



**Functional Series [100](#)
Agency Organization and Legal Affairs**

INTERIM UPDATE 07-03

SUBJECT: Procedure for Requesting Clearance to Accept Complimentary Invitations to Attend Widely Attended Gatherings

NEW MATERIAL: This notice provides changes to ADS 101, Agency Programs and Functions. The updated and/or new functional statements reflect reorganizations that have occurred since February 2006.

EFFECTIVE DATE: July 18, 2007

POLICY

USAID/General Notice
GC/EA
07/18/2007

Subject: Procedure for Requesting Clearance to Accept Complimentary Invitations to Attend Widely Attended Gatherings

This notice supersedes, in its entirety, the notice on the same subject issued 9/6/05.

Government-wide rules prohibit employees from accepting gifts from outside sources, unless an exception applies. These rules can be found on the GC/EA website <http://inside.usaid.gov/A/GC/EA/party.htm>, as well as in section 2635.204 of the Standards of Ethical Conduct for Employees of the Executive Branch.

The following procedure applies to an exception that requires the Agency's determination in writing that an employee's acceptance would be in the interest of the Agency. The acceptance of an invitation to attend specific widely attended gatherings as a representative of the Agency, at no cost to the attendee, must be cleared through GC and ES as outlined below. Widely attended gatherings are those events attended by a large number of persons and at which a diversity of views or interests are present.

The procedure for USAID/W direct hires, PSC's and other contractors "performing an inherently government function," or anyone who wishes to attend as a representative of USAID is as follows:

1. GC determines whether attendance is permissible from an ethics standpoint, in reference to conflict of interest rules. When an individual receives an invitation and wishes to attend the event, at no cost, he/she must contact GC and provide a statement as to why his/her attendance is in the Agency's interest. The individual must include basic information on the event, including: what, when, where, purpose, and must provide a reliable point of contact.
2. If invitees are below the AA level, they must submit AA endorsement to GC with the request to attend. If there are multiple invitees from one bureau or office, the AA must prioritize the list of invitees.
3. All requests must be turned in to GC/EA no later than seven days prior to the event in question.
4. If GC/EA finds that the employee's attendance at the event would not result in a conflict of interest, the employee justification statement(s) will be forwarded to ES for determination of who may attend as representatives of the Agency.
5. Attendance at an event without approval from GC and ES will result in the employee being held responsible for the face value of the ticket, as well as possible disciplinary action.

This notice details the procedures in order to obtain permission to attend widely attended gatherings at no cost. Individuals may attend these events without permission in their personal capacity (i.e., unofficially) if they pay the face value of the ticket themselves. Although the same ethics rules apply for those employees assigned overseas, the procedures overseas employees are to follow are different. Overseas employees must consult with their Regional Legal Advisors in order to request clearance to accept complimentary invitations to widely attended gatherings.

Contact GC/EA as soon as possible with full information and contacts about the "gift" or event. There are other exceptions to the rules that may allow GC clearance and not require the process described above.

Point of Contact: Any questions concerning this notice may be directed to Dan Stoll, GC/EA, (202) 712-1076.

Notice 0742

File Name	Notice Date	Effective Date	Editorial Revision Date	Remarks
IU1_0703_071807	07/18/07	07/18/07		This IU will become inactive once it is incorporated into an ADS chapter.