



# U.S. Department of the Treasury Office of Inspector General

February 6, 2019

**SUBJECT:** Procedures for Gaining Approval for Outside Employment and other Outside Activities (Policy Directive 810-01)

1. **PURPOSE.** To provide guidance for employees seeking approval for outside employment and other activities in addition to regular duties.
2. **EFFECTIVE DATE.** Upon Issuance
3. **SCOPE.** This policy applies to all OIG employees.
4. **POLICY.** Secondary outside employment is generally allowed but requires written approval from the employee's supervisor, and review for possible conflicts of interest and work schedule considerations by the Offices of Management and Counsel. Outside employment or other activity may not be conducted on official time, at the workplace, or by using government supplies or equipment.

Employees seeking approval for secondary employment should complete the Outside Employment and Other Outside Activity Request form (attached) and provide it to their supervisor. Once the supervisor has approved the form, it should be sent to the Assistant IG for Management (AIGM) who will coordinate reviews with the Office of Counsel. In the event of an extended lapse in funding/shutdown, the form should be sent directly to a higher level supervisor and/or the AIGM.

The Request form should be submitted:

- Each time a new or different outside employment or activity is considered.
- Each time an employee who is engaged in outside employment transfers to another office within the OIG.

Copies of approved or modified requests should be emailed to HR at the following address: [HumanResources@oig.treas.gov](mailto:HumanResources@oig.treas.gov) Employees must notify supervisors immediately of any change in or termination of the outside employment or activity.

Requests are generally not approved for:

- Secondary outside employment that would violate the Standards of Ethical Conduct for Employees of the Executive Branch or the Supplemental Standards.
- Employment that might reasonably result in a conflict of interest or an apparent conflict of interest with official duties and responsibilities.
- Employment that might interfere with the efficient performance of official duties.

- Employment which might discredit or cause unfavorable and justifiable criticism of the government.

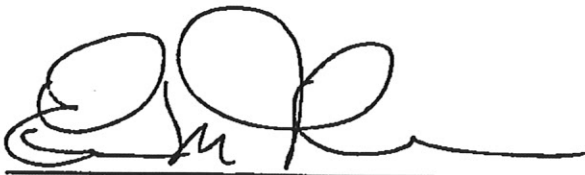
An OIG employee will generally be approved for outside employment for tax preparation for compensation, as long as no returns are prepared for Treasury employees or contractors. An OIG employee assigned to work on tax administration should immediately terminate any other tax-related preparation employment. U.S. law prohibits any federal employee from representing another individual in Internal Revenue Service tax audits or other proceedings. However, a federal employee may represent family members or others when acting as a fiduciary. See 18 U.S.C. 205(e).

Activities generally not requiring written approval include:

- 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 business-type activities (i.e. 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.

5. **RECORDKEEPING REQUIREMENTS.** See the General Records Schedule at [www.nara.gov](http://www.nara.gov).

6. **CANCELLATION.** This policy replaces existing policy.



Eric M. Thorson  
Inspector General

6 Feb 19  
Date

## APPLICATION AND APPROVAL FOR OFF-DUTY EMPLOYMENT

### PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. Appx 101 et seq.; 5 C.F.R. 2635 et seq.; 5 C.F.R. 3101.104

**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 Treasury Office of Inspector General.

**DISCLOSURE:** Disclosure of SSN is voluntary. 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. SSN	4. SERIES
5. ORGANIZATION OFFICE ADDRESS	6. DUTY PHONE	7. DUTY TITLE	
8a. NAME OF PROSPECTIVE EMPLOYER		8b. BUSINESS ADDRESS	
8c. IS EMPLOYER A DEPARTMENT OF TREASURY CONTRACTOR? <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO <input type="checkbox"/> (3) DON'T KNOW		8d. PHONE NUMBER	
9. TITLE OF POSITION OF OFF-DUTY EMPLOYMENT	10. OFF-DUTY PERIODS OF EMPLOYMENT (Days per week; hours per day)		
11. JOB DESCRIPTION (Continue on reverse side)	12. NORMAL PERIODS OF DUTY (Days per week; hours per day)		

I acknowledge that all information I provide is true and correct to the best of my knowledge and belief. I understand that if my outside employment or business activity request is approved, I must reapply for written permission if the nature of this employment or business activity changes materially, or upon movement or transfer to another office under a different supervisor; and I must provide written notification to my supervisor and OM/HR when my approved employment or business activity is terminated. I further certify that the off-duty employment for which I am applying: (Mark applicable box: explain "will" responses on reverse)

WILL	WILL NOT	
a.	b.	
<input type="checkbox"/>	<input type="checkbox"/>	13. Bring discredit upon the Office of Inspector General, Department of Treasury, or U.S. Government.
<input type="checkbox"/>	<input type="checkbox"/>	14. Interfere with or be incompatible with my government duties.
<input type="checkbox"/>	<input type="checkbox"/>	15. Interfere with the customary or regular employment of individuals.
<input type="checkbox"/>	<input type="checkbox"/>	16. Require absences during normal duty hours.
<input type="checkbox"/>	<input type="checkbox"/>	17. Involve any expense to the Office of Inspector General or use of government facilities, property or manpower.
<input type="checkbox"/>	<input type="checkbox"/>	18. Endanger my safety or health.
<input type="checkbox"/>	<input type="checkbox"/>	19. Involve the use of my title or representation before any federal agency.
<input type="checkbox"/>	<input type="checkbox"/>	20. Involve employment with an organization now involved in a strike.
<input type="checkbox"/>	<input type="checkbox"/>	21. Place me in a position that might be incompatible with my duties, position or assignment.
<input type="checkbox"/>	<input type="checkbox"/>	22. Require action at any time as a sales agent for the purpose of personal commercial solicitation of TOIG personnel
<input type="checkbox"/>	<input type="checkbox"/>	23. Appear to involve a conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	24. 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 the Treasury.
<input type="checkbox"/>	<input type="checkbox"/>	25. Violate any U.S., state or local law; ordinance; or Treasury or TOIG regulation or instruction.

26a. DATE SIGNED	26b. SIGNATURE OF APPLICANT
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### SECTION II SUPERVISOR'S RECOMMENDATION

<input type="checkbox"/>	27. RECOMMEND APPROVAL. I HAVE PERSONALLY INTERVIEWED THE APPLICANT AND I HAVE NO OBJECTION TO THE REQUESTED OFF-DUTY EMPLOYMENT.
<input type="checkbox"/>	28. RECOMMEND DISAPPROVAL (Explain).

29a. DATE SIGNED	29b. NAME AND GRADE OF SUPERVISOR	29c. SIGNATURE
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### SECTION III OFFICE OF COUNSEL RECOMMENDATION

<input type="checkbox"/>	30. APPROVAL	32. REMARKS (Continue on reverse side)
<input type="checkbox"/>	31. DISAPPROVAL	
33a. DATE SIGNED	33b. NAME AND TITLE	33c. SIGNATURE

### SECTION IV APPROVING AUTHORITY ACTION (Completed by Assistant Inspector General)

<input type="checkbox"/>	34. APPROVED	36. REMARKS (Continue on reverse side)
<input type="checkbox"/>	35. DISAPPROVED	
37a. DATE SIGNED	37b. NAME, GRADE AND TITLE	37c. SIGNATURE

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