



October 3, 2003

OKLAHOMA BULLETIN NO. OK360-4-2

SUBJECT: PER – Employee Participation in NRCS Programs or NRCS Assisted Programs

Purpose: To provide guidance to NRCS employees on how to avoid a conflict of interest when applying for a Natural Resources Conservation Service program or assisted program.

Expiration Date: September 30, 2004

Please read carefully the attached letter from Chief Bruce I. Knight and the *Technical Assistance Matrix for Ethical Program Delivery*. The letter is self-explanatory and provides guidance to NRCS employees on how to avoid a conflict of interest when applying for a Natural Resources Conservation Service (NRCS) program or NRCS-assisted program. The *Technical Assistance Matrix for Ethical Program Delivery* is a useful tool in determining the effect on NRCS employees when they participate in NRCS programs or NRCS-assisted programs and how it affects your performance of official NRCS duties with respect to that program.

Employees having a potential or direct conflict of interest will notify their supervisor in writing. ASTC's (FO) will work directly with the state level program manager and the SAO in determining the appropriate course of action to maintain program integrity and ethics.

The Chief's letter and attached matrix only partially cover the Conflict of Interest and Impartiality rules. You are encouraged to review the Standards of Ethical Conduct Subpart D - Conflicting Financial Interest, Subpart E – Impartiality in Performance of Official Duties, and Subpart G - Misuse of Position, to ensure your understanding of the regulatory procedures. If you need a copy of this please go to the following website:

http://www.usoge.gov/pages/forms_pubs_otherdocs/fpo_files/reference/rfsoc_02.pdf.

/s/

M. DARREL DOMINICK
State Conservationist

Attachments