



Seventeenth Coast Guard District Staff Judge Advocate



APPLICATION & APPROVAL FOR OFF-DUTY EMPLOYMENT

AUTHORITY: 10 U.S.C. 974; 18 U.S.C. §201 THROUGH §208; 5 C.F.R. PART 2635; 5 C.F.R. PART 2640; AND 5 U.S.C. § 5534A.

PRINCIPAL PURPOSE(S): Provide information for commanders to evaluate proposed off-duty employment, grant approval, and determine the impact on duty performance. Off-duty employment includes paid employment & volunteer employment (i.e. volunteer firefighter, Sheriff, EMS, etc.)

ROUTINE USE(S): Records may be disclosed for any of the blanket routine uses published by the Coast Guard.

DISCLOSURE: Written approval by the Commanding Officer is required for off-duty employment. Failure to provide the information could result in disapproval of request for off-duty employment.

SECTION I APPLICANT DATE AND CERTIFICATION (Completed by Applicant)

1. LAST NAME, FIRST NAME, MIDDLE INITIAL	2a. RATE	2b. RANK
3. ORGANIZATION OFFICE SYMBOL / UNIT NAME	4. PHONE	5. CG DUTY TITLE
6a. NAME OF OUTSIDE EMPLOYER	6b. OUTSIDE EMPLOYER PHONE NUMBER & EMAIL	
6c. OUTSIDE EMPLOYER BUSINESS ADDRESS	6d. IS EMPLOYER A DEPARTMENT OF HOMELAND SECURITY/USCG CONTRACTOR OR PROHIBITED SOURCE? <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO <input type="checkbox"/> (3) DON'T KNOW	
7. TITLE OF POSITION OF OFF-DUTY EMPLOYMENT	8. OFF-DUTY PERIODS OF EMPLOYMENT (Days per week; hours per day)	
9. JOB DESCRIPTION	10. NORMAL PERIODS OF MILITARY DUTY (Day work, duty (x days on/ x off))	

I certify that I have read and understand section 2.I of the Standards of Ethical Conduct, COMDTINST 5370.8B and section 1.E. of Military Civil and Dependent Affairs, COMDTINST M1700.1. I further certify that the off-duty employment for which I am applying **will not** do any of the following and I have explained why below. (For example, in Block 11, applicant could respond: Because my job is as a server at a respectable, family-owned restaurant or Because I will conduct myself with dignity in my job as a bartender at Club ABC.)

11. Bring discredit upon the Coast Guard, Department of Homeland Security, or U.S. Government.

12. Interfere with or be incompatible with my Coast Guard duties.

13. Compete with the customary or regular employment of local civilians (eg. CG contracted landscape services).

14. Require absences during my normal military duty hours.

15. Involve **any** expense to the Coast Guard or use of government facilities, property, or manpower.

16. Endanger my safety or health, detract from unit readiness, or pose a security risk of any kind.

17. Involve the use of my military title or representation before any federal agency.



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18. Involve employment with an organization now involved in a strike.		
19. Place me in a position that might be incompatible with my rank, position, or current duty assignment.		
20. Require action at any time as a sales agent for the purpose of commercial solicitation of military personnel junior in rank or grade.		
21. Appear to or actually involve a conflict of interest.		
22. Involve working for a firm or other entity that is engaged, or is endeavoring to engage, in business transactions of any sort with the Coast Guard or an agency of the Department of Homeland Security.		
23. Violate any U.S., state, or local law, ordinance, or Coast Guard regulation or instruction.		
24a. SIGNATURE OF APPLICANT	24b. DATE	
SECTION II SUPERVISOR'S RECOMMENDATION		
<input type="checkbox"/> 25. RECOMMEND APPROVAL. I HAVE PERSONALLY INTERVIEWED THE APPLICANT AND I HAVE NO OBJECTION TO THE REQUESTED OFF-DUTY EMPLOYMENT.		
<input type="checkbox"/> 26. RECOMMEND DISAPPROVAL (Explain.)		
27a. SUPERVISOR SIGNATURE	27b. NAME & GRADE OF SUPERVISOR	27c. DATE
SECTION III APPROVING AUTHORITY ACTION (Completed by Unit Commander or OIC)		
Under section 1.E. of Military Civil and Dependent Affairs, COMDTINST M1700.1., the CO or OIC is the final approval authority for off-duty employment. Contact D8 Legal for assistance with this form or if you have concerns about the applicant's off-duty employment. The Applicant and the Command should retain a signed, electronic copy of this form for the duration of the applicant's off-duty employment.		
<input type="checkbox"/> 28. APPROVAL	31. APPROVING AUTHORITY SIGNATURE	
<input type="checkbox"/> 29. DISAPPROVAL		
30. NAME & GRADE OF APPROVING AUTHORITY	32. DATE	
APPROVING AUTHORITY COMMENTS		

ⁱ A prohibited source is defined as any person or entity that is (or has a majority of members that are) seeking official action by the CG, does or seeks to do business with the CG, conducts activities regulated by the CG, or has interests that may be substantially affected by the performance or nonperformance of a CG member's official duties. 5 C.F.R § 2635.203(d).