



## REQUEST FOR APPROVAL OF OFFICIAL DUTY ACTIVITY

Initial Request       Revised Request       Renewal

Part I - EMPLOYEE INFORMATION		
1. EMPLOYEE'S NAME (Last, First, MI)		DATE
2. AGENCY/PROGRAM (Address)	TELEPHONE, FAX & E-MAIL Phone: _____ Fax: _____ E-Mail: _____	
3. TITLE OF POSITION	4. GRADE/STEP	5. SALARY \$
6. FINANCIAL DISCLOSURE FILING STATUS <input type="checkbox"/> Public (SF 278) <input type="checkbox"/> Confidential (OGE 450)		
7. NAME OF IMMEDIATE SUPERVISOR	SUPERVISOR'S TELEPHONE, FAX & E-MAIL Phone: _____ Fax: _____ E-Mail: _____	
Part II - OFFICIAL DUTY ACTIVITY INFORMATION		
1. <b>Nature of Official Duty Activity</b> - Indicate the type of activity for which you request prior approval, and describe the specific duties or services to be performed (if a written invitation was received, attach a copy). Also provide a detailed description as to why this activity benefits the mission of your Agency:		
2. <b>Outside Organization or Other Entity</b> - Identify the outside organization or entity for which the proposed activity will be performed. Provide the name and title of a contact person. In Items 3 and 4, provide address and contact information for the outside organization or entity.		
OUTSIDE ORGANIZATION OR ENTITY NAME		
CONTACT PERSON	TITLE	
3. <b>Outside Organization or Entity Address and Phone Number</b>		
STREET ADDRESS	STATE	ZIP CODE
	TELEPHONE NUMBER	
4. <b>Location</b> - Indicate the location(s) where the activity or service will be performed.		





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Part III - SUPERVISOR REVIEW/RECOMMENDATION	
<p><b>1. Summary of Applicable Law</b>            As a supervisor, your obligation and the duty of the employee seeking approval for this official activity are first and foremost to USDA and the successful accomplishment of its mission. If this official activity is approved, it is part of your supervisory responsibilities to monitor the employee’s compliance with applicable ethics laws and regulations.</p> <p>Any outside work performed with an organization or entity must also be consistent with the authority and mission of USDA. There should be compelling agency policy reasons for official duty activities with outside organizations and entities. The activity must be avoided if the organization or entity engages in lobbying or otherwise takes public positions on matters of significant controversy involving the USDA. Such activity should be limited where it is likely that the organization or entity may become involved in legal disputes or other actions that could subject it to liability.</p>	
<p><b>2. Supervisor’s Statement</b>            Describe the extent to which this activity benefits the mission of the Agency:</p>   	
<p><b>3. Recommendation</b>            The undersigned supervisor, identified in Part 1, Item 7, has reviewed the employee’s responses, obtained additional information where appropriate, and recommends the following action:</p> <p><input type="checkbox"/> <b>Recommend Approval</b></p> <p><input type="checkbox"/> <b>Recommend Disapproval</b>            If this box is checked, explain the reason(s) for disapproval in the space provided below.</p>	
<b>SUPERVISOR’S SIGNATURE/TITLE</b>	<b>DATE</b>
Part IV - AGENCY ETHICS OFFICIAL REVIEW	
<b>1. Name of Agency Ethics Official</b>	<b>2. Title of Agency Ethics Official</b>
<p><b>3. Ethics Review</b>            Review the employee’s answers and the supervisor’s recommendation. Indicate whether the activity can be approved or permission must be denied. Explain your reason(s) in the space below and describe any actions deemed necessary to ensure compliance with applicable ethics laws.</p> <p><input type="checkbox"/> Request as described may be approved  <input type="checkbox"/> Request may be approved subject to conditions noted in Comments section  <input type="checkbox"/> Request as described must be denied  <input type="checkbox"/> Other disposition noted in Comments section</p>	
<b>AGENCY ETHICS OFFICIAL SIGNATURE</b>	<b>DATE</b>



United States Department of Agriculture  
USDA Office of Ethics – Science Ethics Branch

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### PRIVACY ACT STATEMENT

The Ethics in Government Act, 5 U.S.C. App. § 101, *et. seq.*, Executive Order 12674, as amended by Executive Order 12731, Sections 301 and 7301 of Title 5 of the U.S. Code, and Sections 2635.803 and 8301.101 - 102 of Title 5 of the Code of Federal Regulations authorize the collection of this information. Failure to provide all or part of the requested information may result in denial of the request for approval of the activity. Falsification of information or failure to file or report information required to be reported may subject the employee to disciplinary action. Knowing and willful falsification of information required to be reported may subject the employee to criminal prosecution. The primary use of this information is to allow USDA supervisors and agency ethics officials make necessary determinations concerning employee requests for official duty activities with outside organizations and entities in order to prevent a conflict of interest or other violations of the statutes, regulations, and executive orders governing employee conduct. The information is also requested for the purpose of evaluating ethics program administration, to determine continued adequacy and effectiveness in relation to current agency responsibilities and to ensure that prompt and effective action is taken to remedy violations or potential violations, or appearances thereof, of conflict of interest and related ethics provisions. Additionally, this information may be disclosed to: (1) the Office of Personnel Management, Office of Government Ethics, Merit Systems Protection Board, Office of the Special Counsel, Equal Employment Opportunity Commission, Federal Labor Relations Authority, Federal Service Impasses Panel, Federal Mediation and Conciliation Service, and an arbitrator, in carrying out their functions; (2) a Federal, State, or local agency charged with investigating or prosecuting violations of, or implementing, the law, in the event there is an indication of a violation or potential violation of civil, criminal or regulatory law; (3) a Federal, State, or local agency maintaining enforcement records or other pertinent records, such as current licenses, if necessary to obtain a record relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (4) the National Archives and Records Administration or the General Services Administration in records management inspections; (5) the Office of Management and Budget during legislative coordination on privacy relief legislation; (6) Federal agencies with power to subpoena other Federal agencies= records; (7) a court or party in a court or Federal administrative proceeding if the Government is a party or in order to comply with a judge-issued subpoena; (8) private firms with which the Department may contract for the purpose of collating, analyzing, aggregating or otherwise refining records; (9) a Member of Congress or a Congressional office, pursuant to an inquiry made at the request of the individual who is a subject of the record; (10) the Department of Justice in defense of litigation; and (11) contractors and other non-Government employees working for the Federal Government to accomplish a function related to an Office of Government Ethics Government-wide system of records. This request will not be disclosed to any requesting person unless authorized by law.

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**Submit the original form to your supervisor who will forward this request to your Agency Ethics Official. Originals will be maintained in the Science Ethics Branch.**

**NOTE: Electronic signatures are not acceptable**

**UNITED STATES DEPARTMENT OF AGRICULTURE**  
USDA Office of Ethics – Science Ethics Branch  
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