

## **Help Wanted: the Airman's Guide to Off-Duty Employment**

“Help wanted” and “jobs available” signs are popping up in business windows everywhere as we approach the holiday season. These signs may get you thinking about the additional income that a second job would offer or the extra job experience it would add to your resume. A second job can be valuable, especially when Airmen follow proper procedures to seek and continue off-duty employment.

Department of Defense Directive 5500.07-R, section 2-206a, “Joint Ethics Regulation;” Air Combat Command Instruction 51-901, “Off-Duty Employment” (Jan. 18, 1999, certified current June 2, 2010); and Shaw Air Force Base Instruction 51-901, “Off-Duty Employment and Off-Duty Business Activity” (May 12, 2008) discuss the requirements related to off-duty employment. They do not allow off-duty employment that would detract from military readiness, pose a security risk, bring discredit upon the Air Force, or is otherwise prohibited by law.

Medical personnel must also comply with Air Force Instruction 44-102, “Medical Care Management” (Jan. 20, 2012) and 20th Medical Group internal policies that contain specific requirements for obtaining and maintaining off-duty employment in a medical field.

The regulations seek to prevent Air Force personnel from taking on extra work that could detract from their military duties. Airmen and certain civilian personnel considering whether to apply for an off-duty job should first decide whether having that extra workload will take away from their ability to perform their military duty.

Airmen interested in pursuing off-duty employment should obtain an AF IMT 3902, “Application and Approval for Off-Duty Employment.” This form must be completed and

routed through your supervisor and the local legal office for final approval by your unit commander.

Your commander's final approval must be noted on the AF IMT 3902 prior to starting off-duty employment. It is advisable to route the AF IMT 3902 at least two weeks before starting off-duty employment.

Airmen failing to comply with requirements for off-duty employment are subject to disciplinary action under the Uniform Code of Military Justice.

For further information and assistance regarding off-duty employment, contact the base legal office at 895-1560.

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