

Instructions for § 1353 Travel Report

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If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages, and Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym
1353travel@oge.gov**

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

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HUD

DOJ

DOL

STATE

DAF

ARMY

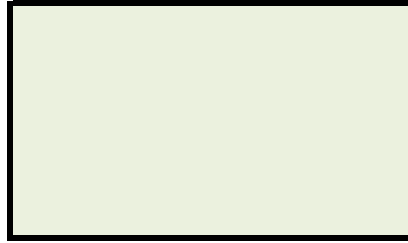
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE	OF PAGES	YEAR
		2020

This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

AMS

Agency Contact: USDA,
Headquarters, Office
of Ethics
tobin.andrew@oe.usda.gov

REPORTING PERIOD:
x OCTOBER 1,
2019- MARCH
31, 2020

REPORTING PERIOD: APRIL 1
- SEPTEMBER
30, 2020

**NEGATIVE
REPORT**

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE USWBSI, University of Kentucky				
	Ajit K. Ghosh	2019 Natinal Fusarium Heald Blight Forum	12/8/2019	Wisconsin		Lodging		x	\$198.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Registration		x	\$175.00
	Chemist	USWBSI, University of Kentucky	12/10/2019	12/8/ 9-12/10/19					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					

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Indicating Reporting Period

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Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

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Printing Reports for Internal Agency Use and Record Keeping

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Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
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Council of Economic Advisors-- Executive Office of the President
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Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
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Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transporation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

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AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

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DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

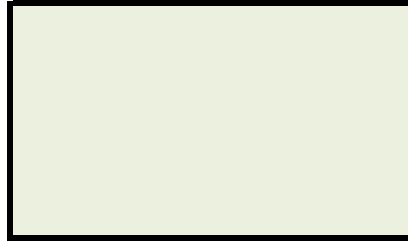
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK

FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB

FTC
GSA
GAO

HTS
IMLS
IAF
IBWC
IJC

ITC
JMM
JFC
MMC
MSPB
MCC
MUF

NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC

NWTRB
OSHRC

OA
OGE
OMB

ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE OF PAGES YEAR
2020

This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

APHIS

USDA,
Agency Contact: Headquarters, Office of Ethics
tobin.andrew@oe.usda.gov

REPORTING PERIOD: x OCTOBER 1, 2019- MARCH 31, 2020
REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2020

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Instituto Interamericano de Cooperacion Agricola				
	Luis Caniz	Guatemalan/Honduras Delegation Port of Entry Visit	10/21/2019	Houston & Laredo, Texas		Common Carrier Taxi/Shuttle	x	x	\$580.00 \$200.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging Meals	x	x	\$720.00 \$396.00
	Agricultural Specialist	Instituto Interamericano de Cooperacion Agricola	10/25/2019	109/20/19-10/26/19	Insurance	x		\$85.00	
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	OIE World Organization of Animal Health				
Lori Gustafson	OIE ad hoc group on susceptibility of fish species to infection with oie listed diseases	12/3/2019	Paris, France	Taxi/Shuttle Lodging		x	x	\$150.00 \$1,616.00	

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	TRAVELER TITLE VMO	EVENT SPONSOR OIE World Organization for Animal Health	ENDING DATE [MM/DD/YYYY] 12/5/2019	TRAVEL DATE(S) 12/1/19-12/6/19		Meals	x		\$1,457.00
						Common Carrier		x	\$1,300.00

Instructions for § 1353 Travel Report

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If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
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Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages, and Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
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- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transporation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym
1353travel@oge.gov**

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

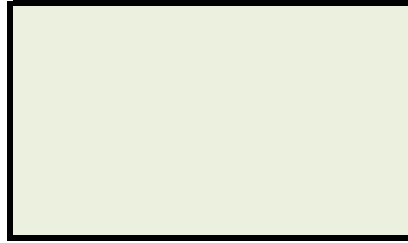
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE	OF PAGES	YEAR
		2020

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ARS

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Headquarters, Office
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REPORTING PERIOD:
x OCTOBER 1,
2019- MARCH
31, 2020

REPORTING PERIOD: APRIL 1
- SEPTEMBER
30, 2020

**NEGATIVE
REPORT**

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Tara McHugh	Nominations and Elections Committee Meeting	10/28/2019	Chicago, IL	Institute of Food Technologists	Common Carrier	x		\$600.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$500.00
	Center Director	Institute of Food Tech	10/30/2019	10/28/19-10/30/19		Meals		x	\$50.00
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	James J. Giovannoni	International Conference on Integrative Plant Physiology 2019	10/27/2019	Barcelona, Sitges, Spain	Elsvier	Common Carrier		x	\$1,604.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$444.00
	Molecular Biologist	Elsvier	10/29/2019	10/29/19-10/30/19		Meals		x	\$288.00
						Registration		x	\$1,021.00
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Rick Millerd	US Taiwan Rice Technical Meeting	11/5/2019	Taoyuan Warehouse	USA Rice Federation	Common Carrier	x	x	\$1,000.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Baggage Fees			\$50.00
						Lodging	x	x	\$174.00
						Hotel Taxes			\$100.00

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY- MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY- MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	Senior Board Member	USA Rice Federation	11/6/2019	11/2/19-11/7/19		Meals	x		\$200.00

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Indicating 1353 Travel

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Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym
1353travel@oge.gov**

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

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USDA

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DOL

STATE

DAF

ARMY

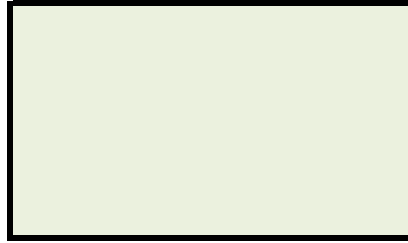
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NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
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NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
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OMB
ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE 1	OF PAGES 1	YEAR 2020
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This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

USDA - ARS

AFM-HQ-ONP & NAL

Agency Contact: Sue Prada sue.prada@usda.gov

REPORTING PERIOD: X OCTOBER 1, 2019- MARCH 31, 2020	REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2020
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**NEGATIVE
REPORT**

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Air Transportation	X		\$825
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	\$120
Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011						
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Livestock Research Institute - Council of Agriculture	Air Transportation	x		1556
	Steven Kappes	Genome-wide Association Study meeting	10/27/2019	Tainan, Taiwan		Taxi/Shuttle	x		100
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging	x		832
Associate Administrator	Livestock Research Institute - Council of Agriculture	11/2/2019	10/26 - 11/2/2019						
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE American Society of Agronomy	Per Diem		x	305
	Cynthia Parr	ASA-CSSA-SSSA International Annual Meeting	11/10/2019	San Antonio, TX		Lodging	x		1200
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Airfare & Parking		x	460
Technical Info. Specialist	American Society of Agronomy	11/13/2019	11-9 - 11/13/2019						
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE University of Minnesota	Air Transportation	x		230
	John Finley	Invited Seminar Speaker	10/7/2019	St. Paul, MN		Lodging	x		151
TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)						

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	National Program Leader	University of Minnesota	10/8/2019	10-7 - 10/8/2019		Per Diem	x		82.5

Instructions for § 1353 Travel Report

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Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:
1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages, and Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transporation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
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International Joint Commission
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National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
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Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
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Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
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ARMY

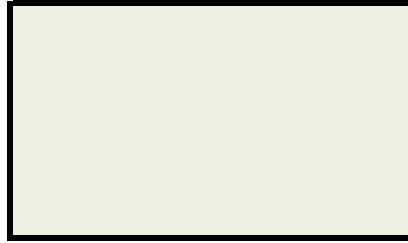
DOI

NAVY

DOT

TREASURY

VA



EAC
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EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
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GSA
GAO
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IMLS
IAF
IBWC
IJC
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JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
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DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
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ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
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RAT BOARD
SEC
SSS
SBA
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SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE 1	OF PAGES 1	YEAR 2020
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USDA-ARS

MidWest Area

Agency Contact: Karen Hughes Karen.Hughes@usda.gov

REPORTING PERIOD:
OCTOBER 1, 2019- MARCH 31, 2020

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2020

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X
John Smith		Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA	Air Transportation		X		\$825
TRAVELER TITLE		EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)	Meals			X	\$120
Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011						
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE University of New Hampshire	Hotel		X	\$500.00
	Martin Williams	Fall Seminar Series	10/7/2019	Durham, New Hampshire		Air Transportation	X		\$676.91
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals	X		\$244.00
Res Ecologist	University of New Hampshire	10/8/2019	10/4/2019-10/8/2019						
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Foundation for Food and Agricultural Research	Hotel		X	\$275.00
	Elizabeth Ainsworth	Board Meeting	10/10/2019	Washington, DC		Air Transportation	X		\$690.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals/Ground Transportation	X		\$194.00
Supvy Plant Physiologist	Foundation for Food and Agricultural Research	10/11/2019	10/10/2019-10/11/2019						
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Center for Advanced Bioenergy and Bioproducts Innovation (CABBI), University of Illinois	Hotel		X	\$348.00
	Carl Bernacchi	2019 CABBI Biogeochemical Modeling	10/10/2019	Ft Collins, CO		Air Transportation		X	\$488.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	Res Plant Physiologist	Center for Advanced Bioenergy and Bioproducts Innovation (CABBI), University of Illinois	10/11/2019	10/9/2019-10/12/2019		Local Transportation		X	\$100.00

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Completing the OGE Form-1353

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Filling in Agency Name, Sub-Component Name, and Contact Information

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- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transporation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym
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Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

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DIA

DLA

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ARMY

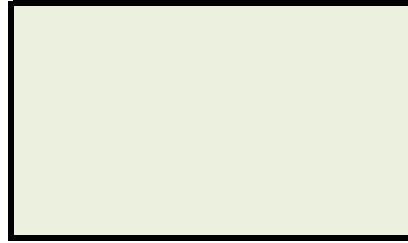
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK

FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB

FTC
GSA
GAO

HTS
IMLS
IAF
IBWC
IJC

ITC
JMM
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OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE

OF PAGES

YEAR

1

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2020

This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

USDA - Agricultural Research Service

Plains Area

Agency Contact: Paula DiSabella paula.disabella@usda.gov

REPORTING PERIOD:
x OCTOBER 1,
2019- MARCH
31, 2020

REPORTING PERIOD: APRIL 1
- SEPTEMBER
30, 2020

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Selcuk University, Turkey				
	Jalal Jabro	International Conference on Sustainable Agriculture and Environment (ICSAE)	10/3/2019	Konya, Turkey		Hotel		X	\$480
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)	Registration		X	200	
	Research Soil Scientist	International Conference on Sustainable Agriculture and Environment (ICSAE)	10/5/2019	10/01/2019 - 10/06/2019					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	University of Connecticut				
	Kate Larson	University of Connecticut Department of Nutritional Sciences Seminar Series (speaking engagement)	10/4/2019	Storrs, CT		Air Transportation		X	\$700
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	\$94
	Research Agricultural Engineer	University of Connecticut	10/4/2019	10/03/2019 - 10/04/2019	Meals Ground Transportation		X	\$83 \$60	

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY- MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY- MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Lallemand SAS				
	Jeffrey Carroll	11th International Technical Meeting Levucell SB	10/23/2019	Paris, France		Air Transportation		x	\$1,215
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		x	\$2,000
	Supervisory Research Physiologist	Lallemand SAS	10/24/2019	10/21/2019 - 10/25/2019	Ground Transportation		x	\$100	

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE

OF PAGES

YEAR

1

1

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USDA - Agricultural Research Service

Northeast Area

Agency Contact: Paula DiSabella paula.disabella@usda.gov

REPORTING PERIOD:
x OCTOBER 1,
2019- MARCH
31, 2020

REPORTING PERIOD: APRIL 1
- SEPTEMBER
30, 2020

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	China Institute of Veterinary Drug Control				
	Manuel Borca	2019 International Symposium for Classical Swine Fever	10/21/2019	Beijing and Tianjin, China		Air Transportation		X	\$2,500
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)	Hotel		X	\$800	
	Research Microbiologist	China Institute of Veterinary Drug Control	10/29/2019	10/21/2019 - 10/28/2019					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Guangdong Agricultural Science and Technology Innovation Center				
	Douglas Gladue	Haid Research Institute Speaking Engagement and 2019 International Symposium for Classical Swine Fever	10/21/2019	Guangzhou and Beijing, China		Air Transportation		X	\$2,000
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	\$500
	Research Microbiologist	Guangdong Agricultural Science and Technology Innovation Center	10/26/2019	10/19/2019 - 10/26/2019					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
3	Manuel Borca	SCHOOL OF VETERINARY MEDICINE & BIOMEDICAL SCIENCES (SVMBS) SEMINAR SERIES	11/25/2019	Lincoln, NE	University of Nebraska-Lincoln	Air Transportation		X	\$650
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	\$300
	Research Microbiologist	University of Nebraska-Lincoln	11/25/2019	11/24/2019 - 11/26/2019					

Instructions for § 1353 Travel Report

The United States Office of Government Ethics (OGE) is required by 31 U.S.C. § 1353 to collect and make publicly available the information submitted in the semiannual § 1353 travel reports. OGE's acceptance of this information does not constitute a determination that the information is adequate or concurrence with the submitting agency's conflict of interest analysis. (See 41 CFR §304-6.9).

Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:
1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages, and Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Agency/Sub-Agency Name

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Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transporation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym
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CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

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DIA

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ARMY

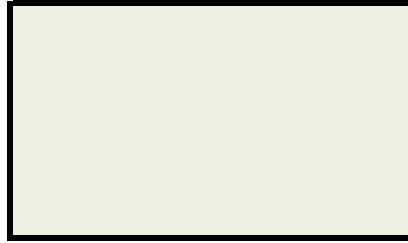
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
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FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
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NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE 1	OF PAGES 1	YEAR 2020
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This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

USDA-ARS

Pacific West Area

Agency Contact: Lisa Jackson-Beitia lisa.jacksonbeitia@usda.gov

REPORTING PERIOD: X OCTOBER 1, 2019- MARCH 31, 2020	REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2020
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**NEGATIVE
REPORT**

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Air Transportation	X		\$825
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	\$120
Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011						
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE American Society for Nutrition	Lodging		X	\$250
	Lindsay H. Allen	American Society for Nutrition Board Meeting	10/6/2019	Washington, DC		Airfare		X	\$1,000
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
Research Physiologist	American Society for Nutrition	10/7/2019	10/06/2019-10/07/2019						
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE International Life Sciences Institute	Lodging		X	\$882
	Lindsay H. Allen	International Life Sciences Institute (ILSI) Annual Meeting 2020	1/20/2020	San Jose, Costa Rica		Airfare		X	1585.26
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Taxi	X		290
Research Physiologist	International Life Sciences Institute (ILSI)	1/21/2020	01/17/2020-01/23/2020						
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Universdad Publica de Navarra	Lodging		X	\$1,200.00
	Roberto Avena-Bustillas	Attend Applications of Biopolymers in the Food Industry Workshop	10/14/2019	Pamploma, Spain		Air Transportation		X	\$1,500
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		x	\$500.00
Research Food Technologist	Universidad Publica de Navarra	10/18/2019	10/11/2019 - 10/21/2019						

Instructions for § 1353 Travel Report

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Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym
1353travel@oge.gov**

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

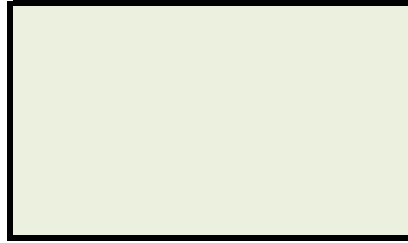
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
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SIGIR
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USUHS
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SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

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USDA-ARS

Pacific West Area

Agency Contact: Tracy Kita tracy.kita@usda.gov

REPORTING PERIOD:
X OCTOBER 1, 2019- MARCH 31, 2020

REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2020

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	National Academies of Sciences, Engineering, and Medicine				
	Lindsay Allen	Food and Nutrition Board: Pregnancy Lactation Workshop	1/29/2020	Washington D.C.		Air Transportation		x	\$1,000
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		x	\$600
	Research Physiologist	National Academies of Sciences, Engineering and Medicine	1/30/2020	01/28/2020 - 01/31/2020	Meals		x	\$100	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	University of Arkansas				
	Nahia Bassil	North American Raspberry and Blackberry Association Meeting	3/3/2020	St Louis, MO		Air Transportation	x		\$500
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	Plant Geneticist	North American Raspberry and Blackberry Association Meeting	3/7/2020	03/02/2020 - 03/08/2020					
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
3	Michael Branstetter	Bee Genomics Meeting and Working Group/Australian Bee Conference	12/5/2019	Brisbane, Australia	Australian National University	Air Transportation	x		\$2,100
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel	x		\$300
	Research Entomologist	Centre for Biodiversity Analysis	12/7/2019	12/02/2019 - 12/08/2019					

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Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

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Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

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Printing Reports for Internal Agency Use and Record Keeping

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- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym
1353travel@oge.gov**

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

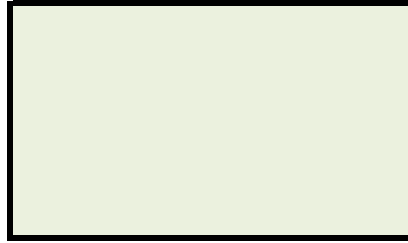
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE

OF PAGES

YEAR

1

2020

This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

USDA-ARS

Southeast Area - East

Agency Contact: Lindsey Sheffield lindsey.sheffield@usda.gov

REPORTING PERIOD:
X OCTOBER 1,
2019- MARCH
31, 2020

REPORTING PERIOD: APRIL
1 - SEPTEMBER
30, 2020

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	National Institute of Agricultural Innovation				
	Jinyoung Barnaby	Climate Change Scientist Forum	10/21/2019	Lima, Peru		Air Transportation		x	\$1,600
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		x	\$900
	Research Plant Physiologist	National Institute of Agricultural Innovation	10/25/2019	10/19/2019-10/26/2019	Meals		x	\$500	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Delmarva Poultry Industry				
	Mark Berrang	Conference on Poultry Health	10/8/2019	Ocean City, MD		Hotel		x	\$250
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		meeting registration		x	\$200
	Research Microbiologist	Delmarva Poultry Industry	10/9/2019	10/07/2019-10/10/2019					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Pickle Packers International, Inc.				
	Frederick Breidt	Conference & Product Showcase	10/22/2019	St. Petersburg, FL		Air Transportation		x	\$300
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		x	\$800
	Microbiologist	Pickle Packers International, Inc.	10/24/2019	10/21/2019-10/24/2019					

Instructions for § 1353 Travel Report

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Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages, and Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
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National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
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Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
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US Trade & Development Agency

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BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

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DOL

STATE

DAF

ARMY

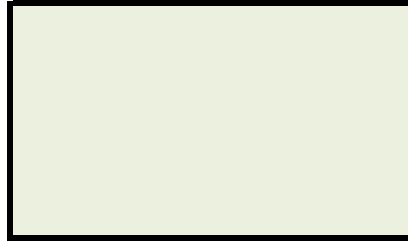
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK

FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB

FTC
GSA
GAO

HTS
IMLS
IAF
IBWC
IJC

ITC
JMM
JFC
MMC
MSPB
MCC
MUF

NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC

NWTRB
OSHRC

OA
OGE
OMB

ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

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USDA-ARS Southeast Area - West Agency Contact: Cack Norquist cack.norquist@usda.gov	REPORTING PERIOD: X OCTOBER 1, 2019- MARCH 31, 2020	REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2020	NEGATIVE REPORT
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No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT	
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation					
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel			X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X			\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals			X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Food & Agriculture Organization of the United Nations and International Atomic Energy Agency (IAEA)					
	Alfred Handler	Meeting on Generic Approach for the Development of Genetic Sexing Strains for SIT Applications	10/7/2019	Vienna, Austria		Air Transportation	X			\$2,229
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel	X			\$820
	Research Geneticist	International Atomic Energy Agency (IAEA)	10/11/2019	10/5/2019-10/12/2019	Meals & ground transportation	X			\$1,015	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	National Academy of Agriculture Green Development, China Agriculture University					
	Alan Franzluebbbers	International Workshop on Integrated Animal-Crop Production Systems	10/9/2019	Quzhou, China		Air Transportation			X	\$3,000
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel			X	\$400
	Research Ecologist	China Agricultural University	10/11/2019	10/8/2019-10/12/2019	Meals & ground transportation			X	\$700	
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE					

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
3	C. Corley Holbrook, Jr	International Conference on Advances in Arachis Through Biotechnology	10/21/2019	Jinan, China	The Peanut Foundation	Air Transportation		X	\$1,000
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Hotel		X	\$200
	Research Geneticist	The Peanut Foundation	10/25/2019	10/19/2019-10/26/2019		Train		X	\$50

Instructions for § 1353 Travel Report

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Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:

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- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
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Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
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Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages, and Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

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Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym
1353travel@oge.gov**

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

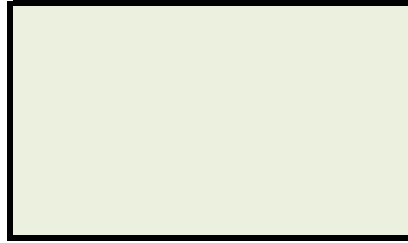
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

USDA				REPORTING PERIOD: X OCTOBER 1, 2019- MARCH 31, 2020	REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2020	NEGATIVE REPORT		
Economic Research Service								
Agency Contact: Sue Prada sue.prada@usda.gov								

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asian Development Bank Institute (ADB) and Korea Rural Economic Institute (KREI)				
	Jayachandran N Variyam	Speaking engagement - Food Security and Sustainable Agriculture Forum	10/30/2019	Seoul, South Korea		Lodging		X	920
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		X	400
	Director, Food Economics Division	Ministry of Agriculture, Food, and Rural Affairs (MAFRA) of the Republic of Korea and the Asian Development Bank Institute	11/1/2019	10/28 - 11/3/2019	Common Carrier		X	1500	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	National Institute for Environmental Studies				
	Ronald Sands	Asia-Pacific Integrated Model (AIM) International Workshop	11/18/2019	Tsukuba, Japan		Air Transportation	x		2000
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging	x		450
	Sr. Economist	National Institute for Environmental Studies	11/19/2019	11-16 - 11/20/2019	Meals	x		150	
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY- MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY- MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					

Instructions for § 1353 Travel Report

The United States Office of Government Ethics (OGE) is required by 31 U.S.C. § 1353 to collect and make publicly available the information submitted in the semiannual § 1353 travel reports. OGE's acceptance of this information does not constitute a determination that the information is adequate or concurrence with the submitting agency's conflict of interest analysis. (See 41 CFR §304-6.9).

Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages, and Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
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- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
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Advisory Council on Historic Preservation
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Arctic Research Commission
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Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
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Comission on Civil Rights
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Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
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Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
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Department of the Interior
Department of the Navy-- Department of Defense
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Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
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Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
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Federal Mine Safety & Health Review Commission
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Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
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National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
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Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
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The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

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BBG

CIA

CSHIB

CCFF

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CFA

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DNFSB

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DOE

HHS

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DOJ

DOL

STATE

DAF

ARMY

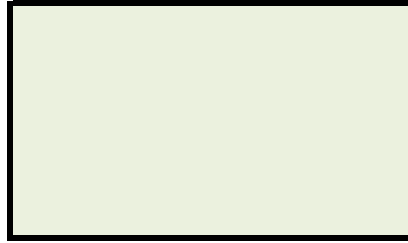
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
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ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For more information for your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE	OF PAGES	YEAR
		2020

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FNS		REPORTING PERIOD: x OCTOBER 1, 2019- MARCH 31, 2020	REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2020	NEGATIVE REPORT
Agency Contact: USDA, Headquarters, Office of Ethics tobin.andrew@oe.usda.gov				

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Meghan E. Adler	2019 Food & Nutrition conference & Expo	10/25/2019	Phildelphia, PA	Academy of Nutrition Dietics	Common Carrier		x	\$1,055.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging	x		\$719.00
	Nutritionist	Academ;y of Nutrition & Dietics	10/29/2019	10/24/19-10/30/19		Meals			
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Robert M. Hubbard	Investigating the sudden death of national native treee Araucaria araucana under climate change.	12/2/2019	Concepcion Chile	University of Concepcion	Common Carrier		x	\$2,000.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$1,800.00
	Research Ecologist	University of Concepcion Chile	12/10/2019	11/30/19-12/11/19		Meals		x	\$800.00
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY- MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY- MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
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Instructions for § 1353 Travel Report

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If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transporation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym
1353travel@oge.gov**

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

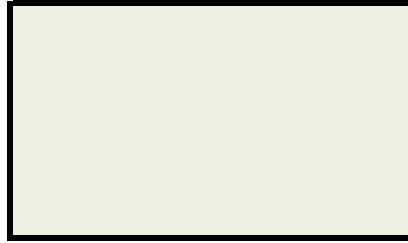
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE OF PAGES YEAR
2020

This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

FOREST SERVICE - 2

USDA,
Agency Contact: Headquarters, Office of Ethics
tobin.andrew@oe.usda.gov

REPORTING PERIOD: OCTOBER 1, 2019- MARCH 31, 2020 x REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2020

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	European Forest Institute				
	David Calkin	European Forest Institute Workshop on Wildfire Risk	10/14/2019	Madrid, Spain		Common Carrier		x	\$1,000.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$678.00
	Research Forester	European Forest Institute Workshopon Wildfire Risk	10/15/2019	10/9/19-10/16/19					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Texas Forestry Association				
	Brett J. Butler	Annual Meeting of the Texas Forestry Association	10/7/2019	Texas		Common Carrier	x	x	\$644.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Rental Car			\$150.00
	Research Forester	Texas Forestry Association	10/17/2019	10/16/19-10/17/19	Lodging	x		\$94.00	
					Per Diem (at Gov Rate)	x		\$82.50	
	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
3	Gary D. Vaughn	Intergovernmental Wilderness & Wild & Scenic Rivers Seminar	3/16/2020	India	Rajasthan Forest Department	Lodging		x	\$140.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals		x	\$40.00
	Natural Resource Specialist	Rajasthan Forest Department	3/18/2020	3/11/20-3/28/20		Miscellaneous		x	\$40.00

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Filling in Travel Specific Information

Indicating a Negative Report

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Indicating 1353 Travel

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Semiannual Report of Payment Accepted

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Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
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Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transporation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym
1353travel@oge.gov**

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

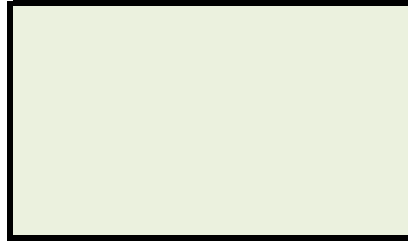
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK

FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB

FTC
GSA
GAO

HTS
IMLS
IAF
IBWC
IJC

ITC
JMM
JFC
MMC
MSPB
MCC
MUF

NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC

NWTRB
OSHRC

OA
OGE
OMB

ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For more information for your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE OF PAGES YEAR
2020

This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

FOREST SERVICE

USDA,
Agency Contact: Headquarters, Office of Ethics
tobin.andrew@oe.usda.gov

REPORTING PERIOD: OCTOBER 1, 2019- MARCH 31, 2020 X
REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2020

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	British Columbia Wildfire Service				
	William A. Phillips	Learning from Unintended Outcomes	11/4/2019	Canada		Common Carrier Taxi/Shuttle	x	x	\$1,310.00 \$50.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals	x		\$800.00
	Training Specialist	British Columbia Wildfire Service	11/8/2019	11/3/19-11/9/19	Lodging	x		\$800.00	
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	British Columbia Wildfire Service				
	Terry Swinscoe	Learning from Unintended Outcomes	11/4/2019	Canada		Common Carrier Taxi/Shuttle	x	x	\$1,310.00 \$50.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Meals	x		\$800.00
	Risk Management Officer	British Columbia Wildfire Service	11/8/2019	11/3/19-11/9/19	Lodging	x		\$800.00	
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	British Columbia Wildfire Service				
	Kimberly Ann Lightley	Learning from Unintended Outcomes	11/4/2019	Canada		Common Carrier Taxi/Shuttle	x	x	\$1,310.00 \$50.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)	Meals	x		\$800.00	

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	Risk Management Program Specialist	British Columbia Wildfire Service	11/8/2019	11/3/19-11/9/29		Lodging	x		\$800.00

Instructions for § 1353 Travel Report

The United States Office of Government Ethics (OGE) is required by 31 U.S.C. § 1353 to collect and make publicly available the information submitted in the semiannual § 1353 travel reports. OGE's acceptance of this information does not constitute a determination that the information is adequate or concurrence with the submitting agency's conflict of interest analysis. (See 41 CFR §304-6.9).

Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages, and Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transporation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Science-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym
1353travel@oge.gov**

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

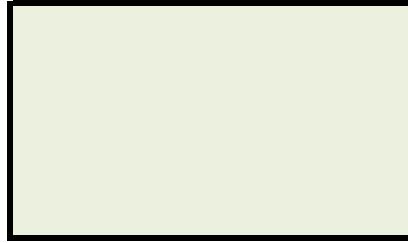
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
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OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
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SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE OF PAGES YEAR
2020

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FSIS

USDA,
Agency Contact: Headquarters, Office of Ethics
tobin.andrew@oe.usda.gov

REPORTING PERIOD: x OCTOBER 1, 2019- MARCH 31, 2020
REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2020

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT	
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation					
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280	
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825	
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120		
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Codex alimentarius					
	Jose Emilio Esteban	Advisory Group Mtg. Practical Guidance for Codes Electronic Working Groups	1/30/2020	Brussels, Belgium		Common Carrier Taxi/Shuttle		x	x	\$1,700.00 \$100.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$668.00	
	Chief Scientist	Codex Alimentarius	1/31/2020	1/28/20-2/1/20	Meals		x	\$400.00		
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION						
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)						
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION						
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)						

Instructions for § 1353 Travel Report

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Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:

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Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

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Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
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- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
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- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
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Agency/Sub-Agency Name

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Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym
1353travel@oge.gov**

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

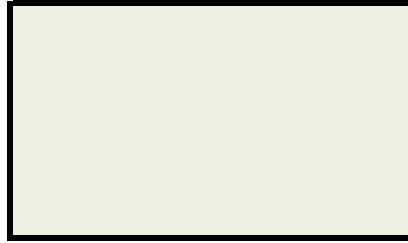
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK

FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB

FTC
GSA
GAO

HTS
IMLS
IAF
IBWC
IJC

ITC
JMM
JFC
MMC
MSPB
MCC
MUF

NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC

NWTRB
OSHRC

OA
OGE
OMB

ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

Instructions for § 1353 Travel Report

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Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages, and Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Agency/Sub-Agency Name

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Advisory Council on Historic Preservation
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American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
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Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
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Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transporation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
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National Mediation Board
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Office of Science & Technology Policy-- Executive Office of the President
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Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
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Surface Transportation Board
Tennessee Valley Authority
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CIA

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CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

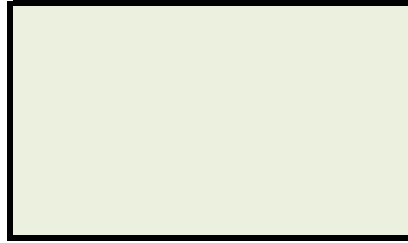
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK

FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB

FTC
GSA
GAO

HTS
IMLS
IAF
IBWC
IJC

ITC
JMM
JFC
MMC
MSPB
MCC
MUF

NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC

NWTRB
OSHRC

OA
OGE
OMB

ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

USDA National Agricultural Statistics Service Agency Contact: Sue Prada sue.prada@usda.gov	REPORTING PERIOD: X OCTOBER 1, 2019- MARCH 31, 2020	REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2020	X	NEGATIVE REPORT
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No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION					
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					

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Completing the OGE Form-1353

Saving the Workbook

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Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

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- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
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Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

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Filling in Page, Of Pages and Year

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- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
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In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
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Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
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Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
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Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
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Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transporation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
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Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym
1353travel@oge.gov**

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

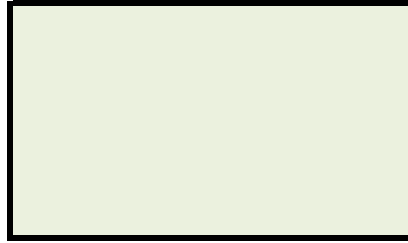
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE

OF PAGES

YEAR

1

2020

This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

USDA

National Institute of Food and Agriculture

Agency Contact: Sue Prada sue.prada@usda.gov

REPORTING PERIOD:
X OCTOBER 1,
2019- MARCH
31, 2020

REPORTING PERIOD: APRIL 1
- SEPTEMBER
30, 2020

X

**NEGATIVE
REPORT**

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					

Instructions for § 1353 Travel Report

The United States Office of Government Ethics (OGE) is required by 31 U.S.C. § 1353 to collect and make publicly available the information submitted in the semiannual § 1353 travel reports. OGE's acceptance of this information does not constitute a determination that the information is adequate or concurrence with the submitting agency's conflict of interest analysis. (See 41 CFR §304-6.9).

Starting with the October 1, 2010-March 31, 2011 reporting period, OGE will only accept § 1353 Travel Reports that are submitted *electronically* in this OGE-approved electronic form (OGE Form-1353) or on the SF-326. To the extent possible, agencies are strongly encouraged to submit their semiannual reports using the OGE Form-1353. All submissions must be made via email to 1353Travel@oge.gov in XLS, XLSX, or PDF format.

If your agency has not accepted payments under 31 U.S.C. § 1353 for the applicable reporting period, your agency must still submit a negative report. Negative reports are indicated by an electronic submission of the OGE Form-1353 (in excel format) or the SF-326 (in PDF Format).

Completing the OGE Form-1353

Saving the Workbook

Name the Workbook using your agency acronym and the reporting period using this convention:

1353Report_[AgencyAcronym]_[Reporting Period].xls, for example 1353Report_OGE_OctMarch2011.xls.

- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
- Use OctMarch[Year] for the October 1- March 31st reporting cycle and AprSept[Year] for the April 1-September 30th reporting cycle.
- Note that your agency acronym can be found on the worksheet titled "Agency Acronym" (tab located at the bottom of the workbook).

Preparing Blank Report Forms for Each Sub-Agency (if applicable)

For each individual sub-agency report, copy the "RENAME BLANK FORM" spreadsheet (tab located at the bottom of the workbook) and rename it to describe the sub-agency.

- Ensure use of standardized acronyms where applicable.
- Spreadsheets can easily be copied by right-clicking on the sheet tab for the sheet you wish to copy. After you right click, select "Move or Copy", which will open a dialogue box. When the dialogue box appears, click the "Create a Copy" checkbox at the bottom of the dialogue box. To determine the placement of the new sheet within your workbook, left click the name of an existing sheet in the "Before Sheet" area; your new sheet will be placed before the sheet selected. Select "OK". A new sheet will appear (e.g. "RENAME BLANK FORM (2)") that you can rename.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Completing the General Information

Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

- Rename the spreadsheet tab with your agency name, using standardized acronyms where applicable.
- To rename the spreadsheet tab, simply double-click on the spreadsheet tab name and type the new name. Note that each tab must have a unique name.

Filling in Page, Of Pages and Year

- Fill in the white-colored cells found below **Page, Of Pages**, and **Year**.
- **Page** refers to the numerical position of the current sheet relative to the other sheets in the workbook and **Of Pages** refer to the total number of report pages in the entire workbook.

- For example, if the Department of Example 1353 Travel Report had submissions from its only two sub-agencies: Department ABC and Department XYZ, there would be 2 total reports (2 worksheets). On the Department ABC worksheet/report, the agency would enter 1 for Page-- referring to the Department ABC's position in the workbook-- and 2 for Of Pages-- referring to the total number of worksheets/reports. The Department XYZ report would read 2 for Page-- referring to its order as the second report-- and 2 for Of Pages-- referring to the total number of sheets in the workbook.

Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
- Once the identifying information is completed correctly, the report title should automatically read correctly at the top of the spreadsheet.

Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

Submitting the Report to OGE

Ensure the file is saved using the naming convention discussed in the instruction for saving the workbook, and email the excel file as an attachment to 1353Travel@oge.gov.

Printing Reports for Internal Agency Use and Record Keeping

While reports must be submitted electronically, your agency may find it useful to print its 1353 Travel Reports for record-keeping purposes. The following instructions provide guidance for printing in Excel 2003 and Excel 2007.

In Excel 2007

- Highlight the portion of the report on each spreadsheet you would like to print. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted. Click on the Page Layout Tab on the Microsoft Excel Ribbon.
- With the printing area highlighted, click the "Print Area" button, which should provide a drop-down menu including the option to "Set Print Area". Select "Set Print Area".
- On the Page Layout Tab, locate the "Scale to Fit" option. Use the drop-down menu to restrict the width to "1 page".
- To verify the margins are correct on your printing job, use the Print Preview option. Click on the Microsoft button in the upper right-hand corner and hover over Print. Select "Print Preview" from the right-hand menu.
- You can select Print from the Print Preview view or Print as you traditionally would.

In Excel 2003

- Highlight the desired print area. Do this by left-clicking with the mouse and holding the button as you drag the cursor over the cells that you wish to highlight. Release the mouse button when you are finished and the area that you selected will remain highlighted.
- Access the print properties menu. Scroll to the "File" tab on the command bar and select "Print Area."

- Set the print area. A submenu will open. Scroll to "Set Print Area" and left-click to set the print area. The print area will be outlined with a dashed border inside of the spreadsheet.
- Check the print area in the preview screen. Scroll to the "File" tab on the command bar and select "Print Preview" to see how the file will look when it is printed.
- Adjust the print area. To make any changes, just hover the mouse over a corner of the dashed border surrounding the print area. When the cursor turns to a cross-sectioned arrow, left-click and hold. Drag the print area to the desired size.

Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
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The White House Office-- Executive Office of the President
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BBG

CIA

CSHIB

CCFF

CCR

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CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

DOD

DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

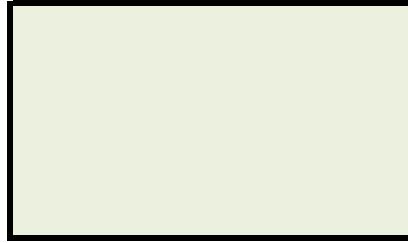
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE	OF PAGES	YEAR
		2019

This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

NRCS

Agency Contact: USDA,
Headquarters, Office
of Ethics
tobin.andrew@oe.usda.gov

REPORTING PERIOD:
OCTOBER 1, 2018- MARCH 31, 2019 X
REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2019

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA	Asia Pacific Forum Pacific Rim Foundation	Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011		Meals		X	\$120
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Tanse Herrmann	South Dakota Agricultural & Rural Leadership International Study Seminar	2/16/2020	Cambodia	South Dakota Agricultural & Rural Leadership	Common Carrier Taxi/Shuttle		x	\$3,000.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Lodging		x	\$1,000.00
	District Conservationist	South Dakota Agricultural & Rural Leadership	2/28/2020	2/15/20-2/28/20		Meals		x	\$1,000.00
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Curtis Bradbury	Prescribed Fire Training Exchange	3/18/2020	Nebraska	Nature conservancy	Common Carrier		x	\$608.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	State Biologist	Nature Conservancy	3/18/2020	3/18/18-3/18/18					
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Mark Hayek	Prescribed Fire Training Exchange	3/18/2020	Nebraska	Nature conservancy	Common Carrier		x	\$608.00

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY- MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY- MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	State Rangeland Management Spec.	Nature Conservancy	3/18/2020	3/18/20-3/18/20					

Instructions for § 1353 Travel Report

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Saving the Workbook

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- Select the Microsoft Button and choose "Save As" Excel Workbook from the menu. When typing the file name, use the naming convention: 1353Report_[AgencyAcronym]_[Reporting Period].xls
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Fill in the applicable information. **Note that information to be completed by the agency always appears in white-colored cells. Information located in the colored cells should not be manipulated.** The worksheet has been protected so that you can tab between the fillable cells.

Renaming the Spreadsheet Tabs

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Filling in Page, Of Pages and Year

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Filling in Agency Name, Sub-Component Name, and Contact Information

- In the fillable cells below the Title, replace **[Replace with Reporting Agency Name]**, **[Replace with Sub-Agency Name]**, **[Replace with Agency Contact Name]**, and **[Replace with Agency Contact Email]** with the appropriate information. If there is no sub-agency, then delete **[Sub-Agency]** from that cell.
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Indicating Reporting Period

- Indicate the reporting period by placing an X in the white cell to left of the correct reporting period.

Filling in Travel Specific Information

Indicating a Negative Report

- If there is no information to report for this reporting period, indicate the negative report by placing an X in the white cell to the left of negative report.

Indicating 1353 Travel

- Fill in the applicable information in the report in the same method as illustrated by the example. You must enter the information in the cell below the description of the type of information. For example, type "John Smith" in the cell below "Name."

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Printing Reports for Internal Agency Use and Record Keeping

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Agency/Sub-Agency Name

Administrative Conference of the United States
Advisory Council on Historic Preservation
African Development Foundation
Agency for International Development
American Battle Monuments Commission
Appalachian Regional Commission
Appraisal Subcommittee
Arctic Research Commission
Armed Forces Retirement Home (Soldiers' & Airmen's Home)
Armed Services Board of Contract Appeals-- Department of Defense
Barry Goldwater Scholarship Foundation
Broadcasting Board of Governors
Central Intelligence Agency
Chemical Safety & Hazard Investigation Board
Christopher Columbus Fellowship Foundation
Comission on Civil Rights
Commision of the Fine Arts
Commission for Purchase from the Blind & Severely Disabled
Commission for the Preservation of America's Heritage Abroad
Commodity Futures Trading Commission
Consumer Product Safety Commission
Corporation for National & Community Service
Council of Economic Advisors-- Executive Office of the President
Council on Environmental Quality-- Executive Office of the President
Court Services & Offender Supervision Agency for DC
Defense Commissary Agency-- Department of Defense
Defense Contract Audit Agency-- Department of Defense
Defense Finance & Accounting Service-- Department of Defense
Defense Information Systems Agency-- Department of Defense
Defense Intelligence Agency-- Department of Defense
Defense Logistics Agency-- Department of Defense
Defense Nuclear Facilities Safety Board
Defense Security Service-- Department of Defense
Defense Threat Reduction Agency-- Department of Defense
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health & Human Services
Department of Homeland Security
Department of Housing & Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Air Force-- Department of Defense
Department of the Army-- Department of Defense
Department of the Interior
Department of the Navy-- Department of Defense
Department of Transportation
Department of Treasury
Department of Veterans Affairs

Election Assistance Commission
Environmental Protection Agency
Equal Employment Opportunity Commission
Executive Office of the President
Export-Import Bank
Farm Credit Administration & Farm Systems Insurance Corporation
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Election Commission
Federal Energy Regulation Commission
Federal Housing Finance Board
Federal Labor Relations Authority
Federal Maritime Commission
Federal Mediation & Conciliation Service
Federal Mine Safety & Health Review Commission
Federal Reserve System
Federal Retirement Thrift Investment Board
Federal Trade Commission
General Services Administration
Government Accountability Office
Harry S. Truman Scholarship The Truman Foundation
Institute of Museum & Library Services
Inter-American Foundation
International Boundary & Water Commission
International Joint Commission
International Trade Commission
James Madison Memorial Fellowship Foundation
Japan/US Friendship Commission
Marine Mammal Commission
Merit System Protection Board
Millennium Challenge Corporation
Morris K. Udall Foundation
National Aeronautics & Space Administration
National Archives & Records Administration
National Capital Planning Commission
National Credit Union Administration
National Endowment for the Arts
National Endowment for the Humanities
National Imagery & Mapping Agency/National Geo-Space Intelligence-- Department of Defense
National Intelligence, Office of the Director
National Labor Relations Board
National Mediation Board
National Science Foundation
National Security Agency-- Department of Defense
National Security Council-- Executive Office of the President
National Transportation Safety Board
Nuclear Regulatory Commission
Nuclear Waste Technical Review Board
Occupational Safety & Health Review Commission
Office of Administration-- Executive Office of the President
Office of Government Ethics
Office of Management and Budget-- Executive Office of the President
Office of National Drug Control Policy
Office of Navajo & Hopi Indian Relocation

Office of Personnel Management
Office of Science & Technology Policy-- Executive Office of the President
Office of Special Counsel
Office of the Federal Coordinator for Alaska Natural Gas Transportation Project
Office of the Inspector General-- Department of Defense
Office of the Inspector General for Afghanistan Reconstruction
Office of the Secretary-- Department of Defense
Office of the Vice President-- Executive Office of the President
Office of US Trade Representative-- Executive Office of the President
Overseas Private Investment Corporation
Peace Corps
Pension Benefit Guaranty Corporation
Postal Rate Commission
Railroad Retirement Board
Recovery Accountability & Transparency Board
Securities & Exchange Commission
Selective Service System
Small Business Administration
Social Security Administration
Special Inspector General for Iraq Reconstruction
Surface Transportation Board
Tennessee Valley Authority
The President's Council on Bioethics
The Presidio Trust
The White House Office-- Executive Office of the President
Uniformed Services University of the Health Sciences-- Department of Defense
US Access Board
US Trade & Development Agency

**If your agency is not listed here or if you have questions about the standard acronym
1353travel@oge.gov**

Acronym

ACUS

ACHP

AFDF

AID

ABMC

ARC

ASC

ARTIC

AFRH

ASBCA

BGSF

BBG

CIA

CSHIB

CCFF

CCR

CFA

CPBSD

CPAHA

CFTC

CPSC

CNCS

CEA

CEQ

CSOSA

DCA

DCAA

DFAS

DISA

DIA

DLA

DNFSB

DSS

DTRA

USDA

DOC

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DOED

DOE

HHS

DHS

HUD

DOJ

DOL

STATE

DAF

ARMY

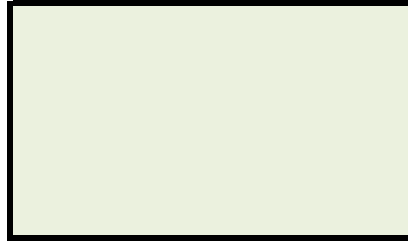
DOI

NAVY

DOT

TREASURY

VA



EAC
EPA
EEOC
EOP
EX-IM BANK
FCA
FCC
FDIC
FEC
FERC
FHFB
FLRA
FMC
FMCS
MSHRC
FRS
FRTIB
FTC
GSA
GAO
HTS
IMLS
IAF
IBWC
IJC
ITC
JMM
JFC
MMC
MSPB
MCC
MUF
NASA
NARA
NCPC
NCUA
NEA
NEH
DMA
DNI
NLRB
NMB
NSF
NSA
NSC
NTSB
NRC
NWTRB
OSHRC
OA
OGE
OMB
ONDCP
ONHIR

OPM
OSTP
OSC
ANGTP
OIG(DOD)
SIGAR
OS(DOD)
OVP
USTR
OPIC
PEACE
PBGC
PRC
RRB
RAT BOARD
SEC
SSS
SBA
SSA
SIGIR
STB
TVA
PCB
PRESIDIO
WH
USUHS
ACCESS
USTDA

For your agency, please contact OGE at

SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

PAGE OF PAGES YEAR
2020

This report implements 31 U.S.C. § 1353. It does not supersede other reports that may have to be filed when travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304-1.

RURAL DEVELOPMENT

USDA,
Agency Contact: Headquarters, Office of Ethics
tobin.andrew@oe.usda.gov

REPORTING PERIOD: x OCTOBER 1, 2019- MARCH 31, 2020
REPORTING PERIOD: APRIL 1 - SEPTEMBER 30, 2020

NEGATIVE REPORT

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY-MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY-MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
EX	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Asia Pacific Forum Pacific Rim Foundation				
	John Smith	Conference on Asia-Pacific Relations	8/11/2011	San Francisco, CA		Hotel		X	\$280
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Air Transportation	X		\$825
	Secretary	Asia-Pacific Forum	8/12/2011	8/11/2011-8/13/2011	Meals		X	\$120	
1	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Kentucky Telecommunications Association Conference				
	James Wilson	2019 KTA-TTA Fall Conference/KTEA Annual Conference	10/15/2019	Kentucky		Registration Fee`		x	\$100.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)					
	GFR	Kentucky Telecommunications Association	10/18/2019	10/15/19-10/18/19					
2	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE Winham Foundation and Preservatoin Trust of Vermont				
	Ben Doyle	REDWnG Rural Economy Listening Tour	11/18/2019	Grafton INN		Lodging		x	\$129.00
	TRAVELER TITLE	EVENT SPONSOR	ENDING DATE [MM/DD/YYYY]	TRAVEL DATE(S)		Taxi/Shuttle		x	\$130.00
	Associate Enterprise Director	Sara Coffey	11/19/2019	11/18/19-11/19/19	Meals		x	\$55.00	
3	TRAVELER NAME	EVENT DESCRIPTION	BEGINNING DATE [MM/DD/YYYY]	LOCATION	BENEFIT SOURCE				
	Bette Brand	Farm Credit University Ag Biz conference	1/8/2020	North Caroloin	Ag Biz/Carolina Farm Credit	Per Diem (at Gov Rate)		x	\$150.00

No.	TRAVELER	EVENT DESCRIPTION & EVENT SPONSOR	EVENT DATE(S) [MM/DD/YYYY- MM/DD/YYYY]:	LOCATION AND TRAVEL DATE(S) [MM/DD/YYYY- MM/DD/YYYY]	BENEFIT SOURCE	BENEFIT DESCRIPTION	PAYMENT BY CHECK	PAYMENT IN-KIND	TOTAL AMOUNT
	TRAVELER TITLE Administrator	EVENT SPONSOR Ag Biz/Carolina Farm Credit	ENDING DATE [MM/DD/YYYY] 1/9/2020	TRAVEL DATE(S) 1/7/20-1/9/20					