

DI – Dec 2007	<p align="center"><b>United States Department of the Interior</b></p> <p align="center">Request For Ethics Approval to Engage in Outside Work or Activity</p>	
<p>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.</p>		
<p>A request to engage in outside work or activity will not be approved if it would:</p> <p>a) create a conflict of interest with the employee's official job duties;</p> <p>b) violate the <u>Standards of Ethical Conduct for Employees of the Executive Branch</u>, 5 C.F.R. Part 2635; or</p> <p>c) violate a Federal ethics statute or regulation.</p>		
<p><b>A. Federal Employment Information (PLEASE PRINT)</b></p>		
1. Last Name, First Name, MI:	2. Grade:	
3. Telephone: (    )	4. FAX: (    )	
5. E-mail address:		
6. Position / Title:		
7. Office Name and Address:		
8. Job duties (attach position description or additional information, if needed):		
<p><b>B. Information about Prospective Outside Work or Activity (PLEASE PRINT)</b></p>		
9. Name of outside entity, company, State/local government, individual, or organization:		
10. Address:	11. Telephone: (    )	
12. Salary or compensation: (if unpaid, indicate "None")	13. Hours per week:	
14. Start date:	15. Expected end date:	
16. Describe the proposed outside work or activity: (Attach additional information if necessary)		
<p>* <i>Prohibited source</i> 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.</p>		

**C. Certifications:** Questions or requests for guidance should be directed to your servicing Ethics Office. **ALL questions below must be answered with a Yes or No.**

17. I understand that participating in an official matter (including providing recommendations or advice) that could directly affect the financial interests of the outside entity, company, State/local government, individual, or organization could violate 18 U.S.C. § 208, a criminal conflict of interest ethics statute.	Yes	No
18. I understand that I must disqualify (recuse) myself from participation in official matters that could directly affect the financial interests of, or give the appearance of a lack of impartiality toward, the outside entity, company, State/local government, individual, or organization for which I will perform the outside work or activity. If the outside work or activity prevents me from accomplishing my Federal job, I understand I may be required to stop the outside work or activity.	Yes	No
19. I 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 employment or activity except as authorized by DOI Limited Personal Use policies.	Yes	No
22. I will not use or disclose any nonpublic information as part of this outside work or activity.	Yes	No
23. I will neither use, nor permit others to use, my official title or position in conjunction with the outside work or activity except as permitted by 5 C.F.R. 2635.807(b).	Yes	No
24. If there is a significant change in the nature or extent of my outside work or activity, or in my official duties with DOI, I will submit a revised request for approval to engage in outside work or activity	Yes	No
25. I understand that approval to engage in outside work or activity does not relieve me of my obligation to comply with all applicable laws and regulations governing employee conduct and ethics.	Yes	No

Signature of Employee:	Date:
------------------------	-------

**D. Supervisor Recommendation to the Ethics Office**

<input type="checkbox"/> I recommend approval.	Remarks: (Attach additional information if necessary)
<input type="checkbox"/> I recommend disapproval.	
Date:	Supervisor Signature:
Telephone: (     )	Supervisor Name: (PLEASE PRINT)

**E. Ethics Office Action**

<input type="checkbox"/> Approved	Remarks: (Attach additional information if necessary)
<input type="checkbox"/> Disapproved	
Date:	Signature:
Ethics Official or Ethics Counselor Name:	Position:

**Distribution:** Original retained at servicing Ethics Office and copy to employee. A signed fax copy, a scanned copy, or an electronically signed document is acceptable as an original.