

**BY ORDER OF THE COMMANDER  
59TH MEDICAL WING**

**59TH MEDICAL WING INSTRUCTION  
44-106**



**25 SEPTEMBER 2018**  
*Certified Current on, 2 January 2024*  
**Medical**

**OFF DUTY EMPLOYMENT**

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OPR: 59 MDSG/CD

Certified by: 59 MDW/SGA  
(Colonel Craig Lambert)

Supersedes: 59 MDWI 51-901, 19 August 2015

Pages: 12

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This instruction implements Air Force Policy Directive 44-1, *Medical Operations*. This instruction provides procedures for Air Force Active Duty members and government civilians assigned to the 59th Medical Wing (59 MDW) concerning off-duty employment. This instruction applies to all personnel assigned or attached to the 59 MDW, regardless of duty location. Personnel who are not assigned to the 59 MDW but who request privileges to treat patients in any facility overseen by the 59 MDW will follow all procedures of this instruction in order to retain privileges. Dental providers will follow guidance specific to the dental profession as disseminated by Air Force Medical Operations Agency and/or the Dental Group Commander. This instruction does not apply to the Air National Guard, or Air Force Reserve, and may apply to contract personnel. Contract office representatives will notify contracted employment agencies of any conflicts of interest involving contracted staff working in any 59 MDW facility, for example, to ensure appropriate rest periods between employment activities. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS).

## ***SUMMARY OF CHANGES***

This publication has been revised. This rewrite of 59 MDWI 51-901 includes new instruction number, updated requirements and processes.

**1. Overview.** The United States Air Force has first call upon the talent and time of all military personnel 24 hours a day. Airmen assigned to the 59 MDW must understand their first responsibility is to their duties within the Air Force Medical Service. Additionally, civilian employees must understand their responsibilities as an employee of the 59 MDW. Off-duty employment for military and civilian personnel must be approved and must not interfere with the individual's duties and responsibilities. Off-duty employment (ODE) that might generate a responsibility for continuing medical care of patients will not be approved. Individual healthcare providers on ODE must comply with local licensing requirements and Drug Enforcement Agency requirements, and must provide their own personal liability coverage. The Air Force is not responsible for the actions of individuals working in ODE. Air Force personnel will not engage in outside employment, or other outside medical services, without prior written approval by their Group Commander or designee after following all specifications of this instruction. IAW AFI 44-102, *Medical Care Management*, paragraph 2.27, ODE includes all forms of off duty employment and is not limited to medically related areas. Furthermore, the AF and 59 MDW have interest in assuring no conflicts of interest are developed between ODE and Training Affiliation Agreements (TAA) or external resource sharing agreements (ERSA).

## **2. Requirements.**

2.1. Military and civilian personnel must be briefed initially and yearly thereafter on the regulations and procedures pertinent to ODE. Personnel will be briefed by their respective group Corps Chief or enlisted Functional Manager [e.g., Administrator (SGA) for Medical Science Corps related occupations, Chief of Biomedical Science Corps (SBG) for all BSC related occupations, Chief of Dental Corps (SGD) for all dentists, Chief of the Medical Staff (SGH) for all physicians, Chief Nurse (SGN) for all nurses, and the respective enlisted career functions etc.]. This briefing may be accomplished via standardized, on-line training delivery platforms with documentation of completion maintained at the group level (unless otherwise delegated by the Group CC), except for members of Wing Staff.

2.1.1. Members of Wing Staff who pursue ODE will coordinate requests and participate in training using same procedures as others, and obtain permission from the 59 MDW CC or CV. The approval authority and documentation support may be delegated to the 59 MDOG or 59 MDSG/CC.

2.1.2. The respective Corps Chief or enlisted Functional Manager [e.g., Administrator (SGA), Chief of the Biomedical Science Corps Staff (SGB), Chief Nurse (SGN) or senior 4N] at the Group level will ensure documentation of initial and annual briefings. This documentation may be retained as part of on-line training records via applications such as SWANK or other computer-based delivery mechanisms. Prior to extending ODE approval after periodic reviews, the Group-level Corps Chief or enlisted functional manager will validate completion of the annual refresher training on ODE requirements. Group Commanders have authority to delegate management of the ODE program, to include documentation maintenance, to the squadron level if desired.

2.1.3. Military and civilian personnel who are not assigned to the 59 MDW (e.g, affiliate staff members from AFMOA, AETC/SG, SAMHS, BAMC, etc), but who provide medical care at facilities overseen by the 59 MDW must comply with all provisions of this instruction UNLESS ODE is managed and approved by another medical group command (AFMOA, AETC SG, BAMC, etc) in accordance with AFI or sister service requirements. In such cases, personnel are still required to disclose ODE to the 59 MDW group where they are providing clinical services, provide proof of initial/annual approval for ODE from their assigned medical command to the 59 MDW group, and abide by rest standard policies and other requirements as described in section 6, Restrictions off Duty Employment. The appropriate group or designated squadron POC will maintain copies of the approved ODE. This exception does NOT apply to personnel assigned to non-medical group commanders. Those personnel will follow specified guidance of the Group Commander with authority over the clinic or section where services are delivered in the 59 MDW.

2.2. There must be a need for the medical professional's ODE as documented in a written statement by the local professional society, the prospective employer, or the provider. This statement will be provided on 59 MDW Form 169, *Civilian Employer Certification*. This statement must be submitted at initial application for ODE approval and retained in the record set described in paragraph 7.1.

2.3. All ODE packages must be completed and retained as designated by the Group CC (or Wing CC or CV, for Wing staff) with appropriate review, coordination and approval. Failure to complete or renew any required documentation within 30 days of notification may result in termination or denial of the approval for ODE. Once terminated or denied, the member must re-submit the application for ODE and obtain written approval prior to participating in any further ODE.

2.4. To engage in any ODE, personnel must comply with all applicable legal and ethical requirements, including but not limited to those contained in this instruction; AFI 44102, paragraph 2.27; AFI 44-119, *Medical Quality Operations*, and DoD 5500.07-R, *Joint Ethics Regulation (JER)*.

2.5. Each Group will develop and implement internal review procedures to monitor compliance with ODE provisions at least annually. These procedures may be delegated to the Squadron or Flight level for implementation, but the Group retains responsibility to ensure annual reviews occur.

### **3. Application Process.**

3.1. Members of the 59 MDW may obtain ODE application information from the Group Commander's Action Group, the Group Administrator, the Corps Chief or Functional Manager. Resources may be posted on shared drives or on the 59 MDW SharePoint.

3.2. The completed application, starting with AF Form 3902, *Application and Approval for Off-Duty Employment*, is first given by the requestor to the member's supervisor for review and recommendations. All supporting forms must be attached as applicable to the status of the requestor (privileged, non-privileged, medical technician, etc.). See subsequent paragraphs in this instruction and in the prescribed forms section for all that may pertain. The member requesting ODE is responsible for coordinating each step in the approval

process as follows. Use of AF Form 1768, *Staff Summary Sheet*, is recommended. Paragraph 3.3 below describes steps for privileged providers, paragraph 3.4 below outlines steps for non-privileged staff to pursue approval for ODE.

3.3. For privileged providers, the application must include AF Form 3902, 59 MDW Form 168, *Officer and Civilian Equivalent Off-Duty Employment Checklist*, and 59 MDW Form 169, which serves as the member's notification to the prospective employer of the applicant's status as a DoD Healthcare provider.

3.3.1. The package is then submitted to the member's Department Chair, or for units that have no Department Chair, to the Medical Director, or Flight Commander. The Department Chair or equivalent as listed validates the employer's statement of necessity and ensures the prospective employer has signed acknowledgement of the employee's status as a DoD Healthcare provider.

3.3.2. Once approved/validated by the Department chair, if the prospective ODE includes speaking, teaching, or writing, the member submits the application with a copy of any written presentation materials to 59 MDW/ Public Affairs (PA) for review. AF Form 3902 may be required. If the prospective ODE involves research activities with the potential employer, the package is forwarded to the Clinical Research Division for review.

3.3.3. If the ODE requested is medically related, the package is then forwarded to the Education and Training office to validate the absence of any conflict of interest with an existing TAA or ERSA. (For instructions on non-medically related ODE applications, skip to para. 3.3.4.) The Education and Training office may validate currency in 59 MDW-required trainings prior to coordinating on the ODE application. Members are advised that chronic failure to participate in 59 MDW-directed training activities may result in notification to the approval authority, potentially impacting the ODE approval request. The Education and Training office returns the reviewed application package to the member for further action.

3.3.4. The application is then coordinated with the respective Corps Chief, or Enlisted Functional Manager, depending on the corps or affiliation of the member. This will be accomplished at the Group level, except for members of Wing Staff. If the unit or facility does not have the necessary Corps Chief assigned, the Senior Physician will provide review, or the Wing SGH may provide consultation to determine the appropriate review level. At this step, the Corps Chief, Functional Manager, or suitable alternate validates provisions of AFI 44-119 are met.

3.3.5. Next the member or designee submits the package, with all prior approvals, to the servicing Legal Office/ODE Consultant for review of medico-legal and ethical appropriateness. Due to the geographic dispersal of 59 MDW personnel, different Judge Advocate offices are identified to support different Medical Groups. The Group SGA will advise which legal office reviews ODE applications for members of that Group.

3.3.6. The application is then forwarded to the member's squadron commander (if applicable) for information and coordination with any tracking requirements delegated by the Group CC. Once coordinated at the squadron level, the Squadron/CC or designee forwards the completed package to the approving authority, for final review and

approval. The Group CC or designee must approve all applications for ODE by privileged providers. The Wing CC or CV must approve applications submitted by Wing staff providers, unless delegated.

3.3.7. Completed and approved applications are maintained and reviewed at least annually in the method prescribed by the Group CC or designee. Additionally, Group CCs will ensure a notation is retained for packages not approved, including the justification.

3.3.8. Once the review is complete, the Group CC or other approval authority forwards the completed package to the Group's designated POC (typically the SGH or SGA) for logging/tracking purposes. The designated POC may forward to the Group's designated file manager for approved packages, or may return a disapproved package to the member through member's chain of command. The Group's ODE POC ensures the member's Squadron Commander knows the results of the review and advises on any further steps that must be taken prior to initiating ODE.

3.3.9. The Group CC will ensure methods are established to retain documentation of approvals, to assure annual refresher training is completed, and to collect monthly reports of ODE conducted. A monthly summary of ODE must document hours worked by all who have an approved ODE agreement. These reports will include "zero" hours worked where applicable. 3.3.9.1. The maintenance of applications, annual review and refresher training, and monthly reports of ODE hours performed will be reviewed at least annually by the member's supervisor, the Group's ODE POC, and/or by the Group CC's designated review authority (e.g., for privileged staff who are not assigned to the 59 MDW). Group CC's will establish procedures to comply with these and other ODE monitoring requirements.

3.4. Requests for approval of ODE by non-privileged staff assigned to the 59 MDW must include the application form (AF Form 3902), the 59 MDW Form 165, *Enlisted or Civilian Off-Duty Employment Checklist for Medical Technicians* or 59 MDW Form 168, as applicable, and the 59 MDW Form 169 are submitted by the requestor for review in the order listed below. Use of the AF Form 1768, is recommended.

3.4.1. Completed package including all specified forms are submitted first to the direct supervisor for review and permission to continue with the application process.

3.4.2. Once approved by the supervisor, the member submits the request and all documentation to the Flight Superintendent if an enlisted member, or to the Flight Commander if officer, for review and approval to proceed with the request.

3.4.3. The package must be reviewed by Public Affairs if the ODE involves speaking, teaching, or writing for the public.

3.4.4. Clinical Research Division must next review any ODE applications that involve research activities.

3.4.5. For medically-related ODE, the package is then forwarded to the Education and Training office to ensure no conflict with TAAs, ERSA, or other concerns. Once approved, the package is returned to the member or Flight point of contact (POC) for

further action. ODE that is not related to medical care or occurring in a medical facility may skip this step.

3.4.6. The member or designee then forwards the approved request to the Functional Manager or Corps Chief for review/coordination.

3.4.7. The member or Flight POC submits the package to the servicing base legal office for review. Once approved, it may be forwarded directly to the Squadron, or returned to the member/flight POC for further coordination with the Squadron.

3.4.8. After completing all prior steps, the package and all approvals are submitted to the Group's designated POC for review and addition to any tracking log. The level of application approval authority for enlisted members and non-privileged provider Officers or civilian equivalent is determined by the Group CC and may be delegated to the Squadron level.

3.4.9. The approval authority is responsible for establishing procedures to retain documentation of all requirements, to review/retain monthly reports of ODE completed, to assure annual review and refresher training, to terminate any ODE approval that does not follow all established requirements, and to provide all necessary oversight for the ODE process for assigned members who are not privileged in the medical treatment facility (MTF). The approval authority may delegate tracking and documentation duties to the SGA or other support staff, but retains final responsibility for ensuring requirements are met.

#### **4. Approving and Rescinding Authorities.**

4.1. 59 MDW/CC or designee will have final approval or rescinding authority for any off-duty employment requests for military and civilian employees, and for those assigned to other agencies who are privileged by the 59 MDW. Except as otherwise provided in this instruction, 59 MDW/CC has delegated approving authority for ODE of privileged providers to the Group commander level, to include approval of waivers to the 16-hour-per week maximum.

4.1.1. If a group commander or comparable senior leader submits an application, the approving authority is retained by 59 MDW/CC, and may be delegated to the 59 MDW/CV.

4.2. Group CCs or designee (no lower than Squadron CC) will have approval authority for off-duty employment requests for officer, enlisted and civilian personnel who are not privileged at any MTF overseen by the 59 MDW.

4.3. If the approving authority is also the member's supervisor, the member may note this in the supervisor's signature block on the AF Form 3902, and the approving authority may sign the form after the legal review has occurred.

4.4. All personnel with primary duties at an MTF overseen by the 59 MDW must have the recommendation of the Group-level Functional Manager or Corps Chief, the Education and Training office (for medically-related ODE), and the servicing legal office/ODE legal Consultant prior to approval.

4.5. Squadron commanders or higher authority may withdraw permission to engage in off-duty employment at any time, for any type of 59 MDW employee. The ODE approval

authority must withdraw permission when a privileged provider comes under investigation for clinical adverse action or misconduct as described in AFI 44-119, paragraphs 9.15.2 and 9.43.2. Additionally, any staff member who is identified as impaired and who has an ODE approval will be identified to the approval authority for consideration of temporary withdrawal of ODE approval. These withdrawals must be accompanied by a notification to the Group SGH and to the Corps Chief or Functional Manager.

## **5. Responsibilities.**

5.1. 59MDW/CC will maintain final authority over the ODE program.

5.2. The Group level SGH, SGN, SGB, Senior Corps Representative, or enlisted Functional Manager will coordinate on ODE for privileged personnel within their purview. Members of Wing Staff, or those not assigned to the 59 MDW but privileged, will coordinate all ODE applications and documentation with the Group level POC where the member provides privileged services on behalf of the 59 MDW.

5.2.1. The approval authority designates the responsible party to retain documentation of all ODE approval packages, supporting documentation, annual renewals, training completion, documentation of hours worked in ODE each month, and all other matters pertaining to ODE. They will retain all documents containing Personally Identifiable Information (PII) in a double locked or password protected electronic storage capability.

5.3. Group Commanders or designee (no lower than Squadron Commander) will:

5.3.1. Approve or disapprove off-duty employment applications. Coordinate with the supervisor of any privileged provider who is not directly assigned to the 59 MDW to ensure compliance with this instruction.

5.3.2. Review (or delegate these responsibilities): ensure annual review of approved ODE applications, documentation of annual refresher training, and monthly reports of ODE hours worked by those with approved ODE agreements.

5.3.3. Ensure that ODE of all personnel does not interfere with military duties. In appropriate circumstances, this responsibility can be delegated to department chairpersons, flight leadership, and/or medical directors.

5.3.4. Rescind approval for ODE for any employee who fails to comply with these provisions or to respond within 30 days to notification of needed documentation. Consider rescinding approval for ODE for any employee suspected as impaired or referred for an adverse privileging action in consultation with the SGH and the Corps Chief, if applicable (SGN, SGB).

5.4. In accordance with the Group Commander's policies and established procedures, Squadron Commanders:

5.4.1. May approve or disapprove ODE for all technicians, enlisted personnel and civilian personnel equivalents.

5.4.2. Coordinate on all off-duty employment requests and periodic compliance documentation for assigned personnel prior to submission to the Group CC or designated authority.

5.4.3. Maintain, or designate a POC to maintain, documentation of annual reviews of applications approved at the squadron level, with all monthly reports of off-duty employment (59 MDW Form 167, *Off-Duty Employment Monthly Report of Hours Worked*).

5.4.4. Support the monitoring of work performance for those with approved ODE and report any potential conflicts of interest to the Group CC or designated Group ODE POC.

5.5. The servicing Staff Judge Advocate POC, in the role as the installation Designated Agency Ethics Official, will review and provide a written legal recommendation on all ODE applications for 59 MDW personnel to ensure legal sufficiency in compliance with DoDM 6025.13, *Medical Quality Assurance (MQA) and Clinical Quality Management in the Military Health System (MHS)*, enclosure 4, paragraph 7; AFI 44-102, paragraph 2.27; AFI 44-119, paragraphs 9.15.2 and 9.43.2; DoDI 6000.08, *Defense Health Program Research and Clinical Investigation Programs*, enclosure 3, paragraph 3i(2); AFI 41-108, *Training Affiliation Agreement Program*, section 2.1.6; and AFI 51-301, *Civil Litigation*, section 9C.

5.6. The Approval Authority's designee will retain a copy of the approved ODE package and any subsequent renewals, monthly reports, and other related correspondence in an individualized folder for all employees participating in ODE, and retain PII via approved methods.

5.7. 59 MDW/PA will review and approve or disapprove any off-duty employment requests that involve speaking, teaching, or writing.

5.8. The Education and Training office will review all applications for medically-related ODE and evaluate the suitability of the proposed ODE in terms of existing TAAs. Additionally, the Education and Training office may inform the approval authority of any individual's pattern of failure to comply with 59 MDW training requirements prior to recommending approval or continuance of ODE at annual review. Education and Training may establish procedures to track ODE that supports clinical currency.

5.9. The Group SGA will serve as a consultant and advisor to Squadron/CCs and to Group/CCs on all administrative aspects of the ODE process.

5.10. The Credentials Management office, under the oversight of the Wing SGH, will support the monitoring of ODE approvals in situations where external (non-DoD) medical facilities request credentials or privileging information on assigned privileged personnel. The Credentials Management office will contact the Group CC or designated ODE POC to advise of potential ODE so that the Group may validate the ODE's approval.

5.11. Each individual seeking approval for ODE or who has an approved package must:

5.11.1. Obtain approval as outlined in this instruction before beginning any off-duty employment.

5.11.2. Obtain and submit documents required for initial/renewal approval and renewal, in accordance with the 59 MDW Off-Duty Employment Checklist (59 MDW Form 165, or 59 MDW Form 168). In order to engage in off-duty employment, members of the Medical Corps, Dental Corps, Nurse Corps, Biomedical Sciences Corps, Medical Service Corps, enlisted members, and their civilian equivalents must provide the following documents:



- 5.11.2.1. AF Form 3902.
- 5.11.2.2. Completed Civilian Employer Certification (59 MDW Form 169).
- 5.11.2.3. Signed Radiation Exposure Letter (if member will be monitored for radiation exposure). This is available on the Medical Law SharePoint site and a copy must be provided to the Radiation Safety Office.
- 5.11.2.4. Copy of presentation slides, manuscript, or other written materials when off-duty employment involves speaking, teaching, or writing requiring 59 MDW/PA review.
- 5.11.3. Submit all hours worked in ODE to the member's squadron commander on a monthly basis, even if the number to report is "zero." (The Squadron CC or designee will review and forward to the Group CC for privileged providers) The total number of hours spent "on call" must be reported, regardless of whether the individual received compensation.
- 5.11.4. Update the approval authority on the status of off-duty employment within one week of any change in status.
- 5.11.5. File an OGE Form 450, *Confidential Financial Disclosure Report* if the off-duty employment creates the potential for conflict of interest, appearance of favoritism, or loss of impartiality.
- 5.11.6. Participate in all annual refresher training or other requirements as may be directed by the approval authority or designee to recertify an approved ODE.
- 5.11.7. Retain responsibility for ensuring that beneficiaries of TRICARE, Medicare or Medicaid are not billed for medical services delivered by a MDW employee in the course of ODE.
- 5.11.8. Privileged providers are strongly encouraged to self report ODE clinical case logs (number of inpatient days, critical care patient days, ventilator management patient days, types and numbers of procedures) to the Group's designated ODE POC as well as the Education and Training office. The logs may be filed in their Provider Activity File (PAF). The information may be used to support clinical currency for re-privileging and requirements for the Comprehensive Medical Response Plan (CMRP) for their respective AFSCs.

## **6. Restrictions on Off-Duty Employment.**

- 6.1. Military and civilian personnel are responsible for compliance with the rules and restrictions outlined in AFI 44-102, section 2.27 and any other paragraph, which details restrictions on location and duration of off-duty employment, as well as with the JER.
- 6.2. It is 59 MDW policy that ODE must not exceed 16 hours per week averaged over a rolling 4 week's period, unless performed while in official leave status. Personnel must allow at least a 6-hour rest period, excluding travel time, between every ODE service provided, including "on call", and their return to regular duty hours. Waivers to this limitation may be approved at the initial approval authority level.
- 6.3. Personnel are prohibited from performing off-duty employment when they are "on call" for 59 MDW. Similarly, personnel are prohibited from taking responsibility for civilian

“call” concurrent with military duty or military “on-call” duty. At no time may any 59 MDW staff member, or individual privileged at the 59 MDW, provide any ODE service simultaneously with conducting duties on behalf of the 59 MDW.

6.4. The location of any ODE must be close enough to allow the member the ability to return promptly to 59 MDW duties should the Air Force or 59 MDW require them to do so. The general rule is that a member must be able to report for duty within four hours by land travel after being notified to return for duty, unless the member is on official leave status or it is a non-duty day.

6.5. Military students within the graduate medical education program are not eligible to engage in off-duty employment.

6.6. Personnel must not perform off-duty employment for any agency with which 59 MDW has a TAA or ERSA, when the individual would be working in a field covered by the TAA or ERSA. The Education and Training office has final authority over interpreting these potential conflicts of interest.

6.7. In accordance with DoDI 6000.08, enclosure 3, paragraph 3i(2), personnel conducting a research protocol may not engage in off-duty employment, or otherwise be compensated by non-Federal sources, in connection with their work on such clinical investigations unless specifically authorized by law. Where such an exemption exists, documentation must be retained with the ODE approval package and supporting documents and be reviewed each year.

6.8. In accordance with AFI 51-301, section 9C, requests for ODE as an expert witness in private litigation require AFLOA/JAC approval. The Medical Law Consultant and servicing base legal office will facilitate coordination with AFLOA/JAC. Documentation required for such approvals are specified by the Medical Law Consultant and retained by the Group Commander’s designee, no lower than the Squadron CC.

## **7. Compliance and Review Process.**

7.1. Records of off-duty employment, including approved applications and monthly reports of hours worked (59 MDW Form 167), will be maintained by the approval authority’s designee. Records or copies of ODE approvals for privileged providers who are not assigned to the 59 MDW are maintained by the Group’s POC in the Group where the privileged provider delivers services on behalf of the 59 MDW.

7.2. Each Group CC ensures an annual self-assessment is conducted by each entity within the Group that oversees ODE to ensure compliance with all requirements of off-duty employment. The Group SGA serves as a consultant and advisor to the Group CC in establishing methods for conducting and documenting these annual self-assessments.

DANIEL K. FLOOD, Colonel, USAF, MC  
Chief of the Medical Staff, 59th Medical Wing

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

DoD 5500.07-R, *Joint Ethics Regulation*, 17 November 2011

DoDI 6000.08, *Defense Health Program Research and Clinical Investigation Programs*, 22 January 2014

DoDM 6025.13, *Medical Quality Assurance (MQA) and Clinical Quality Management in the Military Health System (MHS)*, 29 October 2013

*DoD Health Affairs Policy 96-050, Policy for Off-Duty Employment by DoD Health Care Practitioners*, 7 July 1996

AFPD 44-1, *Medical Operations*, 9 June 2016

AFI 41-108, *Training Affiliation Agreement Program*, 22 September 2014

AFI 44-102, *Medical Care Management*, 17 March 2015

AFI 44-119, *Medical Quality Operations*, 16 August 2011

AFI 51-301, *Civil Litigation*, 30 June 2002

AFMAN 48-125, *Personnel Ionizing Radiation Dosimetry*, 4 October 2011

***Prescribed Forms***

59 MDW Form 165, *Enlisted or Civilian Off-Duty Employment Checklist for Medical Technicians*

59 MDW Form 167, *Off-Duty Employment Monthly Report of Hours Worked*

59 MDW Form 168, *Officer and Civilian Equivalent Off-Duty Employment Checklist for MC, NC, DC, BSC, MSC*

59 MDW Form 169, *Civilian Employer Certification*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1768, *Staff Summary Sheet*

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

OGE Form 450, *Confidential Financial Disclosure Report*

***Acronyms and Abbreviations***

**AFLOA/JAC**—Air Force Legal Operations Agency, Civil Law and Litigation Directorate

**ERSA**—External Resource Sharing Agreement

**IAW**—In Accordance With

**JER**—Joint Ethics Regulation

**MDOG**—Medical Operations Group

**MDSG**—Medical Support Group

**MDW**—Medical Wing

**MTF**—Medical Treatment Facility

**ODE**—Off-Duty Employment

**PA**—Public Affairs

**PII**—Personally Identifiable Information

**POC**—Point of Contact

**SGA**—Administrator

**SGB**—Chief of the Biomedical Sciences Corps Staff

**SGH**—Chief of the Medical Staff

**SGN**—Chief Nurse

**TAA**—Training Affiliation Agreement