DI – Dec 2007	United States Department of the Interior						
Dec 2007	Request For Ethics Approval to Engage in Outside Work or Activity						
Approval of the Departmental Ethics Office or an ethics counselor from your bureau is required <u>prior</u> to engaging in outside work or activity (paid or unpaid) that is: 1) related to a DOI employee's job duties or the mission of the DOI; 2) performed for a prohibited source,* as defined in 5 C.F.R. 3501.105; or 3) performed for an outside entity (for example, a company, state/local government, individual, or organization) whose interests are related to the Department. A request to engage in outside work or activity will not be approved if it would: a) create a conflict of interest with the employee's official job duties; b) violate the <u>Standards of Ethical Conduct for Employees of the Executive Branch</u> , 5 C.F.R. Part 2635; or c) violate a Federal ethics statute or regulation. A. Federal Employment Information (PLEASE PRINT)							
1. Last Name, First Na	me, MI:	2. Grade:					
3. Telephone:		4. FAX:					
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5. E-mail address:							
6. Position / Title:							
7. Office Name and Address:							
8. Job duties (attach position description or additional information, if needed):							
B. Information about Prospective Outside Work or Activity (PLEASE PRINT)							
9. Name of outside entity, company, State/local government, individual, or organization:							
10. Address:		11. Telephone:					
12. Salary or compensation	ation: (if unpaid, indicate "Non	e") 13. Hours per week:					
14. Start date:		15. Expected end date:					
16. Describe the proposed outside work or activity: (Attach additional information if necessary)							
* Prohibited source generally includes any outside entity or individual who: (1) is seeking official action by an employee's bureau or the Department; (2) does business or seeks to do business with an employee's bureau or the Department; (3) conducts activities regulated by an employee's bureau or the Department; (4) has interests that may be substantially affected by the performance or nonperformance of the employee's official duties; or (5) is an organization a majority of whose members are described in (1) through (4) above.							

ALL questions before must be an anomalized with a test of No. Yes No T7. 1 understand that participating in an official matter (including providing recommendations or advice) that could directly affect the financial interests of the outside with so regarization could violate 18 Yes No US. C. § 208, a criminal conflict of interest ethics statute. Yes No 18. Understand that must disqualify (recuse) mysel from participation in official matters to the outside work or activity prevents me from accomplishing my Federal job, I understand 1 may be required to stop the outside work or activity. Yes No 19. Understand that 18 U.S.C. § 203 and 205 generally prohibit a Federal employee from representing an outside entity, company, State/local government, individual, or organization before any Federal agency, court or officer. Yes No 20. I will be in a non-duty or authorized leave status when I perform the outside work or activity. Yes No 21. I will not use any Government facilities, equipment, or supplies in furtherance of the outside work or activity. Yes No 22. I will be use, nor permit others to use, my official title or position in conjunction ty or the as significant change in the nature or extent of my outside work or activity. Yes No 23. I will not use or disclose any nonpublic information as part of this outside work or activity. Yes No 20. I will be duties with DO, I will su	C. Certifications: Questions or requests for guidance should be directed to your servicing Ethics Office.							
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