

# Reclamation Manual

## Policy

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### Liaison Agreement

Memorandum

To: (Supervisor)

Through: (Servicing Ethics Official)

From: (Employee)

Subject: Memorandum of Understanding for (employee name) to Serve as an Official Representative or Liaison to the (name of non-Federal organization)

The attached Memorandum of Understanding (MOU) is an agreement between the Bureau of Reclamation (Reclamation) and the (organization name) for (employee name) to serve in an official capacity as a (representative/liaison) to the (organization name). This MOU has been reviewed and approved by the servicing ethics official. I am providing it to you for approval before I request the signature from a representative of the non-Federal organization.

*(Note: If the organization has an abbreviation, please use the organization's full name once in the first paragraph, and the abbreviation after that.)*

#### Memorandum of Understanding between the Bureau of Reclamation and the (organization name)

1. This Memorandum of Understanding (MOU) sets forth the agreement between the Bureau of Reclamation and the (organization name) (abbreviation) concerning the service of (employee name), as a (representative/liaison) of Reclamation to the (organization name) as a part of (his/her) official Government duties.
2. The intent of this agreement is for Reclamation to be the primary beneficiary of (employee name)'s service as a Reclamation (representative or liaison) to (organization name). We expect that the benefits to Reclamation will include, but not be limited to the following:
  - a. Acquisition of state-of-the-art technical information about (subject matter).
  - b. Knowledge about organizational arrangements and relationships of organizations with which Reclamation interacts in order to enhance the working relationships between Reclamation and such other organizations,
  - c. Improved understanding of current issues in the (name the field of endeavor) that concern Reclamation missions and operations,

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- d. Use of professional networks and channels to disseminate information relevant to the accomplishment of Reclamation mission, and
  - e. Use of other mechanisms to facilitate accomplishment of Reclamation missions, function, and processes, such as meetings, conferences, symposia, and publications.
3. To avoid the possibility of an appearance of a lack of impartiality, or the apparent use of public office for private gain, when (employee name) uses official time to serve as a liaison or representative to the (organization name), the following principles will apply:
- a. (Employee name) will not participate in any management activities for (organization name), including voting on organizational administration matters or on organizational policy decisions, or rendering advice or making decisions regarding (organization name) contracts or finances,
  - b. (Employee name) will not represent the interests of (organization name) back to any officer or employee of the executive or judicial branches of the Federal Government consistent with 18 USC 203 and 205. This does not prohibit (employee name) from presenting the positions taken by the (organization name) over which (he/she) has an official responsibility to assess and report back to the Bureau of Reclamation as part of (his/her) official duties,
  - c. If (employee name)'s participation in a project undertaken in conjunction with the (organization name) was done as part of (his/her) official duties, (employee name) is prohibited from receiving any supplementation of (his/her) Federal salary (18 USC 209),
  - d. If the (organization name) wishes to pay for (employee name)'s travel and travel-related expenses to attend (organization name)'s meetings, (employee name) must submit a completed DI-2000 to request and receive authorization to accept such payment,
  - e. (Employee name) is prohibited from using appropriated funds, official time, or Government equipment to instigate or generate lobbying activity on any issue pending before or of interest to the Congress or an official of any government (18 USC 1913),
  - f. (Employee name) is prohibited from being involved in fundraising activities of the (organization name), and
  - g. Unless a gift rule exception found at 5 CFR 2636.201 applies, (employee name) will not receive any form of compensation or gratuities from the (organization name) provided in connection with the (employee name)'s official participation with (organization name).

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4. The relationship between the (organization name) and Reclamation addressed in this document is intended to enhance service to the American public through more efficient applications of Reclamation programs. All actions should be directed toward attainment of that mutually beneficial goal.
  
5. We do not intend for this agreement to impose on the (organization name) any obligations or restrictions, other than those above. The (organization name) has an obligation to respect the limitations described above on the activities and function of (employee name) and benefits which may be received by Reclamation. This agreement does not constitute a representation or warranty by the (organization name) as to the benefits which Reclamation will receive from (employee name)'s service as a (liaison/representative) to the (organization name). Nor does the (organization name) assume any obligation to inquire into or enforce (employee name)'s compliance with paragraph 3 above.

\_\_\_\_\_  
(Supervisor and Title)  
Bureau of Reclamation

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name)  
(Position)  
(Organization name)

\_\_\_\_\_  
Date