DEPARTMENT OF ENERGY
REQUEST TO ATTEND A WIDELY ATTENDED GATHERING (GENERAL)

Employees must obtain written approval from both their supervisor and from ethics counsel prior to accepting gifts of free attendance under the Widely Attended Gathering exception to the gift rules. **Please submit this form and the invitation you received to your supervisor for determination that your attendance at the event is in the agency's interest.** *(Note you may need to reach out to the contact listed on the invitation to gather the information necessary to fill out this form.)*

Headquarters employees should submit the completed and signed form to the Office of the Assistant General Counsel for Ethics and Personnel Law at standardsofconduct@hq.doe.gov. Employees who are duty-stationed in the field should submit the form to their local site counsel.

1. Name and title of Department of Energy (DOE) employee invited to attend event:

2. Please provide the following details:
   a. name of event:

   b. event date and location:

   c. expected number of attendees:

   d. general composition of attendees, including groups or affiliations (i.e., % of government, industry, academia, non-profit, media, etc.):

   e. event sponsor(s):

3. Is the entity/person who invited you to the event the sponsor of the event? Yes
   If no, please provide the name of the entity/entities who invited you to the event:

4. Identify any other gifts offered to the DOE employee(s) in addition to free attendance at the event (e.g.,, gift of free attendance has been extended to employee's guest, mementos or souvenirs will be given out):

5. What is the cost of the event? (If the event is free to attend, please provide the per person cost the sponsor is spending to put on the event):

6. Please describe how your attendance at this event will provide an opportunity to exchange ideas and views with other invitees in furtherance of agency programs and operations:

7. Please describe any matters pending before DOE affecting the interests of the person or entity that has extended this invitation, and the significance of your role in any such matters.

8. Click to attach event invitation: **Invitation**

Employee Acknowledgement:

I understand that falsification of information or failure to provide the information required herein may subject me to disciplinary action by the Department of Energy or other authority. I further understand that knowing and willful falsification of information required herein may subject me to criminal prosecution under Section 1001, title 18 of the United States Code.

Employee's signature Date

Supervisor Determination:

As required by 5 C.F.R. § 2635.204(g)(4), based on my review of the information provided regarding this event, as the agency designee I hereby determine that the employee's attendance at this event is in the agency's interest and that the agency's interest outweighs the concern that the employee may be, or may appear to be, improperly influenced in the performance of the employee's official duties. In making this determination, I have considered (i) the importance of the event to the agency; (ii) the nature and sensitivity of any pending matter affecting the interests of the person who extended the invitation and the significance of the employee's role in the matter; (iii) the purpose of the event; (iv) the identity of the expected participants; (v) whether acceptance would reasonably create the appearance that the donor is receiving preferential treatment; (vi) whether the government is also providing persons with views or interests that differ from those of the donor with access to the government; and (vii) the market value of the gift of free attendance. This determination is contingent upon ethics counsel review of this event.

Printed name of supervisor

Supervisor's signature Date

Ethics Counsel Determination:

I have determined that this event meets the definition of a widely attended gathering as set forth in 5 CFR §2635.204(g)(2).

Ethics Counsel Signature Date

Financial Disclosure Reporting Requirements: *Financial disclosure filers must report all gifts and travel reimbursements aggregating more than $525 from any one source during the reporting period. Filers do not need to aggregate items worth $210 or less towards that overall reporting threshold.*

- ☐ This gift does not need to be disclosed; it is below these reporting thresholds.
- ☐ The value of this gift exceeds $525 and must be reported on your annual report.
- ☐ The value of this gift does not exceed $525 but does exceed $210; it must be included in calculation of aggregate gifts received from this source during the reporting period.

PRIVACY ACT STATEMENT

The Ethics in Government Act, 5 U.S.C. App. § 101, et seq., Executive order 12674, as amended by Executive Order 12731, Sections 301 and 7301 of Title 5 C.F.R. 2635.204 authorize the collection of this information. The primary use of this information is to allow DOE supervisors, management officials, and ethics officials to make necessary determinations concerning employee requests to accept gifts of free attendance in order to prevent a conflict of interest or other violations of the statutes, regulations, and executive orders governing employee conduct. The information will be provided to agency employees who need the information to perform their duties and as provided by OGE/GOVT-1 and OGE/GOVT-2 Government-wide executive branch system of records. Disclosure of this information is voluntary for employees seeking prior authorization from an agency designee to receive a gift of free attendance pursuant to 5 C.F.R. 2635.204. Failure to provide the requested information will result in the denial of the request for approval.