

United States Department of Agriculture
Animal and Plant Health Inspection Service

WS Directive

4.170 06/01/04

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

1. PURPOSE

To provide guidelines for membership and payment of dues to professional organizations.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 4.170 dated 3/26/93.

3. POLICY

WS employees are encouraged to actively participate in professional organizations, societies, meetings, and activities that are beneficial to APHIS and enhance the professionalism of the employee.

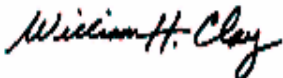
Government funds may not be used to pay for an employee's personal membership in a professional organization. However, Agency funds may be used to pay for office membership with the approval of the appropriate Director, State Director, Research Program Manager, Field Station Leader, or Deputy Administrator. Official memberships should be in the name of the Director, State Director, Research Program Manager, Field Station Leader, WS National Coordinator, or Deputy Administrator seeking the membership. The appropriate business address will be listed as the mailing address. Newsletters, proceedings, journals, or other material provided as a result of membership are Government property and will be made available to WS employees.

4. PROCESSING INSTRUCTIONS

Office membership dues may be paid using a U.S. Government VISA card or by submitting a Form AD-700, Procurement Request, to the APHIS Minneapolis Business Services. The procurement should clearly state the benefits of membership to APHIS/WS.

5. REFERENCE

WS Directive 4.305, Meetings and Conferences (06/01/04).



Deputy Administrator