

**Keep it Legal, Volume 9**  
**Off-Duty Employment Reminder**

Because Department of Defense Ethics Regulations and Air Force Instructions are likely not on your day-to-day reading list (apologies, in advance, if they are!), the requirements and restrictions surrounding off-duty and outside employment warrant friendly reminding.

Who: All active duty Air Force servicemembers, all Air Force Reserve and Air National Guard servicemembers on orders for more than 30 days (including Active Guard and Reservists), *and* all Air Force civilian employees (including Air Reserve Technicians) must report and get approval for all off-duty and outside employment.

What: Off-duty and outside employment includes all employment beyond the Air Force, regardless of whether it is for pay; family-owned businesses are included.

Why: You might be asking yourself why Uncle Sam is so concerned about who else is putting money in your cookie jar. The requirements are there to make sure the mission is not being put in jeopardy; readiness is not being detracted from; security is not being placed at risk; the conduct is not prohibited by statute or regulation; safety is being maintained (for example, active duty medical personnel cannot exceed 16 hours of off-duty employment per week); and no conflicts of interest are being created.

How: You must acquire written approval before engaging off-duty or outside employment. You can do so by completing and submitting AF Form 3902 (at least two weeks prior to starting the employment). In the form, you will provide general information about your off-duty or outside employment, as well as certify that the employment will not bring discredit upon the Air Force, interfere with your government duties, require absence during duty hours, involve government resources, endanger your safety, involve the use of your military or government title, or appear to involve a conflict of interest. Your supervisor, the legal office, and the unit commander will then review and approve or disapprove accordingly.

Airmen and civilians failing to comply with the requirements for off-duty and outside employment are subject to disciplinary action. So, if you have the drive and energy for a second job, *keep it legal* and get your commander's approval noted on the AF Form 3902 prior to beginning your moonlighting!

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