

**Form 9-1644  
(December 2002)**

U. S. DEPARTMENT OF THE INTERIOR  
U.S. Geological Survey  
**NEPOTISM CERTIFICATION**

(See reverse side and SM 370.338.2 for restrictions on employment of relatives.)

I. For purposes of making the following certification, relative means:

Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

**Certification:**

I certify that I have no relatives, as defined above, who are employed in the U.S. Geological Survey or the Office of the Secretary of the Interior.

I understand that it is my responsibility to notify the servicing personnel office by submission of a new Form 9-1644, if this certification is no longer valid because of changes by marriage, etc.

I certify that the following relatives, as defined above, are employed in the U.S. Geological Survey or the Office of the Secretary of the Interior:

| <u>Name</u> | <u>Relationship</u> | <u>Name and Location<br/>of Employing Office</u> |
|-------------|---------------------|--|
|-------------|---------------------|--|

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Signature (Type or print name below signature)

Date:

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II. The employee has a relative that is employed by the U.S. Geological Survey or the Office of the Secretary of the Interior. I certify that the relative did not advocate the personnel action and that neither relative will directly or indirectly supervise the other.

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Signature of Supervisor/Manager (Type or print name below signature)

Date:

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III. I certify that the personnel action being effected does not violate any provisions of the Nepotism Policy.

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Signature of Personnel Office official (Type or print name below signature) Date:

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## **RESTRICTIONS ON EMPLOYMENT OF RELATIVES**

According to 5 U.S.C. 3110 and U.S. Geological Survey policy an employee may not appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement any relative, as defined by 5 U.S.C. 3110, in or to a position in the U.S. Geological Survey.

This prohibition, however, does not apply to one who is:

- (1) Employed to meet urgent needs resulting from an emergency posing an immediate threat to life or property.
- (2) Appointed from a list of eligibles established under an OPM examination when there is no other available eligible with the same or higher rating and the appointment is not prohibited by 5 U.S.C. 3110 or U.S. Geological Survey policy.