United States Department of Agriculture
Office of Ethics
5 C.F.R. Part 950
USDA Ethics Issuance 03-2, November 7, 2003, Combined Federal Campaign Activities

Combined Federal Campaign (CFC) Event Review Form (OE-109)

Overview/Instructions:

-Employees organizing a CFC event ***must*** complete this **E-Form** (Parts I-III), Digitally sign it *(which will ask you to create a digital signature and allow you to save simultaneously)* and then submit it as an email attachment to their agency CFC coordinator.

-Agency CFC coordinators will review this form (Parts I--III) and complete Part IV determining whether it must be submitted to the appropriate Office of Ethics contact for further review.

- Agency CFC coordinators are responsible for retaining forms not sent to the Office of Ethics for review.

- Forms sent to the Office of Ethics will be returned to the agency CFC coordinator with approval or guidance for event restructuring.

*****Please Help Us Reduce Operational And Environmental Costs By DIGITALLY Signing And Submitting This Form Via EMAIL*****

For Questions or for Events Requiring an Ethics Review Please Contact the Appropriate Ethics Branch:

Office of the Director:
Services Civil Rights; Departmental Management; Foreign Agricultural Service; National Appeals Division; Office of Budget and Program Analysis; Office of Communications; Office of Congressional Relations; Office of Homeland Security; Office of the Inspector General; Office of the Chief Economist; Office of the Chief Financial Officer; Office of the Chief Information Officer; Office of the Executive Secretariat; Office of the General Counsel; Office of the Secretary; Risk Management Agency.The Office of the Director can be reached at: **DAEO.ethics@usda.gov**

Forestry Ethics Branch (FEB):
Services U.S. Forest Service (with the exception of Research and Development Employees). FEB can be reached at **Fsethics@dm.usda.gov**

Science Ethics Branch (SEB):
Services Agricultural Research Service; National Institute of Food and Agriculture; Economic Research Service; National Agricultural Statistics Service; Forest Service - Research and Development [International Institute for Tropical Forestry, Rocky Mountain Research Station, Southern Research Station, Northern Research Lab, Forest Products Lab, Pacific Northwest Research Station, Pacific Southwest Research Station, Washington R&D Deputy Area]; Natural Resources Conservation Service - Soil Survey & Resources Assessment; Science and Technology. SEB can be reached at **science-ethics@dm.usda.gov**

FARM, CONSERVATION, AND RURAL PROGRAMS ETHICS BRANCH

- Farm Service Agency **CFC POC, Tonya Willis, Tonya.Willis@dm.usda.gov**
- Natural Resources Conservation Service **CFC POC**, **Erin Kobiela, Erin.Kobiela@dm.usda.gov**
- Rural Development (including Legislative and Public Affairs, Rural Business Cooperative Service, Rural Housing Service, & Rural Utilities Service) **CFC POC**, **Julia West, Julia.West@dm.usda.gov**

MARKETING, REGULATORY, AND NUTRITION ETHICS BRANCH

Services Agricultural Marketing Service, Animal and Plant Health Inspection Service, Grain Inspection, Packers and Stockyards Administration, Food and Nutrition Service, Food Safety and Inspection Service, National Appeals Division. **CFC POC**, **Mary Royster**, **Mary.Royster@dm.usda.gov**

PART I: EVENT AND EVENT ORGANIZER INFORMATION

Name of Event Organizer

Email:

Tel:

****Forest Service Select One****

Event Date:

Event Time:

Event Location:

Title of Event:

Description Of The Event To Be Held:

PART II: EVENT ORGANIZER'S CHECKLIST [Please Check Yes or No]

YES	NO	
☐	☐	Will any cash proceeds from the sale of items or services go to a source other than the CFC General Fund? *[If participants are to be provided the opportunity to designate specific charities, such designations shall only be accomplished through pledge cards.]*
☐	☐	*Will any f*or-profit organizations (i.e., Tupperware, Avon, Mary Kay, etc.) be involved in the event?
☐	☐	Will any employee or other individual sell items with a percentage of the sale donated to CFC? *For example, an employee will sell crafts, and in turn, donate a percentage of the sale to CFC.*
☐	☐	Will this event involve a raffle or other game of chance? [Note: that gambling, defined as: (1) betting something of value – usually money, (2) in a game of chance (lottery, raffle, etc.), (3) that offers an award or prize is impermissible] *(For example, $5 dollar donation by a federal employee to the CFC General Fund buys them 4 tickets (chances) to win a $50 dollar gift certificate)?*
☐	☐	Will an entrance fee be charged to enter this event?
☐	☐	Will any employee donated prize exceed $100 in value?
☐	☐	Have appropriated funds been used to purchase: prizes, refreshments, gifts, or other items not essential to support CFC?
☐	☐	Will any part of this event be conducted away from government-owned/leased property?
☐	☐	Will there be any acceptance of donations from outside sources, vendors, contractors?
☐	☐	Will there be any 'solicitation' (asking/requesting) for donations from outside sources, vendors, and/or contractors? *(For example: A Federal employee approaches a prominent local restaurant and asks them to donate a restaurant gift certificate to a raffle/silent auction CFC event)?*
☐	☐	Will participating Federal employees be soliciting donations from contract employees? *(Note that soliciting contractors (i.e., sending them email announcing a CFC event) is prohibited--although the acceptance of unsolicited voluntary contributions from contract employees at a CFC event is permissible)*

PART III: EVENT ORGANIZER CERTIFICATION:

(Please Forward this Form to your CFC Coordinator For Review)

I certify that the information included and attached to this form is true and correct to the best of my knowledge and that I have read and understood the rules regarding the conduct of CFC events as set out in the checklist above.

Event Organizer's **DIGITAL** Signature: (Not Mandatory) Date:

CLICK HERE To Email The Form You Just Digitally Signed And Saved To Your CFC Coordinator For Review

Part IV: CFC REGIONAL or AGENCY COORDINATOR'S APPROVAL

Instructions:

1. If the event organizer answered "YES" to any question on Part II (Page 3) please select "Office of Ethics Review Required" and forward it to the appropriate ethics branch (including the proposed advertising materials for this event [i.e., flyer, email, etc.]. Please submit forms for review no less than *10 business days* before the proposed event date.

2. If the event organizer answered "NO" *to all questions* on Part II (page 3) please sign and retain for your records (submission to the Office of Ethics is not required)

CFC REGIONAL OR AGENCY COORDINATOR PLEASE SELECT ONE OF THE FOLLOWING

Event Coordinator's Name:

Event Coordinator's Email: TEL:

CFC Agency Coordinator's **DIGITAL** Signature (Not Mandatory) DATE

****REMEMBER** YOU ONLY NEED TO SUBMIT THIS FORM FOR AN ETHICS REVIEW IF THE EVENT ORGANIZER MARKED "YES" TO ANY OF THE QUESTIONS ON PART II (PAGE 3)**

PLEASE CLICK ON THE APPROPRIATE ETHICS BRANCH (BELOW) TO SUBMIT THIS FORM FOR REVIEW

OFFICE OF THE DIRECTOR

FORESTRY BRANCH

FARM SERVICE AGENCY

SCIENCE ETHICS BRANCH

NATURAL RESOURCES CONSERVATION SERVICE

MARKETING, REGULATORY, NUTRITION

RURAL DEVELOPMENT

PART V: USDA OFFICE OF ETHICS OFFICIAL REVIEW:

(Required if Event Organizer Responded "Yes" to any question in Part II [page 3] above)

CFC EVENT REVIEW:

The Office of Ethics finds that the proposed event, based upon the information provided by the Event Organizer, is hereby:

○ **APPROVED** ○ **APPROVED with Conditions (See Below)** ○ **DISAPPROVED (See Below)**

Signature: Date: