



Outside Employment and Other Outside Activities

Most of what we do in our personal time outside of work is of no official interest to the OIG. However, your job requirements and potential conflicts of interest can make it necessary for the OIG to take into consideration outside employment and other outside activities.

As an OIG employee, can I engage in outside employment and other outside activities?

Usually, but you need to get written approval from your supervisor, whether you will receive compensation or not.

To get approval, simply complete an Outside Employment and Other Outside Activity Request form (see page 3) and give it to your supervisor. Supervisors will grant approvals if they do not expect the employment or activity to involve "prohibited conduct" or conflict with work schedules or the needs of the OIG. If approved, please send the completed form to the Office of Management, Human Resources Division:

- 1) By email at OIG-OM@oig.treas.gov. Please scan and convert it to an Adobe Acrobat .pdf file and send it as an attachment.
- 2) Or by fax to (202) 927-6492.
- 3) Or by mail at 740 15th Street, NW., Suite 510, Washington, D.C. 20220.

Are there outside employment or other outside activities that do not require written approval?

Yes. The following do not require written approval:

- Membership and services (including service as an elected or appointed officer) in civic, scout, religious, educational, fraternal, social, community, veterans, and charitable organizations, including corporations, where the membership or services do not entail the management of a business-type activity such as the direct operation of a commercial-type clubhouse.
- Membership and services (including service as an elected or appointed officer) in Federal employee organizations or unions, and credit unions, as otherwise permitted by law.
- Rentals of real estate and personal property that you own as long as you are not engaged in a commercial business venture.
- Minor services and odd jobs for friends, relatives, or neighbors.

When do I need to submit an Outside Employment and Other Outside Activity Request form?

- Each time you engage in a new or different outside employment or other outside activity.
- Each time you transfer to another office within the OIG.

What kinds of requests are not approved by the OIG?

The OIG will not approve requests for outside employment or other outside activity if it:

- Violates the Standards of Ethical Conduct for Employees of the Executive Branch or the Supplemental Standards.
- Might reasonably result in a conflict of interest or an apparent conflict of interest with official duties and responsibilities.
- Interferes with the efficient performance of official duties.
- Might discredit or cause unfavorable and justifiable criticism of the Government.

If the OIG grants approval for outside employment or other outside activity, what are the additional requirements?

You may not conduct the employment or activity on official time, at the work place, or by using Government supplies or equipment.

May an OIG employee engage in tax preparation for compensation?

Yes, except for tax returns prepared for other Treasury employees or Treasury Department contractors. Also, if you work on any OIG assignment relating to tax administration, immediately terminate any other tax-related preparation employment. Finally, U.S. law prohibits you from representing another individual in Internal Revenue Service tax audits or other proceedings. However, you may represent family members or others when you are holding assets in trust for a beneficiary (i.e., acting as a fiduciary).

If I have a question about this policy, whom can I contact?

First, please speak with your supervisor. Then if you have additional questions, contact either a staff person in the Office of Management, or Cynthia Langwiser, in the Office of Counsel. Staff in the Office of Management can be reached by email OIG-OM@oig.treas.gov or phone at (202) 927-5200. Cynthia can be reached by email at langwiserc@oig.treas.gov or phone at (202) 927-5869.

**OUTSIDE EMPLOYMENT AND OTHER OUTSIDE ACTIVITY REQUEST FORM
FOR TREASURY OFFICE OF INSPECTOR GENERAL EMPLOYEES**

SECTION 1 – TO BE COMPLETED BY EMPLOYEE

A. NAME (Last, First, Middle Initial)	B. SOCIAL SECURITY NUMBER
C. EMPLOYEE TITLE AND OFFICE NAME (include telephone number)	
D. NAME AND ADDRESS OF PROSPECTIVE OUTSIDE EMPLOYER OR OTHER OUTSIDE ACTIVITY	
E. DESCRIPTION OF OUTSIDE EMPLOYMENT OR OTHER OUTSIDE ACTIVITY DUTIES	
F. HOURS OF DUTY FOR OUTSIDE EMPLOYMENT OR OTHER OUTSIDE ACTIVITY (fill in numbers below) <div style="display: flex; justify-content: space-around;"> hours per day hours per week </div>	G. DURATION OF OUTSIDE EMPLOYMENT OR OTHER OUTSIDE ACTIVITY (check one) <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> INDEFINITE <input type="checkbox"/> TEMPORARY </div> <div style="text-align: center; margin-top: 5px;">(from / / to / /)</div>
H. I hereby certify that the information I have provided is complete and accurate to the best of my knowledge. I acknowledge that if my outside employment or other outside activity request is approved, I must: (a) reapply for written permission if the nature of this employment or other outside activity changes materially; (b) reapply for written permission upon movement or transfer to another OIG office under a different supervisor; (c) provide written notification to my supervisor and the Office of Management, Human Resources Division when my approved employment or other outside activity is terminated; (d) renew my request in writing before the authorization expiration date; and (e) not prepare for compensation tax returns of other Treasury employees or contractors of the Department.	
I. EMPLOYEE SIGNATURE	J. DATE

SECTION 2 – TO BE COMPLETED BY SUPERVISOR

A. REQUEST IS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	B. IF DENIED, state basis for denial.
C. SUPERVISOR'S SIGNATURE AND TITLE	D. DATE

PRIVACY ACT STATEMENT

Title I of the Ethics in Government Act of 1978, as amended, 5 U.S.C. app. § 101, et seq., 5 C.F.R. Part 2635 of the Office of Government Ethics regulations, and 5 C.F.R. Part 3101 of the Department of Treasury regulations require that Treasury employees obtain approval before engaging in any outside employment or other outside activity. The primary use of the information on this form is by your supervisor and other Treasury officials to approve and record your request for outside employment or other outside activity. Additional disclosures of the information may be to a Federal, state, or local law enforcement agency when Treasury becomes aware of a potential violation of civil or criminal law or to a Federal agency when conducting an investigation for employment or security reasons. Where the employee identification number is your Social Security Number, collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in disapproval of this request.