



U.S. Fish and Wildlife Service

Request for Approval to Engage in Outside Employment or Activity with a "Prohibited Source"

INSTRUCTIONS:

For approval of outside employment or activities with a prohibited source^{*}, complete and sign this form, then give it to your supervisor. If your supervisor recommends approval, the form must be sent to your servicing Ethics Counselor for review. Approval by the Ethics Counselor is required before you begin the outside employment or activity. (See 212 FW 5.) The employee and supervisor should retain copies; the servicing Ethics Counselor must retain the original.

A. Employee Information (PLEASE PRINT)

1. Last Name, First Name, MI:

2. Telephone:

3. FAX:

4. Email address:

5. Position / Title:

6. Office Name and Address:

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

B. Information about Prospective Outside Employment or Activity (PLEASE PRINT)

8. Name of outside entity, company, State/local government, individual, or organization:

9. Address:

10. Telephone:

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

12. Hours per week:

13. Start AND end dates:

14. Does the outside entity receive U.S. Fish and Wildlife Service funds through a grant, cooperative agreement, contract, or other means? If yes, identify.

15. Describe the proposed outside employment or activity: (Attach additional information if necessary)

** A **Prohibited source** includes any person, company, or organization that has business with the Service, is seeking to do business with the Service, conducts operations that are regulated by the Service, or has any interests that might be affected by the performance or non-performance of the employee's official duties, or is an organization a*

majority of whose members are described above. (See 5 CFR 2635.203 (d).)

C. Certifications: Please initial the box to certify that you understand the following statements. Direct questions or requests for guidance to your servicing Ethics Counselor (also see 212 FW 5.7.)

16. I understand that criminal statute 18 U.S.C. 208 prohibits me from participating in any official matter (including providing recommendations or advice) that could directly affect the financial interests of the non-Federal entity for which I plan to perform the outside work or activity.	
17. I understand that I must disqualify (recuse) myself from participation in official matters that could directly affect the financial interests, or give the appearance of a lack of impartiality toward the non-Federal entity for which I plan to perform the outside work or activity.	
18. I understand that if the outside work or activity prevents me from accomplishing my Service job, I may be required to stop the outside work or activity.	
19. I understand that criminal statutes 18 U.S.C. 203 and 205 prohibit me from representing the non-Federal entity for which I plan to perform the outside work/activity before the Service, any Federal agency, court, or officer. <i>Note:</i> This prohibition applies whether you are paid or unpaid for the work/activity. It prohibits you from signing documents or verbally communicating to the Federal Government on behalf of the non-Federal entity. (See examples in 212 FW 5, section 5.7D.)	
20. I will be in a non-duty or authorized leave status when I perform the outside work or activity.	
21. I will not use any Government facilities, equipment, or supplies for the outside employment or activity except as authorized by the Department's limited personal use policies.	
22. I will not use or disclose any nonpublic information as part of this outside work or activity.	
23. I will not use, or allow others to use, my official title or position in conjunction with the outside work or activity except as allowed in 5 C.F.R. 2635.807(b). <i>Note:</i> You may not provide your Service email, physical address, or phone number as contact information related to your outside work/activity. (See 212 FW 5, section 5.7, for more information and examples.)	
24. If my outside work/activity includes teaching, speaking, or writing that is related to my official duties, I understand that I am prohibited from accepting compensation except for teaching classes at educational institutions listed in 5 CFR 2635.807(a)(3). (See examples in 212 FW 5, section 5.7I.)	
25. If there is a significant change in the nature or extent of my outside work or activity, or in my official duties with the Service, I will submit a revised request for approval.	
26. I understand that approval to engage in outside work or activity does not relieve me of my obligation to comply with all applicable laws, regulations, and policies governing employee conduct and ethics.	

Signature of Employee:

Date:

D. Supervisor's Recommendation to the Ethics Counselor

<input type="checkbox"/>	Recommend approval.	Remarks: (Attach additional information if necessary)
<input type="checkbox"/>	Recommend disapproval.	
Date:	Supervisor signature and title:	
Telephone:	Supervisor Name: (PLEASE PRINT)	

E. Ethics Counselor's Action

<input type="checkbox"/>	Approved	Remarks: (Attach additional information if necessary)
<input type="checkbox"/>	Disapproved	
Date:	Ethics Counselor signature and title:	

Telephone:	Ethics Counselor Name: (PLEASE PRINT)
Distribution: The employee and supervisor should retain copies; the Ethics Counselor must retain the original.	