

APHIS DIRECTIVE 4311.1
7/20/93

APPOINTMENT AFFIDAVITS-OATH OF OFFICE

1. PURPOSE

This Directive states the requirement and delegates authority for administering appointment affidavits.

2. GENERAL REQUIREMENT

Each new employee must take the oath and complete affidavits contained in Standard Form 61 (SF-61), Appointment Affidavits. Employees may either affirm or swear to the oath as indicated on the form. These include the Oath of Office, the Affidavit as to Striking Against the Federal Government, and the Affidavit as to Purchase and Sale of Office.

3. COVERAGE

Appointment Affidavits are:

- a. Required for all new appointments to the Agency (including transfers from other departments, reinstatements, restorations, and reemployment.)
- b. Not required for reassignments within the Department or appointments without compensation.

4. WHEN APPOINTMENT AFFIDAVITS ARE REQUIRED

Appointment Affidavits must be administered to each new employee on the effective date of the employee's appointment or the first workday following appointment. Employment will be terminated if employee refuses to sign the affidavit.

5. ADMINISTERING APPOINTMENT AFFIDAVITS

Employees with delegated employment authority, members of the servicing personnel offices, and the individuals listed below are authorized to administer appointment affidavits:

- a. Administrative Officers and Assistants;
- b. Regional, Assistant, and Area Directors;
- c. Program Assistants in field units;
- d. Managers and supervisors of field units; or
- e. Employees acting in any of the above positions.

If authorized Agency individuals are not available, affidavits may be administered by other Federal employees who have been granted similar authority by their agency, a notary public, or other Federal officials authorized to administer oaths (5 U.S.C. 2903).

6. DOCUMENTATION

Appointment Affidavits must be administered and documented with the following forms:

- a. Appointment Affidavit, SF-61. This will be used for all employees, following the guidance on the form.
- b. The Time and Attendance Report, AD-321, including electronic versions. The Oath of Office block on the initial Time and Attendance Report must be completed to certify that the employee has completed the Appointment Affidavit. Paychecks will be withheld until the certification has been completed.

7. INQUIRIES

Inquiries should be directed through administrative channels to the appropriate servicing personnel office.

Acting Administrator

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