

ETHICS FORMS REFERENCE SHEET

Form Number	Form Title	Key Items the request must include	Approving Officials	Send to:
AD-1101	Acceptance of Travel Funds from Non-Federal Sources	<ul style="list-style-type: none"> -Written invitation outlining expenses provided by the non-Federal source, -Copy of the agenda, and -Draft letter of acceptance. <p>Form instructions can be found at: https://www.ethics.usda.gov/docs/forms/AD-1101_Instructions.pdf</p>	<p>Immediate supervisor signs in Part VI; Area Ethics Advisor signs in Part VII and Part VIII for GS employees.</p> <p>-----</p> <p>If the traveler is a senior level employee (SES, SL, ST, RA or SSTS), the Area Ethics Advisor would sign in Part VIII and the USDA Office of Ethics HQ office would sign in Part VII.</p>	<p>For GS employees: Stays at the Area level (Area travel specialists maintain these).</p> <hr/> <p>For Senior level employees, send to Ethics-REE@usda.gov for review</p>
OE-101	Request for Approval of Outside Activity	<p>Under Part IV, completion of the Immediate Supervisor's Statement is mandatory.</p> <p>Form instructions can be found at: https://www.ethics.usda.gov/docs/forms/INS_OE-101.pdf</p>	<p>Immediate supervisor signs in Part IV, Area Ethics Advisor signs in Part V and the USDA Office of Ethics signs in Part VI.</p>	<p>Send to Ethics-REE@usda.gov for final review</p>
OE-208	Request for Approval to Serve as an Officer, Director, or Trustee of a Nonprofit Professional Organization in an Official Capacity	<ul style="list-style-type: none"> -Copy of IRS Certification of Tax-exempt status (must be a 501(c)3 organization) -Invitation or e-mail notification of position with nonprofit organization -Copy of bylaws with duties of position -Draft agency acceptance letter 	<p>Immediate supervisor signs in Part V, the USDA Office of Ethics signs in Part VI., and Area Ethics Advisor or the Area Director signs in Part VII.</p>	<p>Send to Ethics-REE@usda.gov for final review</p>

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SEB-102	Conflict of Interest Certification	NOTE: You will only see this on the rare occasion that an employee indicates a YES answer on Page 3 of the form indicating a potential conflict of interest which needs a determination by the Area Ethics Advisor and the USDA Office of Ethics. The employee should not sign the form, but instead would complete Part III with an explanation.	Area Ethics Advisor signs in Part IV, the USDA Office of Ethics signs in Part V.	Send to Ethics-REE@usda.gov for final review
SEB-103	Request for Approval to Accept an Award from a Non-Federal Source	Employee should submit a copy of the award criteria along with the SEB-103 request.	Signatures of the employee, immediate supervisor, Area Ethics Advisor and the USDA Office of Ethics are in Part III of the form.	Send to Ethics-REE@usda.gov for final review
SEB-104	Acceptance of Free Attendance at Widely-Attended Gatherings	Employee should include a copy of the invitation along with the SEB-104 request.	Immediate Supervisor signs in Part B, Area Ethics Advisor signs in Part C, the USDA Office of Ethics signs in Part D.	Send to Ethics-REE@usda.gov for final review
SEB-106	Request for Approval of Official Duty Activity	Under Part III, completion of the Immediate Supervisor's Statement is mandatory.	Immediate Supervisor signs in Part III, Area Ethics Advisor signs in Part IV, the USDA Office of Ethics signs in Part V.	Send to Ethics-REE@usda.gov for final review
	Certification of U.S. Government Material as Public Domain Content	You may rarely see this form. Employees should submit this form to publishers in lieu of a publisher's agreement when preparing works in their official capacity. Employees should never sign a publishing agreement unless it has been reviewed the Office of General Counsel.		Employee maintains a copy in their records.

Ethics forms for the REE Agencies can be located at <https://www.ethics.usda.gov/science/>

AXON ethics page: <https://axon.ars.usda.gov/Employee%20Tools/Pages/ethics.aspx>

USDA Office of Ethics website: <https://www.ethics.usda.gov>