

UNIFORMED SERVICES UNIVERSITY BRIGADE INSTRUCTION

SUBJECT: Outside Activity Request

(MPO)

ABSTRACT

1. **PURPOSE:** To establish Uniformed Services University (USU) Brigade policies and procedures for requesting approval to engage in outside activities or employment.

2. **APPLICABILITY:** Applicable to all officer and enlisted Service members assigned to USU.

3. **POLICY:** USU Policy requires that all employees receive Outside Activity Request (OAR) approval prior to engaging in any outside activity. This requirement applies to Brigade personnel and includes all military officers, enlisted and students. It encompasses part-time or full-time employment, "moonlighting," teaching or speaking engagements in a personal capacity, volunteering, chairing or participating in non-profit or for-profit organizations/associations. This is not an all-inclusive list. Any questions as to whether a particular activity falls within this policy should be addressed to the Brigade Judge Advocate.

a. The Government's Standards of Conduct (5 C.F.R. 2635.802) states that a Government employee "shall not engage in outside employment or any other outside activity that conflicts with his official duties." DoD's Joint Ethics Regulation goes on to say that activity heads may also prohibit an activity or outside employment if it will detract from readiness or pose a security risk.

b. ASD(HA) Policy Memo 96-050 permits the authorization of off-duty employment of healthcare practitioners when such activities do not interfere with the provision of healthcare services or mission accomplishment. In addition to the requirements listed in paragraph 3c below, the USU healthcare practitioner's written request for off-duty employment in a provider role must include all three documents in Enclosures (2), (3) and (4). In accordance with ASD(HA) Policy, personnel enrolled in graduate training programs (e.g., USU graduate and postgraduate students) are not authorized to engage in off-duty employment. Service members enrolled in the undergraduate medical education program at USU's F. Edward Hébert School of Medicine (SoM) are also prohibited from engaging in off-duty employment.

c. Service members will submit their application using the applicable "Request for Approval of Outside Activity" form found on the USU Office of General Counsel website: <https://www.usuhs.edu/ogc/ethics>. Completed forms will be staffed through the appropriate chain of command (Supervisor and Department Chair at a minimum). All requests will be

placed in a two-pocket folder (any color) with a completed Brigade routing sheet. Applicants must provide the "who, what, when, where and why" on the routing sheet as well as place all supporting documents in the correspondence package.

d. The request must be reviewed, approved or disapproved by the member's Supervisor and Department Head prior to routing to Military Personnel Office (MILPO) for further action. If Department leadership recommends approval and the request otherwise complies with the administrative aspects of this policy, the request will be forwarded to the Brigade Judge Advocate to ensure compliance with applicable ethics regulations. The routing for OARs will be:

1. Officers: Supervisor, Department Head, MILPO, Brigade Judge Advocate (JAG), Brigade Executive Officer (XO), Brigade Commander (BDE CDR), Office of General Counsel (OGC)

2. Enlisted: Supervisor, Department Head, MILPO, JAG, BSEL, XO, BDE CDR

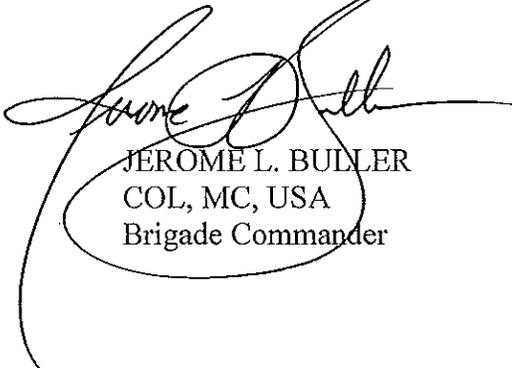
3. Medical Students: Office of Student Affairs (OSA), School Service First Sergeant, School Service Company Commander, SoM Commandant, MILPO, JAG, XO, BDE CDR

4. Graduate School and GSN Students: Program Director, School Service First Sergeant, School Service Company Commander, School Commandant, MILPO, JAG, XO, BDE CDR, OGC

5. Postgraduate Dental College (PDC): As PDC faculty/students are not billeted to USU, individuals should follow their assigned command's policies and procedures and provide the BDE with a copy of approval documentation.

e. All activities must be approved by the proper approval authority *prior* to commencing the activity. In all cases, the Brigade Commander must approve or endorse a military member's application.

4. EFFECTIVE DATE: This Policy Memorandum is effective immediately.



JEROME L. BULLER
COL, MC, USA
Brigade Commander

Enclosures:

- (1) References
- (2) Healthcare Practitioner Request for Approval of Off-Duty Employment
- (3) Letter from Civilian Health Care Employer
- (4) Competition Letter

ENCLOSURE 1

- References:
- (a) 5 C.F.R. 2635.802, Conflicting Outside Employment and Activities
 - (b) DoD 5500.7-R, The Joint Ethics Regulation (JER), including Changes 1-7, November 7, 2011
 - (c) ASD(HA) Policy Memo 96-050, Policy for Off-Duty Employment By DoD Health Care Practitioners, July 23, 1996
 - (d) USU President's Policy Memorandum 004-2011, Approval of Outside Activities, May 3, 2011