APPLICATION AND APPROVAL FOR OFF-DUTY EMPLOYMENT

PRIVACY ACT STATEMENT

AUTHORITY: *10 U.S.C. 974; 10 U.S.C. 8013; Executive Order 9397; DoD 5500.7-R, Sections 2-206 and 2-303.*
PRINCIPAL PURPOSE(S): *Provide information for commanders to evaluate proposed off-duty employment, grant approval, and determine impact on duty performance.*
ROUTINE USE(S): *Records may be disclosed for any of the blanket routine uses published by the Air Force.*
DISCLOSURE: *Failure to provide the information could result in disapproval of request for off-duty employment.*

SECTION I **APPLICANT DATA AND CERTIFICATION** ***(Completed by Applicant)***

1. LAST NAME, FIRST NAME, MIDDLE INITIAL	2. GRADE	3. AFSC
4. ORGANIZATION OFFICE SYMBOL ADDRESS	5. DUTY PHONE	6. DUTY TITLE
7a. NAME OF EMPLOYER		7b. BUSINESS ADDRESS
7c. IS EMPLOYER A DEPARTMENT OF DEFENSE CONTRACTOR? ☐ (1) YES ☐ (2) NO ☐ (3) DON'T KNOW	7d. PHONE NUMBER	
8. TITLE OF POSITION OF OFF-DUTY EMPLOYMENT	9. OFF-DUTY PERIODS OF EMPLOYMENT *(Days per week; hours per day)*	
10. JOB DESCRIPTION *(Continue on reverse side)*	11. NORMAL PERIODS OF MILITARY DUTY *(Days per week; hours per day)*	

I certify that I understand the applicable provisions of the Joint Ethics Regulation (DoD 5500.7-R). I further certify that the off-duty employment for which I am applying *(mark applicable block): (Note: explain in detail on the reverse of this form any answer that results in checking a box "will." Checking a box "will" does not automatically result in disapproval, but does require an explanation).*

WILL a.	WILL NOT b.	
☐	☐	12. Bring discredit upon the Air Force, Department of Defense or U.S. Government.
☐	☐	13. Interfere with or be incompatible with my government duties.
☐	☐	14. Interfere with the customary or regular employment of local civilians. *(Enlisted members only)*
☐	☐	15. Require absences during normal military duty hours.
☐	☐	16. Involve any expense to the Air Force or use of government facilities, property or manpower.
☐	☐	17. Endanger my safety or health.
☐	☐	18. Involve the use of my military title or representation before any federal agency.
☐	☐	19. Involve employment with an organization now involved in a strike.
☐	☐	20. Place me in a position that might be incompatible with my rank, position or assignment.
☐	☐	21. Require action at any time as a sales agent for the purpose of personal commercial solicitation of military personnel junior in rank or grade.
☐	☐	22. Appear to involve a conflict of interest.
☐	☐	23. Involve working for a firm or other entity that is engaged, or is endeavoring to engage, in business transactions of any sort with an agency of the Department of Defense.
☐	☐	24. Violate any U.S., state or local law; ordinance; or Air Force regulation or instruction.

25a. DATE SIGNED	25b. SIGNATURE OF APPLICANT

SECTION II **SUPERVISOR'S RECOMMENDATION**

☐	26. RECOMMEND APPROVAL. I HAVE PERSONALLY INTERVIEWED THE APPLICANT AND I HAVE NO OBJECTION TO THE REQUESTED OFF-DUTY EMPLOYMENT.
☐	27. RECOMMEND DISAPPROVAL *(Explain).*

28a. DATE SIGNED	28b. NAME AND GRADE OF SUPERVISOR	28c. SIGNATURE

SECTION III **JUDGE ADVOCATE RECOMMENDATION**

☐	29. APPROVAL	31. REMARKS *(Continue on reverse side)*
☐	30. DISAPPROVAL	
32a. DATE SIGNED	32b. NAME AND GRADE	32c. SIGNATURE

SECTION IV **APPROVING AUTHORITY ACTION** ***(Completed by Unit Commander or Delegatee)***

☐	33. APPROVED	35. REMARKS *(Continue on reverse side)*
☐	34. DISAPPROVED	
36a. DATE SIGNED	36b. NAME, GRADE AND TITLE	36c. SIGNATURE