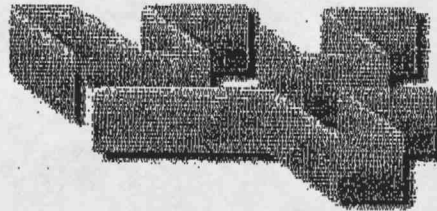


UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE of ETHICS

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FAX TRANSMITTAL SHEET

NO. OF PAGES (INCLUDING COVER SHEET) 2

TODAY'S DATE 06/18/03

TO: Brett Kavanaugh

AGENCY: WH Counsel's Office

OFFICE# () 456-7984

FAX# () 456 1647

FROM:

- ☒ Raymond Sheehan
Director
- ☐ Dave Spradlin
Sr. Ethics Specialist
- ☐ Pat Tippet
Sr. Ethics Specialist
- ☐ Mike Edwards
Sr. Ethics Specialist
- ☐ Lolita Roberson
Ethics Specialist
- ☐ Dwaine Grove
Intern

~ COMMENTS ~

Brett: How's it going?
Dale Moore wants to send out
the May 30 memos from Andy
Card and Judge Gonzales under
this cover letter and wants
your 'OK' on whether it's
sufficient. Thanks,
Ray

MEMORANDUM TO THE SUBCABINET**FROM:** Dale Moore, Chief of Staff**SUBJECT:** Rules Governing Partisan Political Activity

Please find attached a memorandum from the Chief of Staff to the President and an accompanying memorandum from the Counsel to the President reiterating the restrictions and ground rules that must be followed by all officers and employees in regards to political campaigns at any level of government. While the general election isn't until November 3, 2004, both major political parties have commenced fundraising and organizational activities. The President is adamant that no member of his Administration breach or even appear to push the envelope of the Hatch Act restrictions or such other procedures as the White House and employing agencies may establish for their officers and employees.

There are different restrictions and allowances regarding political activity depending upon where one falls within three classes of officer or employee: 1) Senate Confirmed Appointees, 2) Career Senior Executives, and 3) all others – including non-career Senior Executives, Schedule C appointees, and career staff below the Senior Executive level. We need to make sure that everyone at USDA knows and abides by the rules.

Classroom instruction will soon be afforded at the Subcabinet Meeting and the Schedule C meetings conducted by the White House Liaison. In addition, Office of Ethics and the Chief Financial Officer have developed the following training tools and procedures specific to political activity:

- Financial Procedures under which the costs of mixed travel (political and official) by Senate Confirmed Appointees are to be allocated and the political portion billed to the benefited political committee(s). These procedures are attached and must be provided to your travel coordinators.
- Laminated vest-pocket / purse-sized cards that summarize the basic "dos and don'ts" of political activity according to the type of officer or employee. Samples of all three cards are attached and sufficient quantities are available to distribute to your staffs. Every person engaged in partisan political activity should carry the card pertinent to him or her at all times.
- The ethics website (www.usda.gov/ethics) has a thorough online training module on political activity as well as the full text of the pertinent Federal Regulations (5 CFR 734 Subparts A through F). Field staff unable to attend classroom instruction should be directed to this site and complete the automated certification upon completion of the training module.

I ask each of you to take all steps necessary to make sure that your employees are well versed in, and fully compliant with, these rules and procedures.

Attachments / as stated