

NOTE.—The oath of office must be administered by a person specified in 5 U. S. C. 18, or by a person designated to administer oaths under Section 206, Act of June 26, 1943, 5 U. S. C. 16a. If by a Notary Public, the date of expiration of his commission should be shown.

**This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.**

NAME		POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MAR- RIED	SIN- GLE	(Check one)
------	--	---	--	--------------	--------------	-------------	-------------

			3.		
			2.		
			1.		
			3.		
			2.		
			1.		
			3.		
			2.		
			1.		

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN		INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN	
YES	NO	YES	NO
<p>10. (A) HAVE YOU EVER FILED A WAIVER OF LIFE INSURANCE COVERAGE UNDER THE FEDERAL EMPLOYEES' GROUP LIFE INSURANCE ACT?</p> <p>(B) IF YOU HAVE FILED SUCH A WAIVER, HAS IT BEEN CANCELED OR REVOKED?</p>		<p>11. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT:</p> <p>(1) YOUR CONDUCT WAS NOT SATISFACTORY?</p> <p>(2) YOUR WORK WAS NOT SATISFACTORY?</p> <p>B. HAVE YOU RESIGNED AFTER OFFICIAL NOTIFICATION THAT:</p> <p>(1) YOUR CONDUCT WAS NOT SATISFACTORY?</p> <p>(2) YOUR WORK WAS NOT SATISFACTORY?</p> <p>C. HAVE YOU BEEN DISCHARGED FROM THE ARMED SERVICES UNDER OTHER THAN HONORABLE CONDITIONS?</p> <p>If your answer to A, B, or C is "Yes," give details in Item 12 as clearly as you can remember, including the name and address of employer, approximate date, and reasons in each case.</p>	
		<p>12. (A) ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA, OR (B) AS A NATIVE OF AMERICAN SAMOA DO YOU OWE ALLEGIANCE TO THE UNITED STATES OF AMERICA?</p> <p>6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?</p> <p>If your answer is "Yes," give details in Item 12.</p> <p>7. DO YOU RECEIVE OR HAVE YOU APPLIED FOR AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE?</p> <p>If your answer is "Yes," give details in Item 12.</p> <p>8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT, HAVE YOU BEEN ARRESTED, CHARGED, OR HELD BY FEDERAL, STATE, OR OTHER LAW ENFORCEMENT AUTHORITIES, FOR ANY VIOLATION OF FEDERAL LAW, STATE LAW, COUNTY OR MUNICIPAL LAW, REGULATION OR ORDINANCE? DO NOT INCLUDE TRAFFIC VIOLATIONS FOR WHICH A FINE OF \$25 OR LESS WAS IMPOSED. ALL OTHER CHARGES MUST BE INCLUDED EVEN IF THEY WERE DISMISSED.</p> <p>If your answer is "Yes," give in Item 12 for each case: (1) approximate date, (2) charge, (3) place, (4) action taken.</p> <p>9. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT, HAVE YOU BEEN BARRED BY THE U.S. CIVIL SERVICE COMMISSION FROM TAKING EXAMINATIONS OR ACCEPTING CIVIL SERVICE APPOINTMENTS?</p> <p>If your answer is "Yes," give dates of and reasons for such department in Item 12.</p>	

**12. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS (Indicate item numbers to which answers apply.)**

[illegible]

**INSTRUCTIONS TO APPOINTING OFFICER.**—You must determine that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations, and acts of Congress pertaining to appointment. This form should be checked for holding of office, pension, any record of recent discharge or arrest, age, citizenship, and members of family. Also, to establish the identity of the appointee, you should particularly check (1) his signature and handwriting against the application and/or other pertinent papers and (2) his physical appearance against the medical certificate.

# APPOINTMENT AFFIDAVITS

## INFORMATION FOR APPOINTEE

**NOTE.**—Before he can be appointed, an applicant for a Federal position must meet certain requirements over and above the requirements that he be able to do the work he is employed to do. On the attached form you are to swear (or affirm) that you meet those requirements. In addition, there are certain general restrictions upon your conduct as a Federal employee. They are set forth on this sheet. You should familiarize yourself with these restrictions and be guided by them. *Detach this portion of the form and retain it for your information and guidance.*

### I. MEMBERS-OF-FAMILY RESTRICTION

Except for persons entitled to veteran preference, no person may receive a career or career-conditional appointment to a position in the competitive service if there are two or more members of his family already serving in the competitive service under career or career-conditional appointments. A family is defined by the Attorney General as persons who live under the same roof with the head of the family and form part of his fireside. When they branch out and become heads of new establishments, they cease to be part of the old family. Minors do not establish another family merely by living at an address different from that of their parents. An appointment is illegal if the appointee is disqualified by the members-of-family restriction.

### II. APPOINTMENTS ARE SUBJECT TO INVESTIGATION

Section 3 (a) of Executive Order No. 10450 of April 27, 1953, provides in part that: "The appointment of each civilian officer or employee in any department or agency of the Government shall be made subject to investigation."

Civil Service Rule V authorizes the Commission to issue instructions as to discipline or separation whenever it finds "that an appointment has been made in violation of the Civil Service Act, Rules or Regulations, or that any employee subject thereto has violated such Act, Rules or Regulations, or is holding a position in violation thereof."

An employing agency may remove an employee for such cause as will promote the efficiency of the service or where the employee's retention in employment is inconsistent with the interests of the national security (see section III).

### III. SUBVERSIVE ACTIVITY AND NATIONAL SECURITY

Section 1 of Public Law 330, 84th Congress, approved August 9, 1955, provides that "no person shall accept or hold office or employment in the Government of the United States or any agency thereof, including wholly owned Government corporations, who—

"(1) advocates the overthrow of our constitutional form of government in the United States;

"(2) is a member of an organization that advocates the overthrow of our constitutional form of government in the United States, knowing that such organization so advocates."

Except for persons employed by the Government of the United States for less than 60 days for sudden emergency work involving the loss of human life or the destruction of property, Public Law 330 provides that everyone entering Federal employment must execute an affidavit to the effect that his employment does not and will not constitute a violation of Section 1 thereof. Regardless of whether he has executed such an affidavit, any officer or employee of the United States Government or any agency thereof who advocates the overthrow of our constitutional form of Government or knowingly belongs to an organization which so advocates is guilty of a felony and subject to a fine of not more than \$1,000 or imprisonment for not more than one year and a day, or both.

Section 8 (a) of Executive Order No. 10450 of April 27, 1953, as amended, provides:

"The investigations conducted pursuant to this order shall be designed to develop information as to whether the employment or retention in employment in the Federal service of the person being investigated is clearly consistent with the interests of the national security. Such information shall relate, but shall not be limited, to the following:

"(1) Depending on the relation of the Government employment to the national security:

(i) Any behavior, activities, or associations which tend to show that the individual is not reliable or trustworthy.

(ii) Any deliberate misrepresentations, falsifications, or omission of material facts.

(iii) Any criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, habitual use of intoxicants to excess, drug addiction, or sexual perversion.

(iv) Any illness, including any mental condition, of a nature which in the opinion of competent medical authority may cause significant defect in the judgment or reliability of the employee, with due regard to the transient or continuing effect of the illness and the medical findings in such case.

(v) Any facts which furnish reason to believe that the individual may be subjected to coercion, influence, or pressure which may cause him to act contrary to the best interests of the national security.

"(2) Commission of any act of sabotage, espionage, treason, or sedition, or attempts thereat or preparation therefor, or conspiring with, or aiding or abetting, another to commit or attempt to commit any act of sabotage, espionage, treason, or sedition.

"(3) Establishing or continuing a sympathetic association with a saboteur, spy, traitor, seditionist, anarchist, or revolutionist, or with an espionage or other secret agent or representative of a foreign nation, or any representative of a foreign nation whose interests may be inimical to the interests of the United States, or with any person who advocates the use of force or violence to overthrow the Government of the United States or the alteration of the form of government of the United States by unconstitutional means.

"(4) Advocacy of use of force or violence to overthrow the Government of the United States, or of the alteration of the form of government of the United States by unconstitutional means.

"(5) Membership in, or affiliation or sympathetic association with, any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means.

"(6) Intentional, unauthorized disclosure to any person of security information, or of other information disclosure of which is prohibited by law, or willful violation or disregard of security regulations.

"(7) Performing or attempting to perform his duties, or otherwise acting, so as to serve the interests of another government in preference to the interests of the United States.

"(8) Refusal by the individual, upon the ground of constitutional privilege against self-incrimination, to testify before a congressional committee regarding charges of his alleged disloyalty or other misconduct."

Affidavit B on the attached page, to which you are required to swear (or affirm), covers the provisions of Items (1) and (2) of Section 1 of Public Law 330 and of Executive Order 10450.

### IV. STRIKING AGAINST THE FEDERAL GOVERNMENT

Section 1 of Public Law 330, 84th Congress, approved August 9, 1955, provides that "no person shall accept or hold office or employment in the Government of the United States, or any agency thereof, including wholly owned Government corporations, who—

"(3) participates in any strike or asserts the right to strike against the Government of the United States or such agency; or  
"(4) is a member of an organization of Government employees that asserts the right to strike against the Government of the United States or such agencies, knowing that such organization asserts such right."

Except for persons employed by the Government of the United States for less than 60 days for sudden emergency work involving the loss of human life or the destruction of property, Public Law 330 provides that everyone entering Federal employment must execute an affidavit to the effect that his employment does not and will not constitute a violation of Section 1 thereof. Regardless of whether he has executed such an affidavit, any officer or employee of the United States Government or any agency thereof who violates the provisions of Section 1 (3) and (4) of Public Law 330 is guilty of a felony and subject to a fine of not more than \$1,000 or imprisonment for not more than a year and a day, or both.

Affidavit C on the attached page, to which you are required to swear (or affirm), pertains to these provisions against striking against the Government.

## V. HOLDING STATE OR LOCAL OFFICE

Federal employees are prohibited from accepting or holding an office or position under State, territorial, county, or municipal governments. There are certain specific exceptions. They are published in Civil Service Commission Pamphlet 20. Before any person appointed to the Federal service accepts or continues to hold any office or position under a State or local government, the matter should be presented to the agency in which he is employed for a decision as to whether he properly may accept or continue to hold such office or position.

## VI. POLITICAL ACTIVITY

The terms of the act of August 2, 1939 ("Hatch Act"), as amended, prohibit officers and employees in the executive branch of the Federal Government from using official authority or influence for the purpose of interfering with an election or affecting the result thereof. Further, such officers and employees are prohibited from taking any active part in political management or in political campaigns. These prohibitions apply not only to permanent employees, but also to temporary employees, substitute employees, and employees on leave of absence with or without compensation. Political activity identified with any political party in any election is prohibited.

Some of the forms of forbidden political activity are:

1. Serving on or for any political committee, party, or other similar organization, or serving as a delegate or alternate to a caucus or party convention.
2. Soliciting or handling political contributions.
3. Soliciting sale of or selling political party dinner tickets.
4. Serving as officer of a political club, as member or officer of any of its committees, addressing such a club or being active in organizing it.
5. Serving in connection with preparation for, organizing, or conducting a political meeting or rally, addressing such a meeting, or taking any other active part therein except as a spectator.
6. Engaging in activity at the polls (at primary or regular elections), such as soliciting votes, assisting voters to mark ballots, or transporting or helping to get out the voters on registration or election days.
7. Acting as recorder, checker, watcher, or challenger of any party or faction.
8. Serving in any position of election officer in which partisanship or partisan political management may be shown.
9. Writing for publication or publishing any letter or article, signed or unsigned, soliciting votes in favor of or against any political party or candidate.
10. Becoming a candidate for nomination or election to office, Federal, State, county, or municipal, which is to be filled in an election in which party candidates are involved.
11. Distributing campaign literature or material.
12. Initiating or circulating political petitions, including nomination petitions.
13. Engaging in political conferences, or canvassing a district or soliciting political support for a party, faction, or candidate.
14. The law is designed to prohibit those subject to it from assuming political leadership or becoming prominently identified with any political movement, party, or faction, or with the success or failure of any candidate for election to public office in a partisan political campaign.

General statements as to certain activities which are considered as permissible on the part of Federal officers and employees:

1. *Voting*.—The direct language of the law specifically provides that all such persons retain the right to vote as they may choose.

2. *Expression of opinions*.—The right to express political opinions is reserved to all such persons.

NOTE: This reservation is subject to the prohibition that such persons may not take any active part in political management or in political campaigns.

3. *Contributions*.—It is lawful for any officer or employee to make a voluntary contribution to a regularly constituted political organization, provided such contributions are not made in a Federal building or to some other officer or employee within the scope of the act referred to above.

4. *Political pictures*.—It is lawful for any officer or employee to display a political picture in his home if he so desires.

5. *Badges, buttons, and stickers*.—While it is not unlawful for an officer or employee to wear a political badge or button or to display a political sticker on his private automobile (except where forbidden by local ordinance), it is felt that it is inappropriate for any public servant to make a partisan display of any kind while on duty, conducting the public business.

Persons appointed to positions in the Executive branch of the Federal Government are warned that the penalty for an established violation of the above-mentioned political activity prohibitions is immediate removal from the service or suspension without pay for not less than 90 days.

## VII. OTHER OFFENSES WHICH ARE PUNISHABLE BY FINE OR IMPRISONMENT

Certain other statutes prohibit Federal officers and employees from engaging in various activities under penalty of fine or imprisonment, or both. The activities prohibited by such statutes relate to such matters as political assessments, political coercion and discrimination, and purchase and sale of office. The text of these statutes is set forth in Civil Service Commission Pamphlet 20.

Some of the activities prohibited under penalty of fine or imprisonment, or both, are as follows:

1. Solicitation or receipt of political contributions by one officer or employee from another.
2. The giving or handing over of a political contribution by one employee to another.
3. Solicitation or receipt of political contributions in a Federal building by any person, whether or not an employee of the Government.
4. Solicitation or receipt by any person of political contributions from any person receiving any benefit under any act of Congress appropriating funds for relief.
5. Solicitation or receipt of anything of value, either for personal reward or as a political contribution, in return for the use of, or the promise to use, influence to secure an appointive office under the United States.
6. Payment, or the offer of payment, for the use of influence in securing appointive office under the United States.
7. Promising employment, compensation, or other benefit made possible by act of Congress as consideration or reward for political activity.
8. Discrimination by an officer or employee in favor of, or against, another officer or employee on account of political contributions.
9. Depriving any person on account of race, creed, or color, or political activity, of compensation or other benefit made possible by any act of Congress appropriating funds for relief.
10. Disclosure for political purposes of any list or names of persons receiving benefits under an act of Congress appropriating funds for relief and the receipt of such a list for political purposes.

## VIII. PROHIBITION AGAINST DISCRIMINATION

Appointing officers are required to act on all personnel matters solely on the basis of merit and fitness and without regard to race, color, religion, national origin, marital status, or political affiliation.

## IX. INSTRUCTION OF APPLICANTS

Officers and employees of the Government are prohibited from instructing or teaching with a view to the special preparation of any person for civil-service examinations.