



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Arizona State Office
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Phoenix, AZ 85004
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In Reply Refer To:
1400-630 (953) P

November 15, 2005

EMS TRANSMISSION 11/16/05
Instruction Memorandum No. AZ-2006-004

To: AZ All Employees

From: DSD, Business & Support Services

Subject: Outside Employment

Purpose: The purpose of this Instruction Memorandum (IM) is to re-establish Bureau of Land Management (BLM) Arizona State Office (ASO) policy on the above subject. Specifically, it is to remind employees they must obtain written approval before engaging in outside employment.

Background: The Supplemental Standards of Ethical Conduct for Employees of the Department of the Interior (DOI), 5 CFR 3501.105, require that DOI employees obtain written approval from their supervisor and the Human Resources Officer before engaging in outside employment with a prohibited source.

Policy/Action: An employee may engage in outside employment to the extent that it is not prohibited by statute or BLM policy. The outside employment must not prevent you from devoting your primary interests, talents, and energies to the accomplishments of your work for the BLM. In addition, it may not create a conflict or apparent conflict between your private interests and your official responsibilities.

For purpose 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 done under 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.

A prohibited source includes any organization, a majority of whose members are described in (a) through (d) below, and any person who:

- a. is seeking official action by the BLM;
- b. does business or seeks to do business with the BLM;
- c. conducts activities regulated by the BLM; or
- d. has interests that may be substantially affected by the performance or non-performance of the employee's official duties.

The Human Resource Officer is authorized to approve requests to perform outside work with a prohibited source. Requests must be submitted, using the attached Form 1400-114, through your first-level supervisor, to Jim Gipson, Employee and Labor Relations Specialist, or Diane Tinsley, Human Resources Specialist.

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 Human Resources Office 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. If you perform outside work while on leave, the time must be charged against your annual leave. It is the Department's policy that Leave Without Pay (LWOP) shall not be granted for the purpose of private employment, with the exception of service with non-Federal public or quasi-public organizations. Under no circumstances will Sick Leave be authorized for this purpose. Performance of unauthorized outside work while on official duty shall be treated as an interference with official performance.

Time Frame: This IM is effective upon receipt.

Manual/Handbook Sections Affected: None.

Contact: If you have any questions, please contact Jim Gipson, Employee and Labor Relations Specialist, at (602) 417-9253 or Diane Tinsley, Human Resources Specialist, at (602) 417-9259.

Signed by: Bonnie Hogan
Deputy State Director

Authenticated by: Hillary Conner
Secretary

[Attachment](#)

**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 nonduty 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: _____ 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>	