

DOE Ethics Review of Official Speaking Engagements: *Checklist*

Purpose: This checklist is intended to help Department of Energy (DOE) employees determine when to seek ethics review of an official speaking engagement from the Office of the Assistant General Counsel for Ethics and Personnel Law (GC-21).

Not all external engagements in which DOE employees present information on behalf of the Department require ethics review. This determination is based on the totality of the circumstances.

If you answer **YES** to any of the below, *seek [ethics guidance](mailto:standardsconduct@hq.doe.gov)* at standardsconduct@hq.doe.gov

1. Does the Speaker have financial interests in the host or requester (if invited by someone other than the host)?		
<input type="checkbox"/> owns stock or other equity interest <input type="checkbox"/> serves as an employee, consultant, officer, director, or has a business relationship with the host or requester <input type="checkbox"/> seeks employment or a business relationship with the host or requester	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does the Speaker's relationship with the host or requester trigger impartiality concerns?		
<input type="checkbox"/> personal relationship (i.e., close friend, relative, or member of household) <input type="checkbox"/> active member of the organization (i.e., more than simply paying dues) <input type="checkbox"/> former employer or client within the last year (2 years from date of appointment for <i>Political Appointees</i>) <input type="checkbox"/> employer or client of spouse, parent, dependent child, or household member <input type="checkbox"/> spouse, dependent child, or parent seeks employment/financial relationship with the host or requester	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Is there potential partisan activity or appearance of preferential treatment?		
<input type="checkbox"/> partisan requester, host, speaker, or event <input type="checkbox"/> DOE or the Speaker has declined similar invitations without distinguishing rationale <input type="checkbox"/> circumstances suggest potential preferential treatment as compared to other hosts/requesters (i.e., requested speaker has a personal relationship with the host, the invitation is extended by a recent prior DOE employee, or the speaker has participated in several prior engagements with the same host)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Are there additional factors that require you to seek ethics guidance?		
<input type="checkbox"/> Has the event sponsor offered travel expenses (airfare, lodging, ground transport, etc.)? <input type="checkbox"/> Has the event sponsor offered a waiver of registration fees that extend beyond the day(s) of the speaking engagement? <input type="checkbox"/> Is the purpose of the event business development for the host? <input type="checkbox"/> Is it a small event at which public access is restricted (i.e., invitation only with a very senior official)? <input type="checkbox"/> Does the event sponsor seek to use your name, DOE logo, or other marketing materials to suggest DOE sponsorship or to give the impression that DOE officially sanctions the event?	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No

This checklist is intended as a job aid and does not constitute ethics advice or clearance for any specific proposed official speeches or similar events.