

## REQUEST FOR APPROVAL OF OUTSIDE ACTIVITY

### Part I - EMPLOYEE INFORMATION

<b>1. EMPLOYEE'S NAME (Last, First, MI)</b>		
Fenty, Robyn R.		
<b>2. AGENCY/PROGRAM (Address)</b>		<b>3. TELEPHONE &amp; E-MAIL</b>
321 A Street, NW Washington, DC 20005		Phone: 202-555-5556 E-Mail: rfenty@agency.gov
<b>4. TITLE OF POSITION</b>	<b>5. GRADE/STEP</b>	<b>6. SALARY</b>
Deputy Director of Public Affairs	GS-15	\$ 123,758
<b>7. FINANCIAL DISCLOSURE FILING STATUS</b>	<input type="checkbox"/> Public (SF 278) <input checked="" type="checkbox"/> Confidential (OGE 450 or other)	
<b>8. NAME OF IMMEDIATE SUPERVISOR</b>	<b>9. SUPERVISOR'S TELEPHONE, &amp; E-MAIL</b>	
J.Z. Rocnaton	Phone: 202-555-5554 E-Mail: jzroc@agency.gov	

**Part II - OUTSIDE ACTIVITY INFORMATION**

**i. Nature of Outside Activity** : Indicate the type of activity for which you request prior approval, and describe the specific duties or services to be performed:

- a.  **Teaching, Speaking, Writing or Editing\*** (See note in section b below)  **Board Service**
- Professional or Consultative Activity** (Complete section c below)  **Expert Witness**
- Other (explain):**

I have been asked by the American Society of Public Affairs Officers to serve as its Vice President beginning January 1, 2012.

**b. Describe in detail specific duties or services to be performed:**

I have been invited to give a panel presentation at the American Society of Public Affairs Officers' annual conference, October 18-20, 2011. I've been asked to speak on the pros and cons of using social media as a tool in public affairs.

\*For activities involving teaching, speaking, or writing, provide a syllabus, outline, summary, synopsis, draft, or similar description of the content and subject matter involved in the course, speech, or written product (including, if available, a copy of the text of any speech)

**c. Professional or Consultative Activity:** Complete this section if you will provide personal services directly to multiple clients, customers, or others.

**1. Type of Activity/Business:**

**2. Will you be self-employed/sole proprietor?**  Yes  No

**3. Identify any partners or others with whom you will provide services:**

**4. Estimate the total number of clients, customers, or others, to whom you would provide services during the activity period:**

ii. **Outside Employer**

a. **Name and address of outside employer:**

American Society of Public Affairs Officers  
700, 9<sup>th</sup> Street, NW. Washington DC

b. **Nature of business:**

Professional association

c. **Contact person, phone number, and email:**

B. Knowles, 202.555.5555  
bknowles@aspao.org

iii. **Compensation and Related Expenses**

a. **Compensation**

1. **Will the activity be compensated?**

Yes

No

2. **Method or basis of compensation** (Check all that apply):

Fee

Honorarium

Retainer

Salary

Advance

Royalty

Stock

Stock  
Options

**Other** (Describe):

**Non-Travel Related Expenses** (Describe):

3. **Compensation amount** (Estimated):

4. **Is Payor the same source as the employer identified above?**

Yes

No (Explain):

**b. Travel and related expenses:** Indicate whether travel is involved, and if so, whether the related expenses will be at your own expense or provided by the outside employer either in-kind or through reimbursement.

**1. Will outside activity require travel?**

Yes (Check one):     At own expense     In-kind or reimbursed  
 No

**2. If employer is providing travel related benefits, please describe those benefits:**

The Society will pay for any travel and lodging expenses associated with attending its annual conference. It will also pay for similar expenses to attend quarterly Chapter events in various locations across the US.

**c. Time:** Provide details with respect to the duration of the activity.

**1. Duration of activity:** From:  To:

**2. Estimated time devoted to the proposed activity**  
(e.g. hours/day; days/week; weeks/year):

Regarding the Vice Presidency, approximately 17 days attending annual conference and chapter meetings. All other work will be performed outside of government duty hours. The annual conference is slated for October 18-20, 2011

**3. Will work be performed entirely outside of your normal tour of duty?**

Yes     No

**If "no," estimate number of hours/days absent:**

17 days. See above.