



STATE OF HAWAII  
**DEPARTMENT OF DEFENSE**  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD  
HONOLULU, HAWAII 96816-4495

NGHI-HRO

JUN 19 2012

MEMORANDUM FOR Hawaii National Guard Full Time Support Personnel (Military Technicians, Active Guard Reserve (AGR) and Full Time National Guard Duty Operational Support (FTNGD-OS) Soldiers and Airmen)

SUBJECT: Policy for Employment Outside the Hawaii National Guard

1. References.

- a. 5 CFR §2635.802, Conflicting Outside Employment and Activities.
- b. 5 CFR §2635.803, Prior Approval for Outside Employment and Activities.
- c. DoD 5500.07-R, Joint Ethics Regulation, change 7, dated 17 November 2011.
- d. TAG Memorandum, Ethics and Outside Employment, dated 3 March 2011.

2. This policy prescribes the procedures for when Full time Support Personnel (Military Technicians, Active Guard Reserve (AGR) and Full Time National Guard Duty Operational Support (FTNGD-OS) Soldiers and Airmen) seek or engage in employment outside the Federal government. Restrictions and limitations on Federal employees, both civilian and military, with holding more than one Federal appointment and receiving dual compensation are not addressed in this policy.

3. While it does not create a blanket prohibition, the Joint Ethics Regulation does address applicable standards of conduct regarding employment outside the Federal government. Any activity that could potentially interfere with your obligation to protect the government's interests, affect your objective judgment with regard to a business decision, or could reasonably bring discredit upon you or the Hawaii National Guard creates a potential conflict of interest.

4. Full time Support Personnel shall not engage in employment outside the Federal government that conflicts with official duties and responsibilities. Such employment that detracts from readiness or poses a security risk may also be limited or denied. Moreover, in order to ensure safety, work schedules on requests for off-duty employment must include at least a six hour rest period (excluding time to travel to and from employment, home, or duty) between the end of the individual's off-duty employment and the start of official duties.

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5. Unless delegated, I serve as the approval authority for all employment outside the Federal government. Subject to the above criteria, reasonable effort will be made to approve such employment when appropriate. It may be necessary, however, for an employee to avoid, modify or terminate off-duty or outside employment.

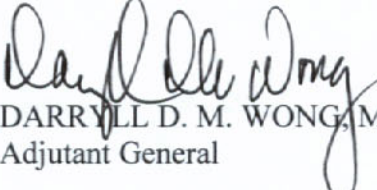
6. Full Time Support Personnel seeking outside employment must submit a signed request by written memorandum. Full Time Support Personnel, who currently engage in outside employment, must obtain written permission to continue such employment within fourteen days of the effective date of this memorandum. For technicians, the request will be through their technician supervisor channels, their Component Commander, and the Human Resources Officer (HRO), to the Adjutant General. For AGR or FTNGD-OS Soldiers and Airmen, the request will be through their chain of command, their Component Commander, and the Human Resources Officer, to the Adjutant General.

7. Initial and updated requests will include: (1) name of employee; (2) organization and unit; (3) grade/series / title of position; (4) name and address of proposed employer and company; (5) exact title of proposed position in the off-duty or outside employment, to include self-employment; (6) date and hours to be worked per week; (7) name of proposed supervisor; (8) specific duties and responsibilities of off-duty or outside employment; (9) strategy to address and mitigate readiness or workplace safety risks; and, (10) individual's agreement to cooperate fully and willfully if supervisors or chain of command wish to verify one's work schedule, and to allow review of compensation documentation or other off-duty employment records.

8. HRO will staff the request and provide a recommendation based on emergent regulations and policies emanating from the Office of Personnel Management and the National Guard Bureau. HRO will maintain a roster with a copy of all written requests and approvals/denials.

9. I trust commanders and supervisors will ensure compliance and adherence to this policy. This policy is effective immediately and will remain in effect until superseded or rescinded. Failure to follow this policy or abide by a decision may result in disciplinary or adverse action, to include termination or separation for cause. Failure to cooperate fully in verification procedures may, by itself, result in an order to cease or curtail off-duty employment, as well as other adverse disciplinary or administrative actions.

10. The point of contact for this policy is the Human Resources Officer, who can be reached at 808-672-1226.

  
DARRYLL D. M. WONG, Maj Gen, HING  
Adjutant General