

**FREE ATTENDANCE AT WIDELY ATTENDED GATHERING (WAG)  
OR SPEAKING ENGAGEMENT**

**-- ATTACH COPY OF EVENT AGENDA AND COPY OF INVITATION**

Employee completes this block and questions 1a through 10. After review, employee retains the original form; supervisor and ethics official retain a copy.

EMPLOYEE'S NAME (please print)	TELEPHONE NUMBER
TITLE/POSITION	E-MAIL ADDRESS
ARE YOU A POLITICAL APPOINTEE (e.g., PAS, Non-Career SES, Schedule C)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
BUREAU/OFFICE	
NAME OF EVENT	DATE OF EVENT
LOCATION OF EVENT (City/State)	TIME OF EVENT
NAME OF EVENT SPONSOR	IS SPONSOR A 501(c)3 ORGANIZATION OR A MEDIA ORGANIZATION? <input type="checkbox"/> Yes <input type="checkbox"/> No

1a. What is the purpose of the event?

1b. Is the event a fundraiser?  Yes  No

2a. Did someone other than the sponsor invite you or ask the sponsor to invite you?  Yes  No  
 • If Yes, who?

2b. Will someone other than the sponsor pay the cost of your attendance?  Yes  No  
 • If Yes, who?  
 • Is this a 501(c)3 organization or a media organization?  Yes  No

3a. Will you be on official duty to participate as a speaker, panel member, or otherwise to formally present information on behalf of the Department of the Interior?  Yes  No

3b. If you answered Yes to 3a and it's a multi-day event, have you been offered free attendance on the day(s) on which you are not scheduled to participate as a speaker, panel member, etc.?  Yes  No

3c. If you answered Yes to 3b, would you like to accept the offer of free attendance for the day(s) on which you are not scheduled to participate as a speaker, panel member, etc.?  Yes  No

4. How will your attendance at this event further agency programs and operations?

5a. What other types of people are expected to attend? (For example, members from throughout a given industry; other Federal, state, or local government officials; etc.)

5b. Will the attendees represent a range of persons interested in a given matter?  Yes  No  
 • If Yes, what matter?

5c. Approximately how many people are expected to attend? \_\_\_\_\_

6. What is the monetary value of the gift of free attendance (conference fee and/or food, refreshments, entertainment, instruction, and materials furnished to all attendees as an integral part of the event) and how was this cost determined? (Attach separate sheet, if necessary.)

7. Does the person who extended the invitation (i.e., who is paying the costs for your attendance) have interests that may be substantially affected by the performance or nonperformance of your official duties? If the invitation is from an organization, does the majority of its members have such interests? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
<ul style="list-style-type: none"> <li>• If Yes: <ul style="list-style-type: none"> <li>• Describe the nature and sensitivity of any pending matter affecting the interests of the person who extended the invitation.</li> <li>• What is the significance of your role in the matter?</li> <li>• What is the importance of the event to the agency?</li> </ul> </li> </ul>	
8. Does the invitation include attendance by your spouse or other guest? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
<ul style="list-style-type: none"> <li>• If yes, will other attendees at the event generally be accompanied by their spouse or other guest? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></li> <li>• Would you like to accept the offer of free attendance for your spouse or other guest to attend? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></li> </ul>	
9a. Will the event be after duty hours, e.g., evening, weekend? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
9b. If during duty hours, will you be on leave or excused absence? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
10. Are you required to file a financial disclosure report (OGE Form 450 or SF 278)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
EMPLOYEE SIGNATURE	DATE

<b>ETHICS OFFICIAL REVIEW</b>	
NAME	
-- This request meets the ethics requirements for acceptance of free attendance at the event by the employee, subject to supervisor's approval. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
-- This request meets the ethics requirements for acceptance of free attendance at the event by the employee's spouse or other guest, subject to supervisor's approval. <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
<b>Comments</b> (For example, note whether the lobbyist gift ban applies, whether the gift must be reported on a financial disclosure report, etc.):	
ETHICS OFFICIAL SIGNATURE	DATE

<b>SUPERVISOR REVIEW</b>	
NAME	
<input type="checkbox"/> I approve. Attendance is in the interest of the agency because it will further agency programs and operations. If the answer to question 7 is Yes, I have found that the agency's interest in the employee's participation in the event outweighs the concern that acceptance of the gift of free attendance may or may appear to improperly influence the employee in the performance of his or her official duties after considering the importance of the event to the agency; the nature and sensitivity of any pending matter affecting the interests of the person who extended the invitation; the significance of the employee's role in the matter; the purpose of the event; the identity of other expected participants; and the market value of the gift of free attendance.	
<input type="checkbox"/> I disapprove.	
<b><u>RETURN A COMPLETED COPY TO YOUR ETHICS OFFICIAL.</u></b> <b><u>KEEP THE ORIGINAL FOR EMPLOYEE RECORDS.</u></b>	
SUPERVISOR SIGNATURE	DATE

If approved, you may accept waiver of all or part of a conference or other fee and/or the provision of food, refreshments, entertainment, instruction, and materials furnished to all attendees as an integral part of the event. You may not accept travel expenses, lodgings, entertainment collateral to the event, or meals taken other than in a group setting with all other attendees.

Privacy Act Statement. The information obtained from this form will be used to determine whether the filer is in compliance with the Executive Branch gift acceptance regulations governing free attendance at widely attended gatherings or speaking engagements (5 CFR 2635.204(g)). The general authority for collecting this information is contained in 5 CFR 2635.204(g)(3).