

**REQUEST TO ENGAGE IN NON-FEDERAL
 EMPLOYMENT OR ACTIVITY**

EMPLOYEE'S NAME & TITLE

AGENCY

SERIES & GRADE

DUTY STATION

YOUR PROSPECTIVE OUTSIDE EMPLOYMENT OR ACTIVITY

NAME OF PROSPECTIVE EMPLOYER

ADDRESS OF PROSPECTIVE EMPLOYER

NATURE OF PROPOSED OUTSIDE EMPLOYMENT (*Describe duties*)

DESCRIBE OFFICIAL DUTIES THAT RELATE TO THE PROPOSED EMPLOYMENT

METHOD OF COMPENSATION

SALARY OR FEE PER DIEM HONORARIUM ROYALTIES STOCK OPTIONS TRAVEL & EXPENSES OTHER _____

IS COMPENSATION DERIVED FROM A USDA GRANT, CONTRACT,
 COOPERATIVE AGREEMENT, OR OTHER SOURCE OF USDA FUNDING?

YES NO

IF EMPLOYMENT INVOLVES CONSULTATIVE SERVICES, IS THE CLIENT RECEIVING OR
 INTENDING TO SEEK A USDA GRANT, CONTRACT, COOPERATIVE AGREEMENT OR
 OTHER FUNDING?

YES NO

IS TEACHING, SPEAKING, WRITING, OR EDITING INVOLVED? IF 'YES', INDICATE PROPOSED TEXT OF ANY DISCLAIMER REQUIRED BY 5 CFR 2635.807(b).

YES NO

ADDITIONAL COMMENTS (*Use this space or attach sheets for any additional explanations, details, or other pertinent information*)

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THAT I HAVE REVIEWED AND AM FAMILIAR WITH THE PROVISIONS OF THE STANDARDS OF ETHICAL CONDUCT (5 CFR 2635.801-807), AND USDA BULLETIN 735-1, EMPLOYEE RESPONSIBILITIES AND CONDUCT, WITH RESPECT TO NON-FEDERAL EMPLOYMENT AND ACTIVITIES.

SIGNATURE

DATE

REVIEW AND APPROVAL (*To be completed by reviewing officials*)

APPROVAL RECOMMENDED NOT RECOMMENDED

SIGNATURE & TITLE OF IMMEDIATE SUPERVISOR

DATE

COMMENTS (*Immediate supervisor should indicate reasons for recommending disapproval*)

APPROVED DENIED

SIGNATURE & TITLE OF SECOND-LINE SUPERVISOR*

DATE

*SECOND-LINE SUPERVISOR: PLEASE FORWARD YOUR DECISION VIA THIS FORM TO THE EMPLOYEE, IMMEDIATE SUPERVISOR, AND MISSION AREA ETHICS ADVISOR (1400 INDEPENDENCE AVE., SW, ROOM 1709, WASHINGTON DC 20250)