



USDA OFFICE OF ETHICS - SCIENCE ETHICS BRANCH

**Request for Approval to Accept an Award from a Non-Federal Source**

This form is to be used for awards which bestow gifts consisting of cash or cash equivalent, or a tangible item or items valued at greater than \$200. When an award consists only of gifts of travel, meals, or a plaque, certificate or trophy of little intrinsic value, use other methods to obtain approval (e.g. sponsored travel and/or the widely attended gathering exception). Sponsored travel and Widely-Attended Gathering forms can be found at: <http://ethics.usda.gov/science/forms/index.htm> Please provide all attachments from the awarding organization and use supplemental sheets, if necessary.

<b>EMPLOYEE NAME:</b>	<b>TELEPHONE #:</b>
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**AGENCY/LOCATION ADDRESS:**

**NAME AND ADDRESS OF AWARDING ORGANIZATION:**

<b>FULL NAME OF AWARD:</b>	<b>VALUE: \$</b>
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<b>DATE OF AWARD EVENT</b>	<b>LOCATION OF AWARD EVENT (City, State or Country)</b>
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**PURPOSE/MISSION OF THE AWARDING ORGANIZATION:**

<b>IS THE AWARDING ORGANIZATION:</b>	<b>NON-PROFIT/PROFESSIONAL</b>	<b>PROFIT MAKING</b>
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<b>IS THE AWARDING ORGANIZATION A PROHIBITED SOURCE?</b>	<b>YES</b>	<b>NO</b>
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<b>IS THIS AN ESTABLISHED AWARDS PROGRAM?</b>	<b>YES</b>	<b>NO</b>
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**HOW IS THIS AWARD FUNDED (WHERE DOES THE MONEY COME FROM)?**

<b>ARE OTHER THAN FEDERAL EMPLOYEES ELIGIBLE TO RECEIVE THIS AWARD?</b>	<b>YES</b>	<b>NO</b>
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<b>IF THE MONEY IS FUNDED BY PRIVATE INDUSTRY, DO THEY HAVE AUTHORITY TO APPROVE OR DISAPPROVE RECEIPT OF THE AWARD?</b>	<b>YES</b>	<b>NO</b>
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**WHO IS ELIGIBLE TO NOMINATE CANDIDATES FOR THIS AWARD?**

**WHAT ARE THE NOMINATING PROCEDURES?**

<b>ARE THE SELECTION STANDARDS IN WRITING?</b>	<b>YES</b>	<b>NO</b>	<b>(If YES, please provide a copy)</b>
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**WHO IS ON THE SELECTION PANEL, AND WHO APPOINTS THEM?**

**WHO MAKES THE FINAL DECISION?**

## CERTIFICATION/RECOMMENDATION

### EMPLOYEE'S CERTIFICATION AND SIGNATURE

*I request permission to accept the award honor and the associated gifts as described above. Disqualification Requirement: I understand that I am recused (disqualified) immediately from all official matters involving or that could affect the awarding organization. If the award is approved, my recusal from matters involving the award donor remains in effect for one year following the date I receive the award and I will not participate in any official matters involving the award donor organization without prior authorization from my Agency/Area Ethics Advisor.*

**Employee's Signature:**

**Date:**

### SUPERVISOR'S STATEMENT AND RECOMMENDATION

*The employee has no recent, current or pending official matters with or that can affect the non-Federal organization or a majority of its members. If the award is approved, I will accept responsibility for all official matters from which the employee is recused due to the receipt of this award.*

Recommend Approval

Do Not Recommend Approval

**Supervisor's Signature:**

**Date:**

**Phone #:**

**E-mail:**

### AGENCY/AREA ETHICS OFFICIAL RECOMMENDATION

*Based on my review of the above statements and supporting documentation supplied by the employee, this constitutes my determination pursuant to 5 C.F.R. 2635.204(d), that the employee's request is:*

Approved as requested

Disapproved

Approved with the following conditions:

**Signature:**

**Date:**

### USDA OFFICE OF ETHICS - CONCURRENCE

Concur

Do not Concur for this reason:

**Signature:**

**Date:**

## NOTICES

### FINANCIAL DISCLOSURE

Awards, including cash, cash equivalents, meals, lodging, transportation, reimbursements, entertainment, free attendance, or other benefits incident thereto, received for the personal use, disposition, or retention by the employee valued individually in excess of \$134 and which aggregate \$350 or more must be disclosed by employees who file a financial disclosure report. Incumbent and termination filers of the OGE-278 Public Financial Disclosure Report include this information on Schedule B, Part II filers include these items in Part IV. (Note that the reporting threshold is determined every 3 years; check the financial disclosure requirements for the current amount.) Travel funds accepted by the agency under the sponsored travel regulations are not reported as personal gifts on the OGE-278 or on the OGE-450.

### TAX CONSEQUENCES

Award recipients should consult their personal attorney, accountant, or other financial advisor concerning the treatment of awards and the benefits incident thereto for tax purposes. Ethics officials and government attorneys do not provide tax or other personal financial advice to government employees. Note that, pursuant to section 4941 and 4946 of Title 26 of the U.S. Code, awards and other payments received from private foundations, as defined under Section 509 of the Internal Revenue Code, may be prohibited for Presidential appointees, Schedule C employees, or other individuals compensated at pay levels at or above the lowest rate of basic pay for the Senior Executive Service under section 5382 of Title 5, United States Code, unless the recipients of the award are selected from the general public and consideration is not confined to government employees.

### AGENCY GIFT ACCEPTANCE

If approval is obtained in advance, tangible items intended for display at and retention by the USDA that are accepted on behalf of the employee's component pursuant to an applicable agency gift acceptance authority statute are not reportable as personal gifts on the OGE-278. Employees should consult their employing office, ascertain the availability of this option, and comply with applicable procedures. Travel reimbursement authorities contained in Section 1353 of Title 31 of the U.S. Code, as implemented by Part 304-1 of Title 41 of the Code of Federal Regulations, permit the Department to accept where appropriate, travel costs tendered by non-federal sources in connection with the recognition of federal employees for meritorious public service that is related to official duties.

### CERTIFICATION

The signature of the employee on this form certifies that the statements made and information provided on this form are true, complete, and correct to the best of the individual's knowledge.

### WHERE TO SUBMIT YOUR FORM

Once the employee completes the form, it should be sent to their immediate supervisor for review and recommendation then forwarded to their appropriate Agency/Area Ethics Advisor. A list of Agency Ethics contacts is available on the Science Ethics Branch website at: <http://ethics.usda.gov/science/docs/agency-ethics-contacts.pdf>

Once the form is signed by the Agency/Area Ethics Advisor, with concurrence by the Science Ethics Branch, the requesting employee will be given a copy of the form while the original is maintained in the USDA Office of Ethics-Science Ethics Branch for a period of 6 years.