

**UNITED STATES DEPARTMENT OF AGRICULTURE - OFFICE OF THE CHIEF FINANCIAL OFFICER
APPLICATION FOR APPROVAL TO ENGAGE IN NON-FEDERAL EMPLOYMENT OR ACTIVITY**

SECTION 1 - GENERAL INFORMATION

A. AGENCY EMPLOYMENT

NAME (LAST, FIRST, MIDDLE INITIAL)	ORGANIZATION/LOCATION, ADDRESS & TELEPHONE NUMBER
POSITION TITLE, SERIES, GRADE & SALARY	

B. PROSPECTIVE NON-FEDERAL EMPLOYMENT OR ACTIVITY

NAME & ADDRESS OF EMPLOYER/ORGANIZATION	DESCRIPTION OF EMPLOYMENT/ACTIVITY (Identify duties/services performed)
DATES OF EMPLOYMENT/ACTIVITY	

PAY, REIMBURSEMENT OR TERMS OFFERED (e.g. salary, fee, honorarium, royalties, stock options, travel and expenses, or other). Indicate if employment/activity is non-compensated.

Can the outside work or activity be performed entirely outside of your normal working hours? YES NO If no, please provide the estimated hours of leave that will be required (all leave requires prior approval from supervisor). _____ Annual Leave _____ Administrative Leave	Do you have any contact with the prospective employer or activity in your official capacity? (If yes, explain in Section C). YES NO Will this activity interfere with your official duties? YES NO (If yes, explain in Section C, describe official duties that relate to the proposed employment/activity). Will this activity involve the use of unpublished research or information not publicly available? (If yes, explain in Section C). YES NO
For employment involving consultative or professional services, is the client, employer, or other person on whose behalf services are performed receiving or intending to seek a USDA grant, loan, contract, cooperative agreement or other funding relationship? (If yes, explain in Section C). YES NO	Is compensation derived from a USDA grant, contract, cooperative agreement, or other source of USDA funding? (If yes, explain in Section C). YES NO

C. COMMENTS (Use this space to provide any additional explanation or other pertinent information, additional sheets may be attached.)

D. EMPLOYEE CERTIFICATION

This information is complete and accurate to the best of my knowledge. I am familiar with the USDA Ethics Supplemental Regulations (5 CFR Part 8301), and the Standards of Ethical Conduct (5 CFR 2635), including the provisions of 5 CFR ' 2635.807(b), that prohibits use of official title or position to identify self in connection with teaching, speaking, or writing. I acknowledge that if my non-Federal employment/activity request is approved, I must resubmit a request for prior approval upon a significant change in the nature of the outside employment/activity or in my official position and must reaffirm the accuracy of this request every third year. I will also provide written notification to my Immediate Supervisor and Ethics Advisor when my outside employment/activity is terminated.

SIGNATURE:

DATE:

SECTION 2 - REVIEW AND APPROVAL

E. SUPERVISORY RECOMMENDATION

I reviewed the above statements and certify that the prospective non-federal employment/activity does not pose a conflict of interest with the employee's official duties. Further, I will not assign any future duties or responsibilities which could place the employee in violation of the law. Should a situation arise where conflicting assignments must be made, the employee will be given prior notification and counseled regarding the steps that must be taken to remain in compliance with applicable statutes and regulations. Therefore, I approve this request. (If the supervisor cannot certify this statement, they must indicate the reasons for recommending disapproval in the comment section provided below).

APPROVAL RECOMMENDED NOT RECOMMENDED	SIGNATURE & TITLE (Immediate Supervisor)	DATE
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SUPERVISOR COMMENTS:

F. ETHICS ADVISOR REVIEW

SIGNATURE & TITLE (Ethics Advisor)	DATE
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ETHICS ADVISOR COMMENTS:

NOTICE TO EMPLOYEES FOR PRIOR APPROVAL OF OUTSIDE ACTIVITIES

Caution: Approval of an Application for Approval to Engage in Non-Federal Employment or Activity, does not relieve the employee of the obligation to abide by all applicable laws governing employee conduct nor does approval constitute a sanction of any violation. Approval involves an assessment that the general activity as described on the submission does not appear likely to violate any criminal statutes or other ethics rules. Employees are reminded that during the course of an otherwise approvable activity, situations may arise, or actions may be contemplated, that, nevertheless, pose ethical concerns. When you work for a company, organization, or other employer outside your government job, your relationship with that outside employer has certain legal and ethical consequences. The approval of an outside activity does not mean that you are free of conflicts of interest. You must still follow all substantive ethics requirements after approval is granted. Employees should become familiar with the provisions of the Standards of Conduct, specifically ethics regulations contained within 5 C.F.R. § 2635.802.

Conflicts Resolution. An approval does not signify that you need not be concerned about conflicts of interest. Under the law, conflicts of interest arising out of outside employment can be resolved in advance in only three ways: (1) you can inform your supervisor and disqualify yourself from participating in a conflicting government matter (often called a recusal); (2) you can ask for and receive, if certain legal requirements are satisfied, a separate legal document from your appointing official or designee that specifically permits you to work on the government matter (known as a waiver, an exemption, or an authorization); or (3) you can resign from either your government or outside job.

Effect of Prior Approval. The outside activities prior approval process has very limited purposes. When a supervisor or Ethics Official reviews your outside activity, only two assessments are being made, which are discussed below. You reasonably may rely on these specific determinations only if you provided all relevant information on the form and the circumstances under review do not thereafter change. You remain responsible for the legal consequences of any change in personal or business affairs.

First, based on the information which you provide, the reviewer determines whether your proposed activity is plainly prohibited by applicable statutes or regulations. For example, if you want to lobby federal agencies on behalf of a non-profit organization that employs you, prior approval will be denied because a criminal statute prohibits such representational activities.

Second, assuming your proposed activity is not specifically prohibited, the reviewer determines whether, under the circumstances, approval should be denied for other reasons specified under the law. For example, the reviewer may deny approval if the facts show that you used your government position to obtain an outside compensated business opportunity. Another common reason for denying approval is that the outside activity may prevent you from handling work that is expected of you. Because the outside activity may cause you to have to disqualify yourself from a broad range of job assignments, or even a few crucial projects, that will affect your outside employer, it may be impossible for you to discharge fully your government duties. If, however, your outside activity is approved, the reviewer has determined that the matters in which you will not be allowed to participate are not so central or critical to the performance of [your] official duties that your ability to perform the duties of your position would be materially impaired. In other words, you cannot work on a government matter affecting your outside employer, but the reviewer expects that you will be able to stay away from these assignments and still do your job.

Recusal Obligation. When performing your federal duties, you must avoid participating in any government matter that will affect your own self-interest in continuing your outside job. For example, you would have to disqualify yourself from participating in any official matter that might put your outside employer out of business or seriously affect its finances, either positively or negatively, so that the odds of your remaining employed are also affected. Also, when you work for an outside employer, the financial interests of that company or organization are considered to be your own. This means that you cannot participate in government matters that will affect that company or organization. You cannot work on a government matter that involves your outside employer as a specific party, such as a contract, grant, audit, or investigation. The law also requires you to stay away from government matters that are larger in scope, such as deliberations and decisions on developing, implementing, or enforcing statutes, regulations, policies, studies, or proposals, that will have an effect on a large class of employers like the one for which you work on the outside. For example, if you have an outside position as an employee of a nonprofit organization, you cannot participate personally in any significant way in a policy decision that affects the financial interests of the industry or organizational sector in which these employers operate.

Scope of Recusal. Although many employees understand the need to disqualify themselves from participating in an official matter that affects their outside employer, they often believe erroneously that they can pick and choose among the various aspects of a particular matter and stay away only from the important decisions. Such incomplete recusals will not protect you from a criminal conflict of interest violation. Unless a waiver, approved in advance, identifies specific permitted activities, you must refrain entirely and absolutely from participating personally and substantially in a government matter that affects your own financial interest or that of an outside employer. When you are involved significantly in proposing, planning, advising, deciding, or implementing some official action, and you do so individually or by actively directing subordinates, your participation is personal and substantial.