

U.S. DEPARTMENT OF THE INTERIOR
INSTRUCTIONS FOR COMPLETING FORM DI-7010
REQUEST FOR ETHICS APPROVAL TO ENGAGE IN OUTSIDE EMPLOYMENT AND ACTIVITIES

INSTRUCTIONS: Please complete Parts I-III and sign the form, then submit it to your supervisor for review and recommendation. After obtaining a supervisor's recommendation, submit the form to your ethics official for review and determination. Provide as much of the requested information as possible. Missing information may prevent the ethics official from being able to issue a determination on your request and/or cause delays in providing you ethics guidance.

Written approval from your ethics official must be obtained prior to engaging in outside employment/activities with a prohibited source. Certain DOI employees, including those at the U.S. Geological Survey, the Bureau of Land Management, the Office of the Assistant Secretary – Indian Affairs, the Bureau of Indian Affairs, and the Bureau of Indian Education are subject to additional requirements regarding outside employment/activities, which are specific to those Bureaus or Offices.

You should retain a copy of the final determination and the ethics guidance from the ethics official.

QUESTIONS? Please contact your ethics official or consult the FAQs and other guidance at <https://www.doi.gov/ethics/forms>.

PART I – EMPLOYEE INFORMATION

- **Questions 1-4:** Please provide all requested contact information, so that the ethics official reviewing the form can follow up on questions in a timely manner.
- **Question 7:** Please provide a brief description of your official duties/functions in your position at DOI. This information is necessary for the ethics official to identify any potential conflicts or concerns with the proposed outside employment/activities as it relates to your position at DOI.

Please attach a copy of your current position description.

PART II – PROPOSED OUTSIDE EMPLOYMENT / ACTIVITIES

- **Questions 8-15:** Please provide detailed information about the prospective outside employer or other entity and the nature of the proposed outside employment/activities, including: the name and address of the prospective outside employer or other entity; the position/title under consideration; the compensation, if applicable; the time commitment; and contact information and website.
- **Question 16:** Please provide a description of the nature of the proposed outside employment/activities, including: a full description of the specific duties or services to be performed; how it relates to your position and duties at DOI; and any other information that is pertinent to the ethics review. This information is necessary for the ethics official to determine whether the outside employment/activities is expected to involve conduct prohibited by a Federal statute or regulation, including the DOI supplemental ethics regulations and the Standards of Ethical Conduct.

If you have any additional materials or information that will assist the ethics official in reviewing this request, such as an advertisement, an offer letter, or a position description for the proposed outside employment/activities, or additional information about the prospective employer or other entity, please provide copies or links.

PART III – EMPLOYEE'S SIGNATURE

- **Questions 17-19:** Your signature indicates that you have completed the information accurately and to the best of your knowledge. You acknowledge that your request will be reviewed and that you will receive ethics guidance as to whether you may participate in the requested outside employment/activities.

Your signature also indicates that:

- (1) you are not aware of any reasons why the proposed outside employment/activities will lead to any conduct or activities prohibited by law;
- (2) you are not aware of any reasons why the proposed outside employment/activities would create a conflict of interest;
- (3) that you will disqualify yourself from future participation in matters that could directly affect the outside employer or other entity; and
- (4) that you will submit a revised request upon significant change in either the nature of the outside employment/activities or your official duties/functions or position.

PART IV – SUPERVISORY RECOMMENDATION

- **Questions 20-26:** Your supervisor's signature affirms that your supervisor has reviewed the request and considered whether the outside employment/activities would create a situation that would require you to be disqualified, as a result of your proposed outside employment/activities, from working on matters which are central to your official duties or materially impair your ability to perform your official duties.

Supervisors: If you have questions, please read the FAQs for detailed information on how to review this request or contact an ethics official.

PART V –ETHICS OFFICIAL DETERMINATION

- **Questions 27-33:** The ethics official will confirm that they have reviewed the request and provided you with written ethics guidance. The ethics official will make a determination as to whether the proposed outside employment/activities is expected to involve conduct prohibited by Federal ethics statute, or regulation, including DOI supplemental ethics regulations and the Standards of Conduct and then approve or disapprove your request. If you or your supervisor have questions about the ethics guidance, please contact the reviewing ethics official.