

**610.95 Designation of Agency Liaison: Template**

FROM: Senior Official

TO: Subordinate Official

THROUGH:

SUBJECT: Appointment as Agency Liaison with \_\_\_\_\_ Association

By this memorandum, you are hereby designated to serve as Agency Liaison with the \_\_\_\_\_ Association (Association). Your designation as Agency Liaison is for the purpose(s) of \_\_\_\_\_.

During your service as Agency Liaison, you are, at all times, to act as a representative solely of the interests of the Agency and the United States; you shall not (1) serve as an officer, board member, or employee, or (2) act as agent or representative, of the Association. Your service as Agency Liaison is to conform to the requirements of 18 U.S.C. 201–209 and to the Standards of Ethical Conduct for Employees of the Executive Branch, 5 C.F.R. part 2635. Specifically, during your tenure as Agency Liaison with the Association, you shall not—

- Vote on matters before the Association Board of Directors;
- Serve on committees or task groups unrelated to the above-stated purpose for your service as Agency Liaison.
- Participate in issues related solely to the business or internal interests of the Association (finances, fundraising, membership, etc.);
- Engage in lobbying efforts or representation of the Association’s interests before the Federal Government. [NOTE: This does not preclude you from presenting to the Agency the positions or views of the Association on matters directly related to the interests of the Agency being served through your service as Agency Liaison.]
- Actively participate in Association activities in your personal capacity unless you receive written clearance from me to do so. [NOTE: If you are a member, you may retain your membership; you must, however, refrain from active participation (fundraising, holding office or board membership, employment, committee activities, lobbying, etc.)]

\_\_\_\_\_  
I, \_\_\_\_\_, certify that I have read and understand the foregoing and that I agree to abide by the aforementioned requirements and conditions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature