

**BY ORDER OF THE COMMANDER
36TH WING**

36TH WING INSTRUCTION 51-201

4 AUGUST 2014



Law

OFF-DUTY EMPLOYMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 36 WG/JA

Certified by: 36 WG/JA
(Colonel Michael Apol)

Pages: 3

This instruction implements AFI 1-1, *Air Force Standards*, Paragraph 2.3.1.10 and DoD Directive 5500.7-R, *Joint Ethics Regulation*, Sections 2-206, 2-303, and 3-304. This instruction establishes procedures for the application and approval of off-duty employment of active-duty Air Force personnel. This instruction applies to all units and active-duty personnel assigned or attached to Andersen Air Force Base. This publication does not apply to the Air National Guard or the Air Force Reserve. Military personnel who fail to comply with this instruction are subject to disciplinary action under Article 92 of the Uniform Code of Military Justice. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Policy.

1.1. Active-duty Air Force members shall not engage in off-duty employment that:

1.1.1. Conflicts with official government duties and responsibilities;

- 1.1.2. Is prohibited by statute or regulation;
- 1.1.3. Would detract from mission readiness; or
- 1.1.4. Would pose a security risk.

1.2. The member's unit commander, on G-series orders, is the approval authority and determines if a member's off-duty employment detracts from mission readiness or poses a security risk.

1.3. Prior to beginning off-duty employment, all active-duty Air Force members must obtain approval from their approval authority by completing and routing AF IMT 3902, *Application and Approval for Off-Duty Employment*.

2. Procedures.

2.1. No Air Force member shall obtain off-duty employment until Sections I-IV of the AF IMT 3902 have been completed and signed.

2.1.1. The Air Force member completes Section I.

2.1.2. The member's immediate supervisor completes Section II after meeting with the Air Force member to discuss the requested off-duty employment.

2.1.3. The 36 WG/SJA, or a designee, completes Section III.

2.1.4. The approval authority completes Section IV.

2.1.4.1. If the approval authority denies the request, they will specify reasons for the denial in Box 36 and on the reverse side of the AF IMT 3902.

2.1.4.2. If the approval authority denies the request on discretionary grounds, the member may appeal the denial to the next higher approval authority in the chain of command. In the case of an appeal of a decision by the 36 CPTS/CC, the next higher approval authority is 36 WG/CV. All appeal decisions are final.

2.2. Completed AF IMT 3902s will be maintained by the 36 WG/JA Ethics Counselor or equivalent.

STEVEN D. GARLAND
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 1-1, *Air Force Standards*, 07 August 2012

DoD 5500.7-R, *Joint Ethics Regulation*, 17 November 2011

Adopted Forms

AF IMT 3902, *Application and Approval for Off-Duty Employment*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

IAW—In Accordance With

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule