



**USDA OFFICE OF ETHICS  
SCIENCE ETHICS BRANCH  
ACCEPTANCE OF FREE ATTENDANCE AT WIDELY-ATTENDED GATHERINGS (WAG)**

**PART A: TO BE COMPLETED BY EMPLOYEE  
(ATTACH YOUR LETTER OF INVITATION)**

Name of Employee/Title		Agency/Organization/Location	
Name/Description of Event		Location of Event	
Purpose of Event			
Sponsor(s) of Event		Source of Free Attendance	
Approximate Value	Date(s) of the Event	Time/Length of Event	

**1. Is the employee assigned on official duty to participate as a speaker, panel member or otherwise to present information on behalf of USDA at a conference or similar engagement?**

Yes

No

- ▶ If yes, attendance on the day(s) of the employee's actual presentation is a customary and necessary part of his performance of the assignment and does not involve a gift to the individual or the USDA. No further action is necessary.
- ▶ If No, or the invitation includes attendance for days when the employee will not be making a presentation, proceed to Question 2.

**2. Has someone other than the sponsor of the event designated the employee to be invited and will someone other than the sponsor bear the cost of the employee's attendance?**

- ▶ If the answer to either is No, proceed to Question 3.
- ▶ If the answer to both is Yes, the invitation may not be accepted under the widely attended gathering exception UNLESS more than 100 persons are expected to attend the event and the gift of free attendance has a market value of \$335 or less.
  - If the market value of the gift of free attendance is \$335 or less AND more than 100 persons are expected to attend proceed to Question 3.
  - If the answer to either question is No, this gift may not be accepted under the WAG exception.





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**Part B: To Be Completed by the Supervisor**

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**Supervisory Review:**

Name: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Comments: \_\_\_\_\_

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\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

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**Part C: To Be Completed by the Ethics Advisor**

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**This form constitutes a written determination that:**

\_\_\_\_\_ Attendance at this event is approved.

\_\_\_\_\_ Attendance at this event is not approved.

\_\_\_\_\_ The sponsor's offer to the employee's spouse/guest is authorized.

\_\_\_\_\_  
**Ethics Advisor's Signature**

\_\_\_\_\_  
**Date**

**Note:**

The approval may be a blanket determination to cover any or all categories of invitees for whom the answer to Question 10 would be No.

A Written determination may be issued to cover two or more employees whose duties similarly affect the interests of the sponsor or its members for those employees for whom the answer to Question 10 would be Yes.