

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

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In Reply To:
1400-735 (933.JB) P

August 8, 2003

EMAIL TRANSMISSION - 08/08/03
Instruction Memorandum No. MT-2003-065
Expires: 09/30/2004

To: All MT/DAKs Employees

From: State Director

Subject: Approval of Outside Employment with a Prohibited Source

Employees may engage in outside work and/or activities as long as doing so does not conflict with the performance of official duties and does not create an apparent conflict between personal interests and official responsibilities. The outside employment must not prevent employees from devoting their primary interests, talents, and energies to the accomplishment of their work for the BLM.

Before engaging in outside employment with a prohibited source, employees must obtain written approval from the Montana/Dakotas' Ethics Counselor, Chuck Sandau, through their first-level supervisor. A prohibited source includes any organization or person seeking official action by the BLM; who does business or seeks to do business with the BLM; who conducts activities regulated by the BLM; or who has interests that may be substantially affected by the performance or nonperformance of the employee's official duties.

For purposes of this IM, employment means any form of non-Federal business relationship involving the provision of personal services by the employee, with or without compensation. It includes, but is not limited to, personal services as officer, director, employee, agent, attorney, consultant, contractor, general partner, trustee, teacher, or speaker. It includes writing through an arrangement with another person for production or publication of a written product. It does not, however, include participation in the activities of nonprofit charitable, religious, professional, social, fraternal, educational, recreational, public service, or civic organizations unless the participation involves the provision of professional services or advice for compensation other than reimbursement for actual expenses.

Requests to perform outside work with a prohibited source must be submitted, using the attached Form 1400-114, through your first-level supervisor to Mr. Sandau in the Branch of Human Resources Management, MT-933.

Upon significant change in the nature of your outside employment or in your official position, you must submit a revised request for approval. If your outside employment terminates, no notification to the Ethics Counselor is required.

It is assumed that any outside work requests that are approved will be performed wholly outside duty hours or while you are on authorized leave; that it will not involve the contribution of time or services by other Federal employees during their official duty hours; and that the outside work will not involve the use of Government funds, facilities, equipment, or proprietary

information that is not available to the public. Generally, leave without pay will not be granted for the purpose of private employment.

If you have any questions regarding outside employment and/or activities, please contact Mr. Sandau or Janell Bond, Human Resources Specialist, at (406) 896-5264/5232, respectively.

Signed by: A. Jerry Meredith, Acting

Authenticated by: Donna K. Zentz, MT-933

1 Attachment

1-Form 1400-114 (1 p)

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

NOTIFICATION OF INTENT TO ENGAGE IN OUTSIDE WORK OR ACTIVITY

PART A - FOR COMPLETION BY EMPLOYEE	
1. Employee's Name and Duty Location:	2. Hours per Week of Outside Work or Activity:
3. Position Title & Grade:	4. Name and Address of Outside Organization:
5. Explain any official dealings you have, or may have, with your proposed employer:	
6. Briefly explain outside work or activity. Describe any involvement with (1) other DOI Bureaus, (2) other Government agencies, (3) regulated firms, if any, and (4) duration of outside activity (use separate sheet if necessary):	
<p>7. CERTIFICATION: I certify that the work or activity outlined above does not pose a real or apparent conflict of interest with my regular duties and that it will be performed only in a non-duty status without the use of Government facilities, equipment, supplies, or official information which is not available to the public, and within the restrictions given in 5 CFR 2635, Part G.</p> <p>Employee's Signature: _____</p> <p>Date: _____</p>	
PART B - REVIEW	
<p>1. I certify that I have reviewed the above statement and certify that the work or activity outlined does not pose a real or apparent conflict of interest with the employee's official duties. I certify that I will not assign any future duties which could place the employee in violation of the law. Should a situation arise where conflicting assignments must be made, the employee will be given prior notice and counseled in the steps to be taken to remain in compliance with applicable statutes and regulations.</p> <p>Supervisor's Signature: _____ Date: _____</p>	
<p>2. Procedural Review (Ethics Official):</p> <p>Ethics Official's Signature: _____ Date: _____</p>	