available. It includes our updated Gifts and Travel guidance. A printable version can be found [here](#).

Need a Refresher on the Rules? The [2023 Highlights of the House Ethics Rules](#) is now available. The Highlights provide a succinct overview of the most commonly asked questions and issues. You may pick up a hard copy in 1015 LHOB.

How to Receive our Messages

Are You Receiving Ethics Updates? To get the latest guidance from the Committee, sign up for Administrative [e-Dear Colleagues](#). To get press releases, sign up for [email updates](#).

Contact the Committee

Talk to Us at Any Time! All Communications are Confidential!

Office: 1015 Longworth House Office Building

Phone: 202-225-7103

Email: EthicsCommittee@mail.house.gov

Web: <https://ethics.house.gov/>

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e-Dear Colleagues are intended for internal House use only.

COMMITTEE ON ETHICS

July 28, 2023

Committee on Ethics Quarterly Review



Reminders Regarding Privately Sponsored Travel

Reminder: The due date for privately-sponsored travel is **30 days before the date of departure**. Use the [Travel Calculator](#) to calculate your due date.

The privately-sponsored travel forms can be found [here](#). You can email them to Travel.Requests@mail.house.gov or drop them off at 1015 Longworth.

Training Reminders

The 118th Congress General Ethics Training 2023 has gone live on the Staff Academy site!

Who Takes Training?

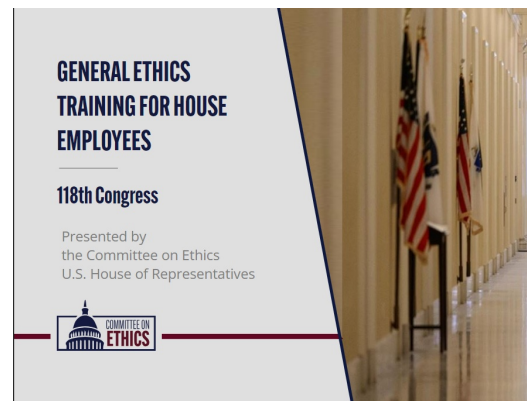
All current employees need to complete one general ethics training, live or online, each year, by December 31.

New employees must complete general ethics training within 60 days of beginning House employment.

Interns paid by the House must complete general ethics training within 60 days of beginning their internship.

Unpaid Interns are not required to take ethics training, although the Committee recommends they do and also allows offices to set their own requirements for unpaid interns.

You can complete your training online or in person.



[Take Online Ethics Training](#)

[Register for Live Ethics Training](#)

<u>Date</u>	<u>Time</u>	<u>Location</u>
August 22	10AM-11AM	HVC-215
September 22	10AM-11AM	HVC-215
October 17	10AM-11AM	2168 Rayburn
November 9	11:30AM-12:30PM	HVC-215
December 8	11:30AM-12:30PM	HVC-215

In Case You Missed It

The Committee is excited to release the House Ethics Manual December 2022 Print! The web version is easily searchable and print versions will also be made available soon.

[View the House Ethics Manual December 2022 Print](#)

Our revised forms are easy ways to submit different types of requests to the Committee, including gift waivers, solicitation waivers, future employment notifications, and much more. The forms are all fillable PDFs and accept digital signatures.

[View Our Forms](#)

Contact the Committee

Talk to us anytime. All communications are confidential!

Office: 1015 Longworth House Office Building

Phone: 202-225-7103

Email: EthicsCommittee@mail.house.gov

Web: <https://ethics.house.gov>

US House of Representatives Committee on Ethics | 1015 Longworth House Office Building,
Washington, DC 20515

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Congress of the United States
House of Representatives
Washington, D.C. 20515

August 14, 2023

Important Information Relating to Natural and National Disasters

Dear Colleague:

The Committee on House Administration, the Communications Standards Commission, and the Committee on Ethics would like to take this opportunity to provide a review of the applicable rules, regulations, and procedures related to natural and national disasters. This guidance is generally applicable and not limited to any one type or specific incident of a natural or national disaster.

Question. May Members directly affected share information from federal, state, or local governments, or private entities involved in relief efforts coordinated by a federal, state, or local government through official channels?

Answer: Yes, if the Members share information to assist impacted constituents and not to help fundraise.

When a state of emergency is declared, Members whose districts are directly affected may provide constituents with information to assist those impacted. This information may include addresses and telephone numbers of entities involved in relief efforts being coordinated by the federal, state, or local government. In the past, Members have provided contact information for blood drives conducted by the American Red Cross in conjunction with the Federal Emergency Management Agency (FEMA). However, referrals to organizations or links to sites whose primary purpose is the solicitation of goods, funds, or services on behalf of individuals or organizations are not permitted under the rules of the House.

In addition, although federal law and regulations of the Communications Standards Commission generally restrict unsolicited mass communications into congressional districts in the 60 days before a general election in which a Member is a candidate, there is a specific exception to permit Members to share vital information with their constituents in the event of a disaster. The Commission has determined that Members who represent districts affected by natural and national disasters may send unsolicited mass communications to their constituents, regardless of the blackout period. **Any such unsolicited mass communications must be reviewed by the Communications Standards Commission prior to distribution.**

Staff may not use their personal social media platforms to amplify messages from the official office.

The Committee on House Administration recommends use of these government established websites for information on relief efforts, as well as relevant state and local government websites:

www.usa.gov/disasters-and-emergencies

www.disasterassistance.gov

www.fema.gov

www.ready.gov/hurricanes

www.noaa.gov

www.nhc.noaa.gov/

www.opm.gov/policy-data-oversight/snow-dismissal-procedures/hurricane-guidance/

www.dhs.gov/

Question. May Members and staff use official resources to solicit anything for charities?

Answer: No.

Members often ask to what extent they may use their official resources to solicit or collect donations of goods, funds, or services on behalf of charities and other private organizations involved in such efforts. We understand the good intentions of those making such inquiries, but the rules of the House preclude Members from using official resources for any purpose other than in support of the conduct of the Member's official and representational duties on behalf of the district the Member currently represents. This rule has been interpreted to mean that charitable solicitations using official resources are not permitted. **Please contact the Committee on Ethics with any questions surrounding this rule.**

Question. May Members and staff solicit for charities in their personal capacities?

Answer: Yes, if fundraising benefits organizations qualified under section 170(c) of the Internal Revenue Code (IRC) or with approval from the Committee on Ethics.

Although official resources may not be used to solicit contributions for charitable organizations or to imply that such organizations or purposes have been endorsed by the House of Representatives, Members and staff may solicit in their personal capacities on behalf of organizations that are qualified under IRC § 170(c), including, for example, § 501(c)(3) charitable organizations such as the Red Cross or Team Rubicon, without first obtaining Committee on Ethics approval. These personal efforts may not use official resources (including official staff time; office telephones, e-mail, and equipment; and official mailing lists). Other restrictions also apply. Solicitations on behalf of non-qualified entities or individuals are decided on a case-by-case basis by submitting a written request to the Committee on Ethics. For example, solicitations of donations directly for individuals suffering as a result of a crisis, as opposed to § 501(c)(3) charities assisting sufferers, would need prior Committee on Ethics approval. For more information about solicitations for § 501(c)(3) or other entities, please review the [Committee on Ethics' May 2, 2019 Memorandum](#), or contact the Committee on Ethics at 5-7103.

Question. May Members’s campaigns provide information for federal, state, and local government entities, or 501(c)(3) charitable entities involved in relief efforts on their campaign accounts?

Answer: Yes.

The Federal Election Commission (FEC) has advised us that Members’ campaigns may provide information for federal, state, and local government entities, as well as information for 501(c)(3) charitable organizations involved in relief efforts. This information may be shared on Members’ campaign websites and campaign social media accounts. Any questions regarding other local or community resources should be directed to the FEC’s congressional affairs office at (202) 694-1006.

What Information May be Listed on Which Platforms?

	Official Website/Social Media	Campaign Website/Social Media	Personal Social Media
Federal, state, and local government resources	✓	✓	▲ Members may. Staff may if not amplifying communications from the official office.
Non-governmental resources not for the purpose of fundraising	✓	✓	▲ Members may. Staff may if not amplifying communications from the official office.
Charitable fundraising	✗	✓	✓
Fundraising for non-170(c)s	✗	▲ Seek approval from Committee on Ethics	▲ Seek approval from Committee on Ethics

✓	May Include
✗	May Not Include
▲	Additional Considerations are Needed

If you have any questions regarding the use of your

1. Official resources in general, please contact the Committee on House Administration at (202) 225-8281 (majority) or (202) 225-2061 (minority).
2. Communications resources, please contact the Communications Standards Commission at (202) 226-0647 (majority) or (202) 225-9337 (minority).

3. Personal or campaign resources, or the loan of your name and personal title for charitable or fundraising efforts, please contact the Committee on Ethics at (202) 225-7103.

Sincerely,

Bryan Steil, Chairman
Committee on House Administration

Joseph Morelle, Ranking Member
Committee on House Administration

Michael Guest, Chairman
Committee on Ethics

Susan Wild, Ranking Member
Committee on Ethics

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

David P. Joyce, Ohio
John H. Rutherford, Florida
Andrew R. Garbarino, New York
Michelle Fischbach, Minnesota

Veronica Escobar, Texas
Mark DeSaulnier, California
Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Keelie Broom
Counsel to the Chairman

David Arrojo
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

September 28, 2023

MEMORANDUM TO ALL HOUSE MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Ethics
Michael Guest, Chairman
Susan Wild, Ranking Member

SUBJECT: Ethics Guidance Related to Operations During a Lapse in Appropriations

As House offices consider the implications of a possible lapse in appropriations, the Committee wishes to reiterate prior related guidance concerning furloughed employees. As noted in the guidance issued by the Committee on House Administration, a furloughed (non-essential) employee may not perform official duties or provide services during the furlough period. While on furlough, employees should not return to the office or communicate about official matters with the office. For further discussion, please see the *Members' Congressional Handbook* and the guidance titled *Legislative Operations During a Lapse in Appropriations* issued by the Committee on House Administration.¹

We remind all House Members, officers, and employees, during a lapse in appropriations, you remain subject to all ethics rules and regulations. Accordingly, Members, officers, and employees may not accept any gift, except as provided in the House gift rule.² If you have received Committee approval to participate in privately-sponsored, officially-connected travel, **you may not travel** if a lapse in appropriations is in place at the time of your departure.³ If you plan to participate in a Mutual Educational and Cultural Exchange Act (MECEA) trip, please contact the Committee for further guidance.⁴

In addition, there are significant limitations on the use of volunteer services in place of paid services. For instance, fellows and detailees may be able to work during a lapse in funding, but they may not supplant the duties of a paid House employee. Executive branch employees detailed to a House committee should consult their agency to determine if they are deemed essential. Pursuant to the Committee on House Administration's guidance, paid and unpaid interns are not considered essential and may not work during a lapse in funding. For additional guidance, please see the *Members' Congressional Handbook* and pages

¹ Comm. on House Admin., *Legislative Operations During a Lapse in Appropriations* (Sept. 2023), available at https://cha.house.gov/_cache/files/8/a/8ae841a4-e2f1-4dfa-9546-bfc5d220dd76/7683E0995231C6439541C0D445263022.cha-lapse-in-funding-guidance-118th-asof-9-27-23-.pdf.

² House Rule 23, cl. 4 and House Rule 25, cl. 5.

³ "Departure" means the time when the private trip sponsor would begin paying for your travel expenses.

⁴ For questions regarding international congressional delegations, please contact the Office of Interparliamentary Affairs at (202) 226-1766. For questions regarding other official travel, please contact the Committee on House Administration at (202) 225-8281 (majority) or (202) 225-2061 (minority).

294 to 302 of the *Ethics Manual December 2022 Print*. All standard guidance and limitations should be followed.

Although there are permissible uses of campaign funds to support official activities, House Rule 24 does not permit offices to use campaign funds to compensate employees for services.⁵ Therefore, non-essential employees may not be paid with campaign funds to perform official duties. Additionally, all rules prohibiting the use of official resources for campaign purposes remain in effect. Although employees may work or volunteer for a campaign during a lapse in appropriations, campaign work may not be performed on House property, using official resources, or on House time. While on furlough, employees who work or volunteer for the campaign should not return to the office or communicate about official matters with the office (with the exception of scheduling coordination).

As always, House employees must never be required or coerced to perform campaign duties and past or future campaign service may not be a factor in determining which employees will be deemed essential or non-essential. Additionally, House employees may not use their personal funds to supplement official expenses, including salaries.⁶

Finally, any House employees who wish 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 fiduciary prohibitions and the outside earned income limit for senior staff, and the prohibitions on using House resources or performing work that overlaps or conflicts with one's House duties for all staff.⁷

Although 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 considering the implications of the ethics rules, laws, or standards of conduct on your efforts to address the financial needs of your office.

Committee staff will be available during any lapse in appropriations to provide advice to House Members and employees. Please direct questions to the Committee's Advice and Education staff at (202) 225-7103 or ethicscommittee@mail.house.gov.

⁵ House Rule 24, cl. 1(b)(2).

⁶ *Id.* at cl. 1(a).

⁷ See *House Ethics Manual December 2022 Print* at 195-256 ("Outside Employment and Income" chapter).

COMMITTEE ON ETHICS

Annual Member Ethics Training Now Live

2023 Annual Ethics Training for current Members is now live and available for all Members who were sworn in prior to January 3, 2023. The deadline for current Members to complete their annual ethics training is December 31, 2023.

[Member training can be found here](#)

The password to access the training is: **Ethics@2023**

New Members who attended New Member Orientation on November 29, 2022 or completed a new Member training with Ethics Committee staff have satisfied their training requirement for 2023.

Staff who are unsure if their Member has completed training for 2023 may email the Committee at ethics.training@mail.house.gov or call 202-225-7103 to check their training status.

Contact the Committee

Talk to us anytime. All communications are confidential!

Office: 1015 Longworth House Office Building

Phone: 202-225-7103

Email: EthicsCommittee@mail.house.gov

Web: <https://ethics.house.gov>

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COMMITTEE ON ETHICS

Senior Staff On Demand Ethics Training Now Live

2023 Senior staff ethics training is now live and available on the Staff Academy site. Senior staff ethics training is required once per Congress and is due January 3, 2025.

[Senior staff training can be found here](#)

"Senior staff" refers to any employee paid at the senior staff level, which is \$141,022 for calendar year 2023 (or \$11,752 over a 60 day period). In general, senior staff employees are required to complete two ethics trainings in order to satisfy the Committee's training requirement.

- New senior staff must complete the 118th Congress General Ethics 2023 course within 60 days of beginning House employment and complete a second hour of specialized "senior staff" training before the end of the 118th Congress.
- Existing senior staff must complete the 118th Congress General Ethics 2023 course during the calendar year and complete a second hour of specialized "senior" staff training before the end of the 118th Congress.
- The senior staff training requirement can be satisfied by completing this course or the Financial Disclosure training offered in the spring.

Contact the Committee

Talk to us anytime. All communications are confidential!

Office: 1015 Longworth House Office Building

Phone: 202-225-7103

Email: EthicsCommittee@mail.house.gov

Web: <https://ethics.house.gov>

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Congress of the United States
House of Representatives
Washington, D.C. 20515

October 11, 2023

Dear Colleague:

Effective today, the prohibition on use of campaign credit cards and checks to purchase U.S. flags flown over the United States Capitol through Pay.gov will be removed. This change will allow campaigns to purchase flags in the same fashion as any constituent and outside organization consistent with House Rules and regulations. Please see important information below on the use of official and campaign funds to purchase flags.

Use of Campaign Funds

Use of campaign funds to purchase flags is regulated by the Federal Election Commission and the Committee on Ethics. Campaign funds can be used to purchase flags for campaign/political purposes consistent with Federal Election Commission regulations. Per the Committee on Ethics, campaign funds CANNOT be used to purchase flags for official purposes.

Use of Official Funds

Per the *Members' Congressional Handbook* regulations, the MRA may be used to purchase U.S. flags for presentation to honor and recognize constituents for matters of public distinction in connection with official and representational duties. Official recognized acts of public distinction for which the MRA can be used include election or appointment to public office, publicly notable awards and honors, U.S. Citizenship, Eagle Scout/Gold Star, High School graduation, heroism, appointment to a U.S. military academy, Military Service (upon enlistment, promotion, honorable discharge, or to the family of a fallen soldier), Emergency Personnel (upon hiring, promotion, retirement, or to the family of a fallen first responder), Public Education professionals (upon hiring, promotion or retirement) and for the opening of or to be flown at government buildings.

Sincerely,

Bryan Steil, Chairman
Committee on House Administration

Joseph D. Morelle, Ranking Member
Committee on House Administration

Michael Guest, Chairman
Committee on Ethics

Susan Wild, Ranking Member
Committee on Ethics

COMMITTEE ON ETHICS

October 31, 2023

Committee on Ethics Quarterly Review

End of Year Reminders

As the end of the year approaches, please note the following reminders for training requirements, MECEA, and FGDA.

Training Reminders

All Members and staff are required to take ethics training annually. Senior staff must take an additional hour of training each Congress.

Who Takes Training?

Members must complete the Member ethics training online by December 31, and offices can email ethics.training@mail.house.gov to receive the link and password for this training.

All current employees need to complete one hour of general ethics training, live or online, each year, by December 31.

Senior staff must complete general ethics training by December 31 each year and senior staff training by January 3, 2025. The senior staff requirement can be met by either taking the online training linked below or a financial disclosure training in the spring.

New employees must complete general ethics training within 60 days of beginning House employment.

Interns paid by the House must complete general ethics training within 60 days of beginning their internship. **Unpaid interns** are not required to take ethics training, yet the Committee recommends they do. Offices may set their own training requirements for unpaid interns.

[Register for Live General Ethics Training](#)

[Take Online General Ethics Training](#)

Foreign Travel Requirements

MECEA

MECEA (Mutual Education and Cultural Exchange Act) trips must be reported on annual financial disclosure statements on Schedule H. Financial disclosure statements will be due on May 15, 2024.

The Department of State negotiates MECEA agreements with foreign governments. Therefore, any travel offered under MECEA must comport with the agreement on file with the Department of State. You may not accept MECEA travel within the United States.



Foreign Gifts and Decorations Act

The Committee is required to send a list of certain gifts from foreign governments or multinational organizations to the Secretary of State on an annual basis, for publication in the Federal Register. Any Member, officer, or employee who accepted tangible gifts worth more than \$480 or gifts of travel outside the United States, regardless of value, from a foreign government under the FGDA during calendar year 2023, or whose spouse or dependent accepted such gifts, must report these gifts. Anyone who has not already reported these gifts must complete this form and return it to the Committee.

[FGDA Disclosure Form](#)

Leaving House Employment? Give us a call!

Staff leaving House employment may have some post-employment restrictions. Staff paid at the post employment rate may need to file forms with the Committee. Staff paid at the senior staff rate may also have to file a termination financial disclosure. Please give us a call to discuss your particular situation.

[Future Employment Forms](#)

[Post Employment Pink Sheet](#)

Contact the Committee

Talk to us anytime. All communications are confidential!

Office: 1015 Longworth House Office Building

Phone: 202-225-7103

Email: EthicsCommittee@mail.house.gov

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Veronica Escobar, Texas
Mark DeSaulnier, California
Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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Staff Director and Chief Counsel

Keelie Broom
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David Arrojo
Counsel to the Ranking Member

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Facsimile: (202) 225-7392

December 14, 2023

MEMORANDUM FOR ALL MEMBERS OF THE HOUSE OF REPRESENTATIVES

FROM: Committee on Ethics
Michael Guest, Chairman
Susan Wild, Ranking Member

SUBJECT: Holiday Guidance on the Gift Rule

The House Gift Rule applies to all Members,¹ officers, and employees (Members and staff) at all times, even during the holiday season.² This memorandum does not announce new rules or guidance but is simply a reminder of some of the restrictions of the Gift Rule and some of the more common questions that arise during the holiday season. This guidance does not cover every situation. As a result, if you are unsure about a particular situation, please contact the Committee staff at (202) 225-7103.

Overview of the Gift Rule and Other Gift Statutes

Members and staff may not accept any gift, except as provided in the Gift Rule.³ The rule defines the term “gift” broadly to include “a gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value.”⁴ The Gift Rule contains numerous exceptions permitting Members and staff to accept gifts. There are certain gifts that staff may accept without limitation. For example, there are no restrictions on accepting gifts, including cash or cash equivalents, of any dollar value, from relatives.⁵ There are also no restrictions on accepting personal holiday gifts from House co-workers and supervisors.

¹ For all purposes in this memorandum, “Member” is defined to include any current Member, Delegate, or Resident Commissioner of the House of Representatives.

² House Rule 25, cl. 5. Generally, gifts to a Member or employee’s spouse, dependent child, or other family member are not subject to the Gift Rule unless there is reason to believe they are given because of the official position of the Member or employee and the Member or employee is aware of the gift. Even if a gift to a family member would be attributed to a Member or employee, a gift that falls within one of the specific exceptions to the rule may be accepted.

³ House Rule 23, cl. 4 and House Rule 25, cl. 5.

⁴ House Rule 25, cl. 5(a)(2)(A).

⁵ The term “relative” is broadly defined, and it includes fiancés/fiancées and in-laws. *See* House Rule 25, cl. 5(a)(3)(C) (incorporating 5 U.S.C. § 13101(16)).

Generally, Members and supervisors may not accept gifts from their subordinates, and employees may not give gifts to their superiors.⁶ However, the Committee has provided for a common-sense exception for voluntary gifts extended on special occasions such as holidays.⁷ Accordingly, Members and supervisors may accept gifts from their subordinates that are customarily extended during the holiday season, and employees may give such gifts.

In certain circumstances, Members and staff must seek and receive written permission from the Committee on Ethics before accepting a gift (*i.e.*, gifts from personal friends over \$250). Members, senior staff, and other staff who are financial disclosure filers must also disclose the value of gifts received on their annual Financial Disclosure Statements in certain circumstances. These circumstances are explained more fully in the final two sections of this memorandum.

Although the Gift Rule defines what Members and staff may accept, it does not authorize them to ask for any gift. There is also a statutory gift provision, which prohibits Members and staff from asking for or accepting anything of value from anyone who seeks official action from the House, does business with the House, or has interests that may be substantially affected by the performance of official duties.⁸ The statute also prohibits Members and staff from soliciting on behalf of other individuals or entities, other than political solicitations or certain solicitations for charity.

Brief descriptions of some of the common Gift Rule exceptions applicable to the holiday season are listed below. Remember, you may not accept gifts offered in exchange for official actions. This restriction applies to official actions you are asked to take in the future and in return for official actions you already took.⁹

Parties and Receptions

During the holiday season, Members and staff may be invited as guests to parties or related events that are sponsored by individuals or organizations that have, or plan to have, business dealings before Congress. Provided the guidance below is followed, Members and staff may accept an invitation to the following:

- An event where the per person cost or ticket price (if sold) is **less than \$50**, provided
 - 1) The invitation is not from a federally registered lobbyist, foreign agent, or private entity that retains or employs such individuals; and

⁶ 5 U.S.C. § 7351.

⁷ See Comm. on Ethics, *House Ethics Manual*, Gifts Chapter, XI.E, https://ethics.house.gov/house-ethics-manual/gifts#_Gifts_from_other.

⁸ 5 U.S.C. § 7353.

⁹ See 5 U.S.C. § 7353(b)(2)(B); 18 U.S.C. § 201.

- 2) The total value of gifts or other invitations you accept from the host under this exception is less than \$100 for the calendar year. Any gift worth less than \$10 does not count towards the annual limitation.

Example: If an individual who is not a federally registered lobbyist invites you to their holiday dinner party and the cost of your meal before tax and tip is less than \$50, you may accept the meal under the “less than \$50 exception,” provided the aggregate value of all gifts and similar invitations you accept from the host does not exceed \$100 for the year.

- A non-business event, such as a holiday party, hosted by an individual, at the personal residence of that individual or the individual’s family, unless offered by a federally registered lobbyist or foreign agent.

Example: An individual who is not a federally registered lobbyist invites you to a holiday party at her personal residence to celebrate the holiday season. You may accept food and refreshments offered within the home under the **personal hospitality** exception.

- A **reception or open house**, provided that only food and refreshments of nominal value are offered other than as a part of a meal (e.g., light appetizers and beverages, including alcoholic beverages). This exception **does not** include full meals (whether or not you stand to eat or use silverware) or luxury or expensive food items. This exception also assumes that you will not consume what is offered such that it becomes a full meal.

Example: A firm that is federally registered as a lobbying firm invites you to attend a holiday reception to be held in its offices. It will serve appetizers and drinks at the reception. Provided that the food and refreshments are of “nominal value” and offered “other than as part of a meal,” you may attend and accept these items.

- An event where invitations are offered to a group or class in which membership is **unrelated to House employment**.

Example: Your college alumni association is having a holiday party for its members. You may attend as an alumnus of the college.

- An event that is **open to the public or to all federal employees**.

Example: A local park is having a free holiday concert that is open to the public. You may attend as a member of the public.

- An event where invitations are offered because of the **outside business or activity of the invitees or their spouses**, provided the invitation

- 1) was not offered or enhanced because of the individual’s House status; and

2) is customarily provided to others in similar circumstances.

Example: Your spouse's employer is having a holiday party and all employees may bring their spouses as guests. You may attend as your spouse's guest and receive the same food, refreshments, and entertainment that are provided to all attendees.

- A “**widely attended event**” provided
 - 1) The event relates to the Members' or employees' official duties;
 - 2) The invitation comes from the event sponsor;
 - 3) The sponsor has a reasonable expectation that at least 25 non-congressional invitees will be in attendance; and
 - 4) The event is open to the public or will be attended by a diverse group of individuals interested in a given topic.

Please note: **The widely attended event exception does not apply to campaign events, fundraisers, and holiday parties that are purely social or recreational in nature and not related to one's official duties.**

- An event paid for by a **foreign government** valued at \$480 or less per person, per occasion. Under the Foreign Gifts and Decorations Act (FGDA), Members and staff may accept a souvenir or mark of courtesy.¹⁰ The Committee has interpreted this provision to allow Members and staff to accept meals and entertainment in the United States.

Example: A foreign embassy in Washington, D.C., is having a holiday dinner at a local D.C. restaurant to foster inter-country relations. The cost of your meal will be \$100. You may accept the dinner under the FGDA.

- A holiday party for staff hosted by a Member of Congress using **personal funds or principal campaign committee funds**. For further guidance, please contact the congressional liaisons at the Federal Election Commission (FEC) at (202) 694-1006.

Example: A Chairwoman and Ranking Member would like to host a holiday party for their committee staff.¹¹ The Chairwoman and Ranking Member may use their principal campaign committee funds or personal funds to pay for the holiday party. Members and staff may attend the holiday party.

¹⁰ 5 U.S.C. § 7342.

¹¹ See *House Ethics Manual December 2022 Print* at 171.

Other Holiday Gifts

In addition to the provisions discussed above, other Gift Rule exceptions may permit acceptance of holiday gifts. Provided the guidance below is followed, Members and staff may accept the following:

- Gifts (other than cash or cash equivalent) valued at **less than \$50**, provided
 - 1) The gift is not from a federally registered lobbyist, foreign agent, or private entity that retains or employs such individuals; and
 - 2) The total value of gifts you accept from the donor under this exception is less than \$100 for the year.

Please note: Gift cards and gift certificates are considered “cash equivalent” and **may not** be accepted under this exception.

Example: If an individual who is not a federally registered lobbyist gives you a \$40 pen set during the holiday season, you may accept the gift under the “less than \$50 exception.” However, the aggregate value of all gifts you accept from the donor under this exception may not exceed \$100 for the year.

Example: If an organization that does not employ a federally registered lobbyist sends perishable food, such as a fruit basket, to a House office for all the staff, the gift is considered a gift to the individual recipients and not to the employing Member. Each staff member may accept items from the fruit basket having a value of less than \$50, provided that no recipient accepts more than \$100 of gifts in the aggregate from the organization during the year.

- A **baseball hat, T-shirt**, or any **item valued at less than \$10**, even if from a lobbyist. This exception does **not** include food items.

Example: A company that employs a federally registered lobbyist sends the office 10 T-shirts along with a letter stating that one is to be given to the Member and any staff member that would like to receive one. The Member and staff may each accept one of the T-shirts under this exception.

- Gifts based on **personal friendship**. Members and staff may, without seeking Committee approval, accept a gift based on personal friendship if the gift’s market value is \$250 or less.¹² The following factors must be considered before accepting a gift under this exception:

¹² You must seek Committee written approval before accepting a gift with a market value over \$250 under the personal friendship exception. Please see the section below regarding seeking written Committee approval for details on how to submit a request.

- 1) The history of the recipient’s relationship with the donor, including any previous exchange of gifts;
- 2) Whether the donor personally paid for the gift, or whether the donor sought a tax deduction or business reimbursement for it; and
- 3) Whether the donor gives the same or similar gifts to other Members or staff at the same time.

Example: Your former roommate, who is a real estate agent, offers you a \$100 ticket to a holiday play. The roommate personally paid for the ticket. You and the roommate have exchanged gifts throughout the years. The roommate does not contact you or your office on official matters. To the best of your knowledge, the roommate has not made a similar offer to other Members or staff. You may accept the ticket without seeking Committee approval.

- **Gifts from a foreign government** under the FGDA. As noted above, gifts valued at \$480 or less per person, per occasion, that are offered as a souvenir or mark of courtesy may be accepted.

Example: A French government official sends you a \$300 bottle of French champagne, on behalf of the French government. You may accept the champagne under the FGDA.

Handling Unacceptable Gifts

At times, a gift may not be acceptable under the Gift Rule. For example, Members and staff may never accept a “thank you” gift. If Members or staff receive gifts that they may not accept under the Gift Rule, they may

- Pay the donor the “fair market value”¹³ and keep the gift;
- Return the gift to the donor; or
- For perishable items (e.g., flowers or fresh food), donate the items to charity or destroy them. **You may not donate non-perishable items to charity in lieu of returning or paying for them.**
- If the return of a gift is impossible (e.g., if the identity of the donor is unknown) the recipient may “return” the item by donating it to charity or destroying it, or the recipient may keep the item by paying the fair market value to the U.S. Treasury.

¹³ Items are valued at market/retail, rather than wholesale, prices. For tickets, the fair market value is the cost printed on the ticket, regardless of whether the donor paid more or less. *House Ethics Manual*, Gifts Chapter, III, https://ethics.house.gov/house-ethics-manual/gifts#_How_to_Value. If you pay fair market value for something, that item is no longer a gift. House Rule 25, cl. 5(a)(3)(A).

Please check with the Ethics Committee if you have any questions about whether the return of a particular gift is impossible.

Please note: For tickets to events that do not have a printed cost on the ticket, the value of the ticket is the highest cost of a ticket available through the venue with a face value for that particular event.

Example: You are invited to sit in the premium box for a concert by a friend of a friend. The offer does not meet one of the gift exceptions, but you would still like to attend. Your ticket does not have a price on it, but the highest ticket price available through the venue for that particular concert is \$285. You must pay the donor \$285 in order to accept the ticket.

Some provisions of the Gift Rule require knowledge of the identity of the donor to assess whether the gift may be accepted. For example, the exceptions with respect to gifts worth less than \$50 and for those authorized by the FGDA require knowledge of the donor's identity before accepting the gift because those provisions permit acceptance of gifts from donors who meet certain criteria. (Other Gift Rule exceptions, such as those that permit acceptance of nominal value gifts and informational materials, apply regardless of the identity of the donor, because they are not limited to certain types of donors.)

At times when a Member, officer, or employee is unexpectedly presented with a gift at an event, he or she may be uncertain whether it can be accepted under the Gift Rule. In that circumstance, the individual may receive the gift and wait until after the event to review the provisions of the Gift Rule and make a decision on the gift's acceptability.

Prior Written Committee Approval Required

Members and staff must seek and receive written approval from the Committee on Ethics before accepting the following:

- A gift based on personal friendship with a market value over \$250. The Committee will only grant written approval for a personal friendship gift exceeding \$250 in value in response to a written request, using the form on the Committee's website for this purpose.
- A gift that is not otherwise acceptable, but that the Member or staffer believes the Committee should permit them to accept. The Committee has "flexibility to allow the acceptance of gifts . . . in cases where there is no potential conflict of interest or appearance of impropriety."¹⁴ Thus, the House Gift Rule authorizes the Committee to grant a waiver to permit acceptance of a gift "in an unusual case."¹⁵ Members and staff must submit a written request for a gift waiver from the Committee prior to

¹⁴ See HOUSE BIPARTISAN TASK FORCE ON ETHICS, 101st Cong. *Report on H.R. 3660*, 101st Cong., 1st Sess. (Comm Print 1989), *reprinted in* 135 CONG. REC. 30740, 30743 (daily ed. Nov. 21, 1989).

¹⁵ House Rule 25, cl. 5(a)(3)(T).

accepting such a gift. Any request should include, at a minimum, a description of the gift, including its market value, the identity of the donor, and a statement of the reasons believed to justify acceptance of the gift.

Financial Disclosure Requirements

Members and financial disclosure filers¹⁶ must disclose certain gifts valued over \$480 from a single source in a calendar year on Schedule G (“Gifts”) of their annual Financial Disclosure Statements.¹⁷ This disclosure must include the source of such gifts and a brief description of the gifts. Any gift with a market value of less than \$192 need not be counted towards the \$480 disclosure threshold.

Please note: Gifts from relatives, gifts of personal hospitality, tickets to widely attended events, and certain other gifts do not have to be reported on a Financial Disclosure Statement. In addition, gifts that are received by your spouse or children, independent of your House status, do not have to be disclosed. However, all other gifts that are over \$480 in value must be disclosed.

Example: Your spouse’s college roommate gives your spouse a \$500 coat as a holiday present. You would not have to report this gift on your Financial Disclosure Statement if you believe that the gift was given regardless of your House employment.

If you have any questions, please contact the Committee’s Advice and Education staff at (202) 225-7103. Please read on for an exciting tune to remember the Gift Rule!

¹⁶ House staff may be subject to financial disclosure filing requirements for a number of reasons, including 1) they are paid at or above the annual senior staff rate (\$141,022 for 2023, subject to change in future calendar years) for 60 days or more during the calendar year, even if on a temporary basis; 2) they are designated as a “principal assistant” for financial disclosure filing purposes by their employing Member; and 3) they are a shared employee of three or more offices, regardless of their rate of pay. Please contact the Committee if you have further questions about financial disclosure. See Ethics in Government Act (EIGA), 5 U.S.C. § 13101(13).

¹⁷ 5 U.S.C. § 13104(a)(2).

Ethics Holiday Song

Sung to the tune of "Winter Wonderland"



*Sleigh bells ring, are you listening
Holidays, time for gifting
The gift rule is strict
But exceptions exist
We wrote this song to help you understand*

*Going to a reception?
What's offered? That's the question
Enjoy drinks and apps
But no meals at this bash
A carving table would be contraband*

*Gifts worth less than ten dollars
That aren't cash, food, or gift cards
You may accept
No need to reject
But no gifts you solicit or demand*

*Going to a fundraiser?
Or a meal, in your blazer?
If the ticket is free
Email the Committee
We'll walk you through the rules so you can plan*

*Gifts from relatives are unrestricted
This includes in-laws and fiancés
It doesn't matter how much you are gifted
Same for gifts from governmental entitaaaaays*
entities

*Your dear friend may give you something nifty
You decide if \$250 or less
If the present costs more than \$250
You'll need written approval to accept*

*Moving on, to less than \$50
These gifts can be, rather iffy
Depends who it's from
If lobbyists, you should run
Buy-downs, cash, and gift cards are all banned*

*There are still more exceptions
And we're here for your questions
Just give us a call
And please know most of all,
We're wishing you a holiday that's grand*

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

David P. Joyce, Ohio
John H. Rutherford, Florida
Andrew R. Garbarino, New York
Michelle Fischbach, Minnesota

Veronica Escobar, Texas
Mark DeSaulnier, California
Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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December 14, 2023

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: **Committee on Ethics**
Michael Guest, Chairman
Susan Wild, Ranking Member

SUBJECT: Reminder of Ethics Training Requirements for 2023

As we look forward to a new calendar year, the Committee on Ethics wishes to remind all House Members, officers, and employees of their annual ethics training and certification requirements. This memorandum explains 2023 ethics training requirements, how to access ethics training, and the required certification process for both live and on-demand ethics training.

The Committee is required to provide ethics training to each Member, Delegate, Resident Commissioner, officer, and employee of the House.¹ The Committee provides a general ethics training, as well as sessions designed for New Members, existing Members, and senior staff. Ethics trainings are presented throughout the year, live and on-demand. The Committee is pleased to report that, to date, approximately 72% of House Members² and employees have satisfied their 2023 ethics training requirement. So far this Congress, the Committee has presented 39 live trainings, and over 9,451 Members and employees completed annual ethics training.

In addition to completing required ethics training, House Members and employees must also certify to the Ethics Committee that they have satisfied their annual ethics training requirement by January 31st of the following year.³

¹ House Rule 11, clause 3(a)(6)(A). The Committee defines an “officer or employee” as an individual appointed to a position of employment in the U.S. House of Representatives by an authorized employing authority who is receiving a salary disbursed by the Chief Administrative Officer or is on a leave without pay or furlough status. This definition includes fellows and interns paid by the House.

² For all purposes in this memorandum, “Member” is defined to include any current Member, Delegate, or Resident Commissioner of the House of Representatives.

³ House Rule 11, clause 3(a)(6)(B)(ii).

2023 ETHICS TRAINING REQUIREMENTS AND ACCESS

The Committee’s non-partisan staff presents live trainings sessions throughout the year, as well as online training modules available on-demand through the Congressional Staff Academy. New House Members and employees must complete an ethics training session within 60 days of joining the House.⁴ Existing House Members and employees are required to take one hour of general ethics training each calendar year. In addition, the Committee requires all senior staff⁵ – whether new or existing employees – to complete an additional hour of specialized training at least once per Congress.

Members

House Members must complete one hour of ethics training per year:

- **New House Members.** A new House Member must complete a live, dedicated training session within 60 days of joining the House. A “new” Member for the purposes of the 2023 training requirement is an individual who was *first* sworn in on or after January 3, 2023. Before each Congress, the Committee on Ethics provides ethics training for incoming new Members at the New Member Orientation organized by the Committee on House Administration. The Committee on Ethics reaches out to new Members elected through a special election to schedule individual, live ethics training within new Members’ first 60 days.
- **Existing House Members.** Existing House Members must complete one hour of ethics training by December 31, 2023. Members, or staff on their behalf, may request a link to the Member on-demand training module by contacting the Committee at ethics.training@mail.house.gov.

House Employees

House employees must complete *at least* one hour of ethics training per calendar year:

- **New employees.** A new House employee must complete one hour of ethics training within 60 days of beginning House employment. A “new” House employee for purposes of the 2023 training requirement is an individual who first began employment with the House on or after January 3, 2023. Any former House employee who returns to House employment after a gap of more than 90 consecutive calendar days is considered to be a “new” employee. Fellows and interns paid by the House for more

⁴ House Rule 11, clause 3(a)(6)(B)(i).

⁵ “Senior staff” for training purposes are employees who are paid at the “senior staff annual salary rate” for at least 60 days in either (or both) calendar years of a Congress. For 2023, the senior staff annual salary rate is \$141,022, or a monthly pay rate at or above \$11,752. Please note that the senior staff annual salary rate is subject to change in 2024.

than 60 days also must comply with this requirement.⁶ This training requirement may be satisfied by attending a live or on-demand training.⁷ Employees may satisfy this requirement by completing the 118th Congress General Ethics 2023 Training live or on-demand.

- **Existing employees.** Existing House Employees must complete one hour of ethics training before the end of the calendar year, by December 31, 2023. **There are no extensions to this deadline, for any reason.** Employees may satisfy this requirement by completing the 118th Congress General Ethics 2023 Training live or on-demand.
- **Senior Staff.** House employees paid at or above the senior staff level (“senior staff”⁸) are required to complete an additional hour of ethics training once per Congress on issues primarily of concern to senior staff or supervisors. For the 118th Congress, this means all senior staff must complete one hour of senior staff training by January 3, 2025. Senior staff training may be completed live or on-demand. To be clear, the senior staff training requirement is *in addition to* the annual one-hour House Ethics Training module/requirement for all staff. The Committee offers designated senior staff ethics training on-demand, but other briefings may also satisfy the senior staff training requirement: general sessions on issues of concern to senior staff, sessions on completing financial disclosure (FD) statements or Periodic Transaction Reports (PTRs), and sessions on post-employment restrictions. Note that employees may *not* complete more than one hour of senior staff training in lieu of completing their annual general ethics training requirement.

Employees can complete ethics training on-demand through the Congressional Staff Academy website. Ethics training can be found under the “required training” tab. Employees must complete the entire on-demand training program to receive credit. Access to the Congressional Staff Academy website requires use of a House computer. Employees who do not have access to a House computer or who do not have a House email account should email the Ethics Committee at ethics.training@mail.house.gov to make alternate arrangements for completing their training.

⁶ Detailees, fellows not paid by the House, unpaid interns, and individuals who are employed by the House and paid for fewer than 60 days are not required to attend ethics training in 2023. The Ethics Committee nonetheless encourages these individuals to complete ethics training so they become familiar with the House ethics rules while working in a House office or for a House committee.

⁷ On March 11, 2020, the Committee waived the live training requirement for new employees who work in Capitol Hill offices until further notice. New employees who work in Capitol Hill offices may complete the 118th Congress General Ethics 2023 Training available through the Congressional Staff Academy.

⁸ See *supra* note 4.

Summary

Position	Training Required	Deadline
New Member	Email ethics.training@mail.house.gov to schedule a one-on-one training	Within first 60 days
Existing Member	Email ethics.training@mail.house.gov for link to on-demand training	December 31, 2023
New Staff	118 th Congress General Ethics 2023 Training	Within first 60 days
Existing Staff	118 th Congress General Ethics 2023 Training	December 31, 2023
New Senior Staff	118 th Congress General Ethics 2023 Training <i>and</i> Senior Staff Ethics 2023 Training or other ethics briefing on senior staff or supervisor issues.	Within first 60 days
		January 3, 2025
Existing Senior Staff	118 th Congress General Ethics 2023 Training <i>and</i> Senior Staff Ethics 2023 Training or other ethics briefing on senior staff or supervisor issues.	December 31, 2023
		January 3, 2025

TRAINING CERTIFICATION

House Members and employees must certify to the Committee that they have satisfied their 2023 annual ethics training requirement no later than January 30, 2024.⁹

Members

The Committee automatically certifies New Members who complete the live ethics training and Existing Members who complete the on-demand Members ethics training. Members may email the Committee at ethics.training@mail.house.gov to request confirmation that they have completed required ethics training.

Employees

Each House employee is responsible for completing their annual ethics training requirement and certifying completion. The Committee records employees who complete live ethics training sessions. After an employee completes an online training program, the Congressional Staff Academy will log the employee as “complete;” this information is transmitted to the Ethics Committee, automatically certifying the annual training requirement once

⁹ House Rule 11, clause 3(a)(6)(B)(ii).

met. Employees may check their Congressional Staff Academy transcript at any time to verify the completion and certification of their own annual ethics training requirement.

A chief of staff (or staff director or other supervisors) can confirm employee ethics training completion by requesting each staff person provide the printout of their Training Completion Certificate from the Congressional Staff Academy website.

FAILURE TO COMPLY WITH THE TRAINING REQUIREMENTS

Failure to satisfy the annual training requirement is a violation of House rules¹⁰ and may result in any of the specified disciplinary sanctions for House Members and employees, including the publication of noncompliant House Members and employees' names, additional ethics training, or other actions the Committee deems appropriate. If you have any questions regarding this guidance, please feel free to contact the Committee's Office of Advice and Education at ethics.training@mail.house.gov.

¹⁰ See House Rule 11, clause 3(a)(6)(B)(ii).