

United States Department of Agriculture
Animal and Plant Health Inspection Service

WS Directive

4.120 08/16/05

CONFLICT OF INTEREST

1. PURPOSE

To provide guidance to Wildlife Services (WS) employees in avoiding the existence or appearance of conflict of interest.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 4.120 dated 3/26/93.

3. DEFINITIONS

"Conflict of interest" is defined as a conflict between the private interests and the official responsibilities of a Government employee.

"Appearance of conflict of interest" occurs when the private interests of an employee appears to be in conflict with their Government duties and responsibilities, even though there may not actually be such a conflict.

4. POLICY

a. WS employees will not keep, guide for, sell, consume, or otherwise dispose of certain officially taken animal species, or parts thereof, for personal or personal monetary gain. State Directors will identify these animal species (target and nontarget) and provide a current list to appropriate WS employees. The Director has the ultimate approval authority for the species lists. This does not apply to the legal take of game animals for personal use during regular hunting and fishing seasons.

b. WS employees will not use their position of Government employment to obtain any special privilege for personal gain from any individual, Government agency, organization, or employee. This includes gratuities, and hunting or fishing rights, such as obtaining privileges to use lands for free or at a reduced cost which are typically fee based.

c. Employees will not engage in outside employment or other outside activity which may result in or create the appearance of a conflict of interest. Employees required to file either a public or confidential financial disclosure report (SF 278 or OGE Form 450), must obtain prior written approval (MRP Form 208, Request to Engage in Non-Federal Employment or Activity) from the employees' supervisor before engaging in outside employment or

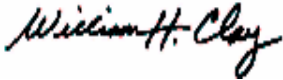
activity, whether paid or unpaid.

d. All WS employees must comply with this policy. WS employees who do not comply with this policy are subject to appropriate disciplinary action, which may include a proposed removal notice for noncompliance with Federal and State laws and regulations.

e. Supervisors will ensure each employee receives copies of the USDA Personnel Bulletin 735-1 entitled "Employee Responsibilities and Conduct," and a copy of the "Standards of Ethical Conduct for Employees of the Executive Branch" will be provided to all employees by their supervisor.

5. REFERENCES

APHIS Directive 4735.1, Conduct and Responsibilities (2/27/91).
USDA Personnel Bulletin No. 735-1 (November 12, 1996).
Standards of Ethical Conduct for Employees of the Executive
Branch, U.S. Office of Government Ethics, (October 2002).
Ethics in Government Act of 1978 (Public Law 95-521).



Deputy Administrator