



U.S. Fish and Wildlife Service

DISCLOSURE Serving as a Board Member/Officer on a Non-Federal Organization in a Personal Capacity

INSTRUCTIONS:

If you plan to serve as a board member or officer on a non-Federal organization (e.g, a professional society or committee) in your personal capacity, complete this form and give it to your supervisor. You should both keep copies of the form. See [212 FW 4](#).

A. Employee Information (PLEASE PRINT)

1. Last Name, First Name, MI:

2. Telephone:

3. FAX:

4. E-mail address:

5. Position / Title:

6. Office Name and Address:

7. Job duties (attach position description or additional information, if needed):

B. Information about the non-Federal organization (PLEASE PRINT)

8. Name of the board/committee/organization:

9. Address:

10. Telephone:

11. Salary or compensation: (if unpaid, indicate "None")

12. Start date:

13. Expected end date (if applicable):

14. Briefly describe the organization and your role in it: (Attach additional information if necessary)

C. ALL questions below must be answered with a Yes or No.

15. I understand that I may not take official actions involving particular Service matters in which I (or any organization in which I am an officer, director, or board member) have a financial interest, if the particular matter has a direct and predictable effect on that interest.

Yes

No

16. I understand that I must be impartial in performing my official Service duties.	Yes	No
17. I understand that I may not use my public office for the private gain of myself, friends, or organizations with which I have an employment or business relationship.	Yes	No
18. I will not permit the use of my Government title, position, or authority to imply Government sanction or endorsement of the non-Federal organization's opinions, policies, or activities.	Yes	No
19. I understand that I may not engage in outside activities that conflict with my official duties, and in some cases, I must obtain approval prior to undertaking such outside activities.	Yes	No
20. I understand that I may not use Government resources (including equipment, property, and personnel) or official time to conduct outside activities in my personal capacity.	Yes	No
21. I understand that I may not use nonpublic information, nor allow its improper use, to further my own private interest or those of another.	Yes	No
22. If there is a significant change in the nature or extent of my participation with the non-Federal organization, I will submit a revised disclosure form.	Yes	No
23. I understand that I may not personally solicit funds or other support from subordinates or prohibited sources. *	Yes	No
24. I understand that if I file financial disclosure reports (SF 278 and OGE Form 450), I must disclose this outside position on that report.	Yes	No
Signature of Employee:		
		Date:
The following approvals are necessary only if the organization is a prohibited source.		
Signature of Supervisor:		Date:
Signature of Ethics Counselor		Date:

You only need to complete this disclosure report again if your role substantially changes or if there is a gap in your service to the non-Federal organization. For example, if you are re-elected to a position in a professional society without a gap in service, you do not need to complete this form again.

* *Prohibited source* generally includes any outside entity or individual who: (1) is seeking official action by the Service or the Department; (2) does business or seeks to do business with the Service/Department; (3) conducts activities regulated by the Service/Department; or (4) has interests that may be substantially affected by the performance or nonperformance of the employee's official duties.