



## USDA OFFICE OF ETHICS - SCIENCE ETHICS BRANCH

### ACCEPTANCE OF FREE ATTENDANCE AT WIDELY-ATTENDED GATHERINGS (WAG)

#### PART A: TO BE COMPLETED BY EMPLOYEE

(ATTACH YOUR LETTER OF INVITATION)

Name of Employee/Title		Agency/Organization/Location	
Name/Description of Event		Location of Event	
Purpose of Event			
Sponsor(s) of Event		Source of Free Attendance	
Approximate Value	Date(s) of the Event	Time/Length of Event	

**1. Is the employee assigned on official duty to participate as a speaker, panel member or otherwise to present information on behalf of USDA at a conference or similar engagement?**

Yes

No

- If yes, attendance on the day(s) of the employee's actual presentation is a customary and necessary part of his performance of the assignment and does not involve a gift to the individual or the USDA. No further action is necessary.
- If No, or the invitation includes attendance for days when the employee will not be making a presentation, proceed to Question 2.

**2. Has someone other than the sponsor of the event designated the employee to be invited and will someone other than the sponsor bear the cost of the employee's attendance?**

Yes

No

- If the answer to either is No, proceed to Question 3.





written finding that USDA's interest in the employee's participation outweighs concern that acceptance of the gift may or may appear to improperly influence the employee in the performance of his official duties.

- If the response to Question 10 is Yes, please provide the following information to assist the Ethics Advisor in reaching a decision:
- Describe the purpose and the importance of the event to USDA:
  
- Provide Information on the nature and sensitivity of any pending matter(s) affecting the interests of the sponsor of the event:
  
- Describe the significance, if any, of the employee's role in the matter described above:
  
- Provide information on the identity of other expected participants at the event:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**Part B: To Be Completed by the Supervisor**

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**Supervisory Review:**

Approval Recommended

Disapproval Recommended

Comments:

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

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**Part C: To Be Completed by the Agency/Area Ethics Advisor**

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**This form constitutes a written recommendation that:**

Attendance at this event is approved.

Attendance at this event is not approved for this reason:

The sponsor's offer to the employee's spouse/guest is authorized.

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**Agency/Area Ethics Advisor's Signature**

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**Date**

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**Part D: To Be Completed by the USDA Office of Ethics – Science Ethics Branch**

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Concurrence

Do Not Concur for this reason:

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**Signature of USDA Office of Ethics – SEB Advisor**

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**Date**

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**Note:** The approval may be a blanket determination to cover any or all categories of invitees for whom the answer to Question 10 would be No.

A Written determination may be issued to cover two or more employees whose duties similarly affect the interests of the sponsor or its members for those employees for whom the answer to Question 10 would be Yes.