

U.S. DEPARTMENT OF THE INTERIOR
INSTRUCTIONS FOR COMPLETING FORM DI-1958
AUTHORIZATION FOR FREE ATTENDANCE AT A WIDELY ATTENDED GATHERING

If you have been invited to actively participate as a speaker, panel member, or otherwise formally present information on behalf of the Department of the Interior, or if you will be attending an event away from your duty station, please consult an ethics official, as you may need to submit a different form.

INSTRUCTIONS: Please complete Parts I-IV and sign the form, then submit it to your ethics official for review. Please provide as much of the requested information as possible. Missing information may prevent the ethics official from being able to review your request and/or can cause delays in providing ethics guidance.

Once the ethics official reviews the material and provides you with written ethics guidance, you **must** send the form and the ethics guidance received from the ethics official to your supervisor for approval. **Written approval by your supervisor is required before you may attend the event.** You and your supervisor should retain copies of the final form and the ethics guidance from the ethics counselor.

QUESTIONS? Please contact your ethics official or consult the FAQs and other guidance at <https://www.doi.gov/ethics/forms>.

PART I – EMPLOYEE / INVITEE’S INFORMATION

➤ **Questions 1-8:**

- Please provide all requested contact information, so that the ethics official reviewing the form can follow up on questions in a timely manner.
- The duty location is needed to ensure that the appropriate form is being submitted.
- Please provide the name and contact information of your supervisor. This information is needed in case the ethics official has questions related to your work or matters that might involve the event host.
- **Question 9:** If you are submitting this form on behalf of the employee invited to the event, please provide your contact information so that the ethics official reviewing the form can follow up on questions in a timely manner.

PART II – EVENT INFORMATION

- **Questions 10-19:** **You must provide a copy of the invitation** and any other information you may have about the event, including an agenda, contact person, and/or website, with the form DI-1958. You can submit this as a PDF, forwarded invitation, email summarizing the details and invitation you received, etc. *If the invitation contains all the relevant information requested in Part II, you can move on to Part III.*
- **Questions 15-16:** Tell us who is hosting the event and provide their contact information. If someone other than the host of the event invited you to attend, please also provide the name and contact information of the person who invited you.
- **Question 18:** If you have questions about how to determine the monetary value of attending the event, please consult your ethics official or the FAQs at <https://www.doi.gov/ethics/forms>.

PART III – FACTORS FOR THE ETHICS DETERMINATION

Please provide as much information as possible in this section, even if you need to make good faith, educated guesses about the other attendees. The information requested is required in order to complete the regulatory review of widely attended gatherings.

- **Question 20:** Please explain how attending the event furthers the mission of your Bureau/Office or your work on behalf of the Bureau/Office. For example, this may include engaging with stakeholders on an issue or topic, learning best practices on a given issue or topic, or discussing recent developments with other experts and stakeholders on the issue or topic.
- **Question 21:** If you are not sure who else will be attending the event, please make your best guess based on the invitation or what you do know about the event. For example, if a trade association is hosting the event, will other industry types be in attendance? If the event is hosted by a nonprofit, will there likely also be attendees from industry, advocacy groups, university professors or other academics, etc.?
- **Question 22:** If you are unsure how many people are likely to be in attendance, please make your best guess based on what you do know or what you know from the person who invited you. For example, is the event being held in a large ballroom or conference center versus a small venue like a restaurant or conference room at the host's office?
- **Question 23:** If the event focuses on a specific topic, will there be others in attendance who may have different viewpoints from the host? Will the event provide a one-sided approach to the topic, or will attendees represent a wide range of views?
- **Question 24:** What is the structure of the event? Is it a panel presentation? A movie? A demonstration? Is it a reception in which you mingle with various attendees? In other words, will you have an opportunity to actively engage in discussions with the host, panelists, or other attendees?

PART IV – EMPLOYEE/INVITEE'S SIGNATURE

- **Questions 25-27:** Your signature indicates that you have completed the information accurately and to the best of your knowledge. It also indicates that you understand you cannot attend the event until an ethics official has provided ethics guidance **and** your supervisor has approved your attendance in writing.

An ethics official will likely be in touch with you for follow-up questions regarding your request to attend the event.

PART V – FOR THE ETHICS OFFICIAL

- **Questions 28-35:** The ethics official who reviews the event will confirm that they have completed the review and provided ethics guidance to the employee. Please note that the ethics official's review is not an approval or rejection of the request; it is an indication that they have reviewed the event and provided the employee with guidance on whether the event meets regulatory requirements. If the employee or supervisor has questions about the ethics guidance, they can contact the reviewing ethics official using the contact information provided on the form.

PART VI – FOR THE SUPERVISOR

****NOTE: Your supervisor completes PART VI after you receive ethics guidance from an ethics official. You must submit both the form and the ethics guidance to your supervisor.****

- **Questions 36-39:** When the employee has provided the signed form and the ethics guidance, review the information and determine whether you approve or do not approve the employee's request to attend the event. Please use the factors in Question 36 when making your decision. Sign the form, return a signed copy to the employee, and keep a copy for your records.