Request for Prior Approval for Outside Activity or Employment

Flow Diagram of Process

Complete Package:
Request for Prior Approval for Outside Activity or Employment & current Position Description

Step 1:

Employee requests application from:

- States: Ethics Contact
- National Office: National Ethics Program Manager

Step 2:

Employee completes ***all required*** information blocks in application.

Step 3:

Employee gives *complete package* to her/his supervisor.

Step 4:

Supervisor reviews application and provides written recommendation for approval or denial of employee request. Supervisor must sign and date document. Supervisor sends *complete package* for ethics conflict of interest analysis to:

National Ethics Program Manager
USDA Office of Ethics – Farm Branch
Washington, D.C. 20250

Step 5:

National Ethics Program Manager reviews employee application for conflict of interest and documents result of analysis along with recommendation for the approval or denial of the request on the application form.

Step 6:
National Ethics Program Manager forwards the *complete package* for final approval to:

Authorized Agency Official:

- States: State Director (Rural Development); State Executive Director (FSA); State Conservationist (NRCS)
- National Office: Administrator for O &M

Step 7:

Authorized Agency Official reviews application and recommendations. Final determination of approval or denial is the responsibility of the Authorized Agency Official. Determination is documented on application along with signature.

Step 8:

Authorized Agency Official returns the *complete package* to the **National Ethics Program Manager.**

Step 9:

National Ethics Program Manager provides written notification to the employee / State Ethics Contact regarding approval or denial of request.

All three documents are placed in employee's OGE Form 450 file in the National Office.