

NABSD Policy Concerning Outside Employment by NABSD Personnel

1. References

- (a) CNICINST M.5300.1
- (b) 32 CFR 721.18 - Bedrock Standards of Conduct for DON
- (c) DoD 5500.07-R, The Joint Ethics Regulation (JER), May 2024

2. Enclosure (1)

Notification of Outside Employment

3. Background

NABSD employees may, for personnel or professional reasons, desire to engage in outside employment. Outside employment is authorized as long as the provisions contained in reference (a) and the guidelines with respect to standards of conduct as addressed in reference (b) and (c) are followed.

This policy is to prompt a discussion between the employee and the employee's supervisor, to confirm outside employment doesn't conflict with the Code of Ethics for Government Service.

4. Policy

In accordance with reference (b) and (c), Naval Academy Federal Civil Employees must adhere to the Bedrock Standards of Conduct and Code of Ethics for Government Service.

In accordance with reference (a), Federal employees shall not engage in outside employment or activities that conflict with or create the appearance of a conflict of interest with their official duties and responsibilities.

Employees shall not accept or engage in outside employment or activities, including seeking or negotiating for employment that conflicts with official Government duties and responsibilities, or which may discredit the NABSD, the United States Naval Academy (USNA), or the Department of the Navy (DON).

NABSD NAF employees in a management position in the grade of NF-3 and above are required to receive prior approval for outside employment (5 CFR §2635.803).

- Effective 1 April 2023, all NF-3 and above management employees are required to complete and submit enclosure (1) via NAF Human Resources requesting approval to engage in outside employment. This request shall address any potential scheduling conflicts between their NABSD position and the outside employment. Current employees seeking NF-3 and above management positions within NABSD must also disclose any outside employment.
- Effective 11 February 2025, all NABSD are employees required to complete and submit enclosure (1) via NAF Human Resources requesting approval to engage in outside employment. This request shall address any potential scheduling conflicts between their NABSD position and the outside employment, as well as any possible conflicts of interest that may detract from readiness or pose a security risk.

A request for outside employment may be denied by the Director of NAF HR or the USNA Legal Team, where it is determined that a conflict exists between NABSD duties and the duties and responsibilities of the outside employment position; or, where service in the outside employment may bring discredit upon NABSD, USNA, or DON.

A previously approved request for outside employment may be reviewed for continuation if it is subsequently determined that a conflict may exist or a possible discrediting condition is identified.

Signature

Date

Date: _____

From: _____ Position: _____ Category: _____

To: NAF HR Director, Naval Academy Business Services Division (NABSD)

Subj: NOTIFICATION OF OUTSIDE EMPLOYMENT, ENCLOSURE (1)

Ref: (a) CNICINST M.5300.1

(b) 32 CFR 721.18 - Bedrock Standards of Conduct for DON

(c) DoD 5500.07-R, The Joint Ethics Regulation (JER), May 2024

1. Pursuant to the Privacy Act of 1974, I acknowledge the following:
 - a. The authority for requesting the information hereon is derived from 5 U.S. Code 4302 and 5 U.S. Code 201, Departmental Regulations
 - b. The major purpose for which the information will be used is to advise my chain of Command of any outside NABSD employment.
 - c. The routine used to be made of the information is to keep my Chain of Command informed of my outside NABSD employment so as to resolve any conflicts with my NABSD duties and the provisions of reference (a).
 - d. Disclosure of the requested information is mandatory. My failure to respond will be a basis for disapproving my outside NABSD employment and will substantially interfere with my Chain of Commands ability to fully evaluate the performance of their employees.
2. This notification of outside employment is submitted in accordance with reference (a).

I have read the applicable sections of the references listed above, and do not consider this employment to be in conflict with the guidance contained therein. Should my outside employment duties change, however, I agree to advise my supervisor of these changes to ensure continued compliance with the references listed above and submit a new enclosure (1) for review and approval.

3. Do you have another position outside of NABSD? ☐ Yes ☐ No

4. If you marked 'No', please skip section 5 and sign the final page. If you marked 'Yes', please complete all questions in section 5, and sign the final page.

5. Outside employment information request. Provide a response to the following questions:

a. Name of Employer:

Your Job Title:

b. Nature of employment (provide some of your duties and responsibilities).

c. How many hours or days per week do you expect to work you outside employment position? List the days of the week you are usually scheduled.

d. Who is the customer for your outside employment company (Ex. students, general public, etc)?

e. Will this employer benefit in any way from the fact that you are presently employed by the Naval Academy or NABSD? If so, how? (Explain in detail using reverse side.)

f. What connection or conflict, if any, is there between your outside employment and your duties at NABSD? (Ex. As a server in downtown Annapolis, will your outside employer use your NABSD connection?)

g. What could be misconstrued as a benefit to the NABSD, U.S. Naval Academy, or Department of the Navy? (Ex. If you own a landscaping business and notice the bushes outside of your NABSD building need to be cut and offer a discount because you work here.)

Respectfully,

Employee Signature

☐

Approved

☐

Disapproved

Director NAF HR / Date