



15. Clearance for appearance as a witness when the United States is NOT a party.

**Field Units**

**Immediate Supervisor (signature):**

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

Title: \_\_\_\_\_

- I recommend employee testify
- I recommend employee decline to testify

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Authorizing Official (State or Regional Officer signature):**

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

- I approve testimony
- I do not approve testimony and have advised employee

**General Counsel (signature):**

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

- I concur with the authorizing official
- I do not concur with the authorizing official

**Washington Office**

**Immediate Supervisor (signature):**

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

Title: \_\_\_\_\_

- I recommend employee testify
- I recommend employee decline to testify

**Authorizing Official (Chief or Agency Administrator signature):**

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

- I approve
- I do not approve and have advised employee

**General Counsel (signature):**

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

- I concur with the authoring official
- I do not concur with the authorizing official

NOTE: If the request for this witness was made without service of a valid summons, subpoena, or other process, obtain additional clearance as follows (per 7 C.F.R. § 1.216(b)(2)) unless these officials have already signed in previous parts of block 15:

Chief or Agency Administrator:

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

- I recommend employee testify
- I do not recommend employee testify

USDA General Counsel (if not already obtained in preceding clearances):

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

- I approve
- I do not approve

USDA Assistant Secretary, Under Secretary, or other official:

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

Title: \_\_\_\_\_

- I approve
- I do not approve

16. Clearance for appearance as a witness when the United States IS a party AND the appearance is on behalf of United States.

**Field Units**

Immediate Supervisor (signature)

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

Title: \_\_\_\_\_

\_\_\_\_\_ The employee has my permission to testify

\_\_\_\_\_ The employee does not have my permission to testify

**Washington Office**

Immediate Supervisor:

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

Title: \_\_\_\_\_

\_\_\_\_\_ The employee has my permission to testify

\_\_\_\_\_ The employee does not have my permission to testify

17. Clearance for appearance as a witness when the United States IS a party AND the appearance is on behalf of a party other than United States.

**TO BE FILLED OUT BY WITNESS COORDINATORS:**

\_\_\_\_\_ State or Regional Officer has been notified.

\_\_\_\_\_ OGC has been notified.

**OUTCOME:** (Did DOJ/Assistant United States Attorney move to quash subpoena? Did the employee testify?)