



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

ATSF-W


7 June 2011

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. A safety assessment of Soldier's health and duty performance will be conducted focusing on possible injuries while working a second job and its affect on the unit mission. Long working hours can impair a Soldier's ability to function during a regular duty day.
3. A counseling will be conducted regarding the request to determine the reason for additional employment. This counseling 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. A copy of the Soldier's request and Commandant's action will be maintained in the Soldiers SMIF and also by 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.

Encl.  
Sample Request Memo

  
BRYAN A. PINKNEY  
CSM, USA  
Commandant

**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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SUBJECT: Request Permission to Obtain Additional Employment

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

BRYAN A. PINKNEY  
CSM, USA  
Commandant