



National
Aeronautics and
Space
Administration

Request for Approval of Outside Employment and Activities

Name (Last, First, Middle Initial)	Center	Organizational Code
Position Title	Grade	Phone Extension
Name and Address of Prospective Employer/Affiliate		
Description of Outside Activity (Describe fully the specific duties or services to be performed and include the type of business.)		
Type of Activity Indicate the type of activity for which you request approval. <input type="checkbox"/> Professional or Consulting Activities <input type="checkbox"/> Teaching, Speaking, Writing, or Editing <input type="checkbox"/> Business Ownership <input type="checkbox"/> Service on an Outside Board <input type="checkbox"/> Holding State or Local Office <input type="checkbox"/> Expert Witness <input type="checkbox"/> Other _____		
Time Provide details with respect to the duration, frequency, and timing of the activity.		
a. Period Covered (not to exceed five years from the date of approval) From (mm/dd/yy): _____ To (mm/dd/yy): _____		b. Estimated Total Time Devoted to the Proposed Activity (choose one) Hours per Week _____ Days per Month _____ Weeks per Year _____
c. Will work be performed entirely outside of usual working hours? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "no," estimate the number of hours or days that you will be absent from work and indicate the type of leave to be requested.) Annual Leave _____ LWOP _____ Other _____		
Compensation Are you a Presidential appointee, a noncareer SES, Schedule C appointee, serving under a "NASA Excepted" appointment in a noncareer executive assignment, or teaching/speaking/writing on matters related to your official position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Business With NASA Does employing entity do business or contemplate doing business, directly or indirectly, with NASA or any other Federal Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No In the performance of your NASA duties, have you participated in or are you now participating in or do you have responsibility for any matter involving your prospective employer/affiliate? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a Pathways intern or a Special Government Employee (SGE)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>I understand that:</p> <p>It is my responsibility to comply with all applicable rules and regulations related to outside activities.</p> <p>I am prohibited from participating in any NASA-related work for an outside entity, and my compensation, if any, may not be derived from any NASA contract, grant, or agreement. I am prohibited from using my NASA title or position in connection with or to promote my outside employer, or its activities, products, or services.</p> <p>I may not use government resources (copiers, computers, telephones, office supplies, equipment, laboratory supplies, voicemail, a subordinate's official time, etc.) or official time for this outside activity.</p> <p>I may not use NASA "nonpublic information" or other information that is not publicly available for this outside activity. (18 U.S.C. § 1905, 5 U.S.C. § 552, 5 C.F.R. § 2635.101(b)(3), and 5 C.F.R. § 2635.703). 18 U.S.C. §§ 203 & 205 prohibit federal employees from representing or acting as an agent on behalf of any third party in any particular matter in which the United States is a party or has a direct and substantial interest, before any department, agency, or other specified entity. In addition, employees are deemed to have a financial interest pursuant to 18 U.S.C. § 208 in an outside activity organization in which they serve as an officer, director, trustee, general partner, or employee; or with which they are negotiating for future employment. Employees in those roles may not participate in any matter affecting the financial interests of the organization in the course of their official duties.</p> <p>I may request individual ethics advice from a NASA ethics official should I have any questions about the application of my U.S. Government ethics</p>		

requirements.

I am not entitled to leave without pay for the express purpose of engaging in this outside activity.

Approval may be granted for a maximum of 5 years, and it is my responsibility to submit a new request for approval if I expect to continue this outside activity beyond the approval period. If, at any time, there is a change in the nature or scope of my official duties or the services I perform in my outside activity, I will submit a revised request for approval of outside activity.

I understand my conduct is regulated by the Standards of Ethical Conduct for Employees of the Executive Branch, 5 C.F.R. Part 2635, (which may be found on the Office of Government Ethics web site at <https://www.oge.gov>); NASA's Supplemental Ethics Regulation, 5 C.F.R. 6901, 18 U.S.C. § 1905 and 5 U.S.C. § 552.

Certification

In connection with this request for approval of outside employment, I certify that I currently have no official NASA duties involving a matter that affects the outside entity and will disqualify myself from future participation in NASA matters that could directly affect the outside entity.

I understand that if I have questions relating to my U.S. Government ethics obligations for this outside activity, I will consult with a NASA ethics official in my NASA Office of the General Counsel (OGC) Ethics Office.

I further understand that, should these circumstances change, I must promptly bring the matter to the attention of a NASA ethics official in my NASA OGC Ethics Office.

Authenticated Approval of Applicant

Date

Conditions of Approval

You must submit a new request if your outside employment continues beyond five years. You must submit a new request if there is a change in your NASA position or your outside employment.

Requester: Please add all three email addresses of reviewers below before submitting the form.

Concurrences:	Approvals Required	KSC Routing	Date	Comments
Direct Supervisor:	Lookup	Email Field		
				Comments +/-
Office of the General Counsel:	Lookup	Email Field	hq-EthicsTeam@nasa.gov	
Verification by Legal:	<input type="checkbox"/> company does business with NASA <input type="checkbox"/> company does not do business with NASA			
				Comments +/-
Final Approving Official (center director or center director designee/delegate):				
Directorate Level Director	Lookup	Email Field		
<input type="checkbox"/> Approved				Comments +/-
<input type="checkbox"/> Disapproved				

Privacy Act Notification

The information in this form will enable ethics officials to render advice to NASA employees and detailees regarding potential conflicts of interest and permissibility of an outside activity. Its collection, is authorized by the Ethics in Government Act (5 U.S.C. App.), 44 U.S.C. § 3101, 18 U.S.C. §§ 201-209, 5 C.F.R. Part 2635, Subpart H, and 5 C.F.R. Part 6901. A NASA employee failing to provide the requested information may not engage in an outside activity requiring administrative approval.

NASA may share this information for authorized purposes with (1) other Federal agencies for investigation of possible violation of standards of conduct, and (2) other entities outlines under standard routine uses for all NASA systems of records. Elaboration and conditions of information disclosure may be found under "routine Uses" of the full System of Records Notice at <http://www.gpo.gov/fdsys/pkg/PAI-2013-NASA/xml/PAI-2013-NASA.xml#10scf>. and in Appendix B at <http://www.gpo.gov/fdsys/pkg/PAI-2013-NASA/xml/PAI-2013-NASA.xml#appb>.

Request of Approval for Outside Employment Guidelines and Limitations

1. GUIDELINES AND LIMITATIONS (Excerpted from 5 C.F.R. § 6901.103 (a) (b) (c) (d) (e))

(a) General. A NASA employee shall not engage in outside employment prohibited by paragraph (c) of this section and shall obtain approval before engaging in the outside employment activities specified in paragraph (d) of this section.

(b) Definitions. Unless a term is otherwise defined in this part, the definitions set forth in 5 C.F.R. part 2635 apply to terms used in this section. In addition, for purposes of this section:

(1) Outside employment means any form of compensated or uncompensated non-Federal employment or business relationship involving the provision of personal services by the employee. It includes, but is not limited to, personal services as an officer, director, employee, agent, attorney, consultant, contractor, general partner, trustee, teacher, or speaker. It includes writing when done under an arrangement with another person for production or publication of the written product. It does not, however, include participation in the activities of a nonprofit charitable, religious, professional, social, fraternal, educational, recreational, public service, or civic organization, unless the organization is a prohibited source or unless such activities involve the provision of professional services or advice, or are for compensation other than reimbursement of expenses.

(2) Profession has the meaning set forth in 5 C.F.R. § 2636.305(b)(1).

(3) Student intern means a student employed through a student internship program implemented by the Office of Personnel Management (OPM).

(c) Prohibited outside employment. A NASA employee, other than a special Government employee or a student intern, shall not engage in outside employment with the following:

(1) A NASA contractor, subcontractor, or grantee in connection with work performed by that entity for NASA; or

(2) A party to a Space Act agreement, Commercial Launch Act agreement, or other agreement to which NASA is a party pursuant to specific statutory authority, if employment is in connection with work performed under the agreement.

(d) Prior approval for outside employment A NASA employee, other than special Government employee, shall request and obtain administrative approval before engaging in the following outside employment activities:

(1) Teaching, speaking, writing, or editing, unless the subject matter pertains to the private interests of the employee, such as a hobby, cultural activity, or a professional pursuit unrelated to the employee's official duties;

(2) The practice of a profession or the rendering of professional consulting services;

(3) The management or conduct of a business in which the employee or the employee's spouse has an ownership interest, if that business performs, or may seek to perform, work (other than routine consumer transactions) for the Federal Government or for a NASA contractor, grantee, or other party to an agreement with NASA;

(4) Holding State or local public office, whether by election or appointment;

(5) Employment with a NASA contractor, subcontractor, or grantee;

(6) Employment with a party to a Space Act agreement, Commercial Launch Act agreement, or other agreement to which NASA is a party pursuant to specific statutory authority;

(7) Serving as an officer, trustee, or member of a board, directorate, or other such body of a for profit organization or of a nonprofit organization that is a prohibited source; or

(8) Employment which involves the practice of a NASA-owned invention or the performance of experimental, developmental, research, design, or engineering work that relates to the official duties of such employee.

(e) Prior approval requested by employee

Even when not required by paragraph (d) of this section, a NASA employee who is in doubt as to the propriety of outside employment or another outside activity may request prior approval using the procedures set forth in this section.

2. OTHER LIMITATIONS

This approval is not to be construed to cover employment other than that described in your request. Therefore, if any change occurs in your duties, or the nature of your employer's business, you must promptly submit a revised request for consideration. Also, if your outside work is discontinued sooner than anticipated, notify your supervisor and your NASA OGC Ethics Office.

It is appropriate to remind you that each employee engaged in outside employment has the final personal responsibility for assuring that his work does not result in a real or apparent conflict of interest. If you have any questions in this regard, please do not hesitate to discuss them with your supervisor, the Office of the General Counsel.

3. PROHIBITED SOURCES (5 C.F.R. § 2635.203 (d))

Prohibited source means any person or entity which:

(a) Is seeking official action by the employee's agency;

(b) Does business or seeks to do business with the employee's agency;

(c) Conducts activities regulated by the employee's agency;

(d) Has interest that may be substantially affected by performance of the employee's official duties; or

(e) Is an organization a majority of whose members are described in paragraph (d) (1) through (4) of this section.