



AUTHORIZATION FOR FREE ATTENDANCE AT A WIDELY ATTENDED GATHERING

Please read the DI-1958 Instructions and complete Parts I through IV below before submitting this form to your ethics official.
Questions? Please consult the DI-1958 Frequently Asked Questions (FAQs) at: www.doi.gov/ethics.

Part I: Employee/Invitee's Information

**required fields*

1. Employee/Invitee's Full Name:*

2. Employee/Invitee's Official Title:*

3. Employee/Invitee's Email Address:*

4. Employee/Invitee's Telephone Number:*

5. Employee/Invitee's Bureau/Office:*

6. Employee/Invitee's Duty Location (City and State):*

7. Employee/Invitee's Supervisor's Full Name:*

8. Employee/Invitee's Supervisor's Contact Information:*

9. If you are completing this form for another employee/invitee, please provide your full name and contact information.

Part II: Event Information

**required fields*

Please provide a copy of the invitation and any other information about the event, including the agenda, contact person, and/or website. If the invitation contains all the relevant information requested below, please move on to Part III.

10. Title of the Event:*

11. Location (City and State):

12. Event Start Date:

13. Event End Date:

14. Purpose of the Event (state why the event is being held):

15. Host of the event and/or person/entity who invited you to attend:

16. Contact information of the host and/or person/entity who invited you:

17. Type of event (i.e., fundraiser, awards ceremony, reception, etc.):

18. Monetary value of attendance (i.e., ticket price or other fee to attend, value of food/entertainment, etc.):

19. Does the invitation include attendance by your spouse or other guest? Yes No

| | | |
|--|---------------------|-------------------------|
| Part III: Factors for the Ethics Determination | | <i>*required fields</i> |
| 20. Why is it important to your Bureau/Office that you attend this event?* | | |
| 21. Who else will be attending the event (i.e., members from a given industry or profession; other Federal, state, or local government officials; academia; non-governmental organizations, etc.)?* | | |
| 22. Approximately how many attendees are expected at the event?* | | |
| 23. Will attendees represent a diversity of views or a range of persons interested in a given matter/topic?* If so, what matter/topic?* | | |
| 24. Will there be an opportunity to exchange ideas and views among attendees?* | | |
| Part IV: Employee/Invitee's Signature | | <i>*required fields</i> |
| <p>25. Employee/Invitee Certification</p> <p><i>By signing, I affirm that the information above is true, complete, and correct to the best of my knowledge. I understand that an ethics official will review this information, consult with my supervisor as needed, and provide further guidance as to whether I may accept free attendance to this event under the ethics regulations. I understand that after receiving ethics guidance, I must also obtain written approval from my supervisor.</i></p> | | |
| 26. Signature:* | 27. Date:* | |
| Part V: For the Ethics Official | | <i>*required fields</i> |
| <p>28. Ethics Official Review</p> <p><i>I have reviewed the information about the event and provided written ethics guidance to the employee/invitee on the date specified below. If there are questions about the ethics guidance, I may be contacted at the telephone number or email address below.</i></p> | | |
| 29. Full Name:* | 30. Title:* | |
| 31. Telephone Number:* | 32. Email Address:* | |
| 33. Date Ethics Guidance Provided to Employee/Invitee:* | 34. Signature:* | 35. Date:* |

Part VI: For the Supervisor

**required fields*

NOTE: Part VI is to be completed after the employee/invitee obtains ethics guidance.

36. Supervisory Determination

In reaching this determination, I affirm that I have considered the following factors:

- *Are there pending official matters before the agency that could affect the interests of the person/entity who invited the employee/invitee?*
- *Would the employee/invitee's acceptance of free attendance cause a reasonable person to question the employee/invitee's impartiality or the integrity of the agency?*
- *Is the employee/invitee's attendance at the event in the interest of the agency because it will further agency programs or operations?*
- *Does the agency's interest in the employee/invitee's attendance at the event outweigh any appearance concerns with the gift of free attendance?*

After reviewing the information on this form, the ethics guidance provided, and the factors above, I hereby:

APPROVE *DO NOT APPROVE* *the employee/invitee's acceptance of free attendance at this event.*

37. Full Name:*

38. Signature:*

39. Date:*

This information is collected under 5 U.S.C. App., Ethics in Government Act of 1978; Ethics Reform Act of 1989 (Pub. L. 101-194), as amended; E.O. 12674, as modified; and 5 C.F.R. § 2635.204(g) (1)-(6) for the purpose of administering the DOI Ethics Program and assuring compliance with ethics laws and regulations. Information will be used to determine any actual or apparent conflict of interest for employee/invitee acceptance of free attendance to events under relevant ethics regulations. Information may be shared with the U.S. Office of Government Ethics (OGE) as required under the Ethics in Government Act of 1978 and relevant ethics regulations; to a source when necessary and relevant to a conflict-of-interest investigation or determination; or to an agency or organization as authorized under the Privacy Act or a published routine use outlined in the OGE/GOVT-1, Executive Branch Personnel Public Financial Disclosure Reports and Other Name-Retrieved Ethics Program Records, 84 FR 47303 (Nov. 8, 2019), which may be viewed at <https://www.federalregister.gov/documents/2019/09/09/2019-19372/privacy-act-of-1974-systems-of-records>. Disclosure is voluntary, however, not providing information may delay or result in denial of the employee/invitee's request to attend the event.