Definitions/Explanations

1. (a) **Covered legislative branch officials** include all members of Congress and their staffs and all members of Congressional committee staffs.

   (b) **Covered executive branch officials** include those in senior positions: the President; the Vice President; any officer or employee in the Executive Office of the President, including all employees of the Office of Management and Budget and the Office of Science and Technology Policy; any officer or employee serving in a position in levels I-V of the Executive Schedule; any member of the uniformed services whose pay grade is at or above 0 – 7, which includes military officers at the rank of Brigadier General, Rear Admiral, or higher; and any officer or employee serving in a confidential, policy-making, policy-determining, or policy-advocating position.

   You may always ask a federal official if he/she is a **covered official**. They are legally required to answer your question.

2. For a **covered official** to speak at or attend an event does not, without more, mean that the **covered official** was **honored or recognized** at the event. It would be sufficient if the **covered official** received an award at the event. Similarly, merely listing a **covered official** as an “honorary co-host” or a “special invitee” at an event would not, without more, mean that **covered official** was **honored or recognized** at the event.

3. Buying a table or a ticket to an event is not sufficient to make the purchaser a **sponsor** of that event. Nor is paying a registration fee to attend a conference or event at which a **covered official** is honored or recognized. The **sponsors** of an event are the people and entities responsible for organizing it, not those who simply contribute money (unless they contribute enough money, or buy enough tables or tickets, to bear a substantial part of the costs of staging the event).

4. Merely listing a **covered official** as a co-host or honorary co-host of an event is not, without more, sufficient to treat the event as one held by or in the name of that covered official.

5. **Designating an entity** includes directing a charitable contribution to an entity in lieu of an honorarium or encouraging a contribution to an entity on whose board the **covered official** serves. However, a contribution following a mere statement of support or solicitation is not, without more, a reportable event.

6. Participating in or attending official Congressional Hearings or other official Congressional activities does not constitute a reportable act.