

**BY ORDER OF THE COMMANDER
JOINT BASE MCGUIRE-DIX-
LAKEHURST**

**JOINT BASE MCGUIRE-DIX-LAKEHURST
INSTRUCTION 51-201**

14 AUGUST 2015

Law

OFF-DUTY EMPLOYMENT



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 51-2, *Administration of Military Justice*. It establishes internal agency procedures for processing requests for approval of off-duty employment required to be submitted by sections 2-206a and 3-306e of DoD 5500.7-R, *Joint Ethics Regulation (JER)*, authorized by DoD Directive 5500.7, *Standards of Conduct*. This instruction also delegates to commanders and supervisors the authority expressly granted by sections 2-303 and 3-306e of DoD 5500.7-R to require DoD employees under their jurisdiction to report any off-duty employment prior to engaging in such employment. All military and civilian personnel assigned to the 87th Air Base Wing who seek to engage in off-duty employment are required to submit an AF Form 3902, *Application and Approval for Off-Duty Employment*. McGuire AFB Instruction 51-201 is a punitive instruction; military and civilian personnel who fail to comply with this instruction subject themselves to criminal liability and/or disciplinary action. This instruction does not apply to the Air National Guard (ANG) or US Air Force Reserve (USAFR) units and members.

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 with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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 Form 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include updates office symbols in accordance with the wing redesignation.

1. Policy:

1.1. 87 ABW personnel, both military and civilian, must not engage in off-duty employment that:

- 1.1.1. Is prohibited by statute or regulation;
- 1.1.2. Would detract from readiness;
- 1.1.3. Would pose a security risk; or
- 1.1.4. Would bring discredit upon the armed forces.

1.2. Explanation of Terms.

1.2.1. The term "off-duty employment" means business activities and compensated outside employment, including self-employment. Examples of self-employment include the sale of insurance, stocks, mutual funds, real estate, cosmetics, household supplies, vitamins, and other goods or services.

1.2.2. The term "readiness" includes the ability of the Air Force to perform its mission in the manner and at the time and place required, and the ability of a military member or civilian employee to perform his or her government duties in the manner and at the time and place required.

1.3. All civilian and military personnel who intend to perform off-duty employment, including employment while on terminal leave, shall submit an AF Form 3902 to their first-level supervisor at least two weeks before beginning employment (except in cases where two weeks notice is not possible). Final approval must be obtained prior to starting off-duty employment. Medical service personnel must comply with the requirements regarding off-duty employment in AFI 44-102, *Community Health Management*, in addition to the requirements of this instruction.

1.4. A new AF Form 3902 must be submitted whenever the type of employment or the employer changes, the individual's Air Force duties change significantly, or the number of regularly-scheduled off-duty hours increases. Occasional increases in hours due to situations such as the availability of overtime work, or the need to fill in for an absent co-worker, do not require resubmission of the AF Form 3902. Previously denied requests may be resubmitted after a change in the individual's Air Force duties.

1.5. Military personnel who fail to comply with the filing requirements of this instruction violate a lawful written order which may result in appropriate disciplinary action or criminal liability under Article 90 of the Uniform Code of Military Justice. Air Force civilian employees who violate this instruction by failing to comply with its filing requirements are subject to appropriate disciplinary action without regard to criminal liability.

2. Procedures for Completing AF Form 3902:

2.1. The employee completes Section I.

2.2. The employee's immediate supervisor completes Section II.

2.3. In cases where the employee is required to file a SF 278, *Public Financial Disclosure Report*, or an OGE Form 450, *Confidential Financial Disclosure Report*, and where the off-duty employment will be with a "prohibited source" as defined in the JER, DoD 5500.7-R, (which includes any person or company that does business or seeks to do business with the DoD, regardless of the dollar amount of the contract or purchase), a 87 ABW Judge Advocate shall complete Section III. In other cases, JA review is not required unless requested by the employee's immediate supervisor.

2.4. Section IV is completed by the first person in the employee's chain of command or supervision who is a commissioned military officer or a civilian GS-12 or above, and who is above the employee's immediate supervisor. However, if the employee's immediate supervisor is a General Officer, SES member, or Wing Commander, then the immediate supervisor also completes Section IV. The individuals specified in this paragraph who are authorized to complete Section IV of the AF Form 3902 (other than Unit Commanders) are considered to be Delegates of Unit Commanders, for purposes of completing Section IV of the AF Form 3902.

3. Filing AF Form 3902:

3.1. After a request is approved or disapproved, the original request will be maintained either by the individual's unit, or in one or more centralized locations (such as a Squadron Section Commander's office). In cases where the Legal Office coordinated on the AF Form 3902, a copy of the completed AF Form 3902 will be sent to the Legal Office, which will maintain the form as required by the *Joint Ethics Regulation*, DoD 5500.7-R.

JAMES C. HODGES, Col, USAF
Commander, Joint Base McGuire-Dix-Lakehurst

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*

AFI 44-102, *Community Health Management*

AFPD 51-2, *Administratin of Military Justice*

DoD 5500.7-R, *Joint Ethics Regulation*

DoD Directive 5500.7, *Standards of Conduct*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

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

OGE Form 450, *Confidential Finanacial Disclosure Report*

SF 278, *Public Financial Disclosure Report*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

IAW—In Accordance With

OPR—Office of Primary Responsibility

USAFR—US Air Force Reserve