



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
FORT SILL, OKLAHOMA 73503-5600

ATSF-W

16 September 2014

MEMORANDUM FOR All Personnel, Assigned or Attached to the USA NCO Academy, Fort Sill, Oklahoma, 73503

SUBJECT: NCO Academy Policy Letter # 23, Off Duty Employment

1. All Soldiers assigned to the NCO Academy must request approval from the Commandant prior to engaging in outside employment.
2. Conduct a safety assessment of the Soldier's health and duty performance focusing on possible injuries while working a second job and its affect on the unit mission. Working long hours can impair a Soldier's ability to function professionally and effectively during a regular duty days.
3. Conduct a counseling inquiry of the cadre regarding the request to determine the reason for additional employment. This counseling session will be done by the School First Sergeant/Staff Section NCOIC. The First Sergeant/Staff head will provide a copy of the counseling, with the Soldier's written request to the Commandant for approval. Maintain a copy of the Soldier's request and Commandant's action in the Soldiers SMIF and with the 1SG/Staff Section NCOIC.
4. The Commandant will review and approve or disapprove the request in writing. At any time, the Commandant may cancel the employment.

A handwritten signature in black ink, appearing to read "Philip J. Brunwald".

PHILIP J. BRUNWALD
CSM, USA
Commandant

Encl.
Sample Request Memo

DEPARTMENT OF THE ARMY
UNITED STATES NONCOMMISSIONED OFFICER ACADEMY
FORT SILL, OKLAHOMA 73503-5600

ATSF-W

Date: _____

MEMORANDUM FOR COMMANDANT, USA NCO Academy, Fort Sill, OK 73503

SUBJECT: Request Permission to Obtain Additional Employment

1. I, (Rank and Full Name) , requests permission obtain additional employment off-duty (moonlight). In accordance with AR 215-3, paragraph 2-16 a & d, enlisted personnel may be employed by a NAFI after duty hours on other than a full-time basis. Prior to the employment of enlisted military personnel, the written approval of the Commandant will be obtained.

2. I have read and understood the following information and have been briefed by the commandant.

a. According to AR 600-50, Standards of Conduct for Department of the Army Personnel, DA personnel will not engage in outside employment, affiliations, or other outside activity, with or without compensation, that

(1) **Interferes**, or is not compatible, with the performance of their Government duties.

(2) May reasonably be expected to bring discredit upon the Government or the Department of the Army,

(3) Is otherwise inconsistent with the requirements of AR 600-50. This includes the requirement to avoid actions that reasonable can be expected to create a conflict or the appearance of a conflict of interest. Soldier understands that outside employment activities and other business relationships present special problems for Soldiers who occupy sensitive positions involving classified information or significant decision-making authority. Soldier understands that he/she must prevent any ethical conflict from arising between his/her Army duties and second job employment.

(4) DA personnel will not either with or without compensation, engage in activities that are dependent on information obtained as a result of their Government employment unless it meets the three requirements listed in AR 600-50.

3. I understand that if my request to work after duty hours is approved, my employment will be terminated if at any time the Commandant and/or School Chief determine that off-duty employment is detrimental to military duty. In addition, I also understand that all military duties come before the off-duty employment.

4. Reason for additional employment:

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5. Employment Information:

a. Employer: _____

b. Work Address: _____

c. Supervisor's Name: _____

d. Employer's Phone #: _____

e. Work Schedule-Hours of Employment: _____

6. Intermediate Recommendation:

First Line Leader APPROVAL/DISAPPROVAL
School Chief APPROVAL/DISAPPROVAL

_____ (Soldier's Signature)

_____ (Rank, USA)

_____ (Position)

Commandant:

APPROVAL/DISAPPROVAL

PHILIP J. BRUNWALD
CSM, USA
Commandant