

# Reclamation Manual

## Policy

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### Board Service Worksheet

1. Employee's full name/title (e.g., Dr. Janet L. Jones):
2. Employee's Bureau of Reclamation mailing address and Region/program:
3. Employee's telephone number:
4. Full name (and abbreviation, if any) of the outside organization (include organization's website, if it has one):
5. Is the organization 501(c) tax exempt? Provide the IRS Employer Identification Number (EIN) & a link to information about tax exempt status.
6. Position (or positions, if there is progression of service, including any "past" positions) the employee will hold with the outside organization:
7. Projected dates of service in that position with the outside organization:  

Start:

End:
8. Employee's job title and duty description (50 - 100 words):
9. Mission and background of the outside organization (50 - 100 words):
10. Describe the projected benefits Reclamation will receive by the employee serving as an officer of the outside organization. (5 - 10 bullet statements):
11. Describe (briefly) the relationship of the outside organization to Reclamation programs and operations:
12. Describe the specific job duties the employee will perform in his or her capacity with the outside organization (50 - 100 words):
13. Describe the amount of Government time (approximate hours per month) the employee will spend serving with the outside organization:
14. Will Reclamation pay for the employee to travel to attend meetings of the outside organization? If so, how often and for how long?
15. Will the outside organization pay for the employee to travel to attend meetings of the outside organization? If so, how often and for how long? NOTE: For Reclamation to accept payment of travel expenses by a non-Federal entity, the employee must process a DI-2000 prior to the travel.
16. Will the employee need to use Government telephones, computers, or copying and fax machines in his or her work for the organization? If so, how often?

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17. Will the outside organization provide all stationery and postage that the employee will need to perform duties for the outside organization? (NOTE: Government mail may not be used by an outside organization.)
18. List the full name and title of the official of the outside organization who will be signing the Memorandum of Understanding (MOU) with Reclamation:
19. List the full name and title of the Reclamation official who will be signing the MOU (must be a Senior Executive (e.g., Regional Director)):
20. List the full name, title, and telephone number of the employee's supervisor:
21. Are you aware of any current grants, contracts, cooperative agreements, or other agreements the outside organization has with Reclamation that involve the transfer of public funds to the outside organization? If so, please list them here.
22. Please list all other Federal employees serving as officers or board members with the outside organization, the positions they hold, and their dates of service with the outside organization: