

Request For Approval of Outside Activity

ROUTING INSTRUCTIONS for JSC form 1713

After completing your form, use the “pull down” menu in block 11a to specify the routing chain for your form.

- If you are a non-supervisory employee with a supervisor, Division Chief, and Director or Program Manager in your management chain, select “All Signatures.”
- If you are a non-supervisory employee with only a supervisor and Director or Program Manager in your management chain, select “Supervisor and Director.”
- If you are a supervisory employee with only a Division Chief and Director or Program Manager in your management chain, select “Division and Director.”
- If you are a Division Chief or other supervisory employee with only a Director or Program Manager in your management chain, select “Director Only.”
- Blocks 11b through 11d - Enter the name of each user that needs to approve the request

If you are processing this request offsite and while not connected to the NASA network, you will need to manually route the form to the next approver. When the form is complete with all necessary signatures, a copy will be returned to you for your records.

PRIVACY ACT STATEMENT

The information in this form will enable ethics officials to render advice to NASA employees and detailees regarding potential conflicts of interest and permissibility of an outside activity. Its collection is authorized by the Ethics in Government Act (5 U.S.C. App.), 44 U.S.C. § 3101, 18 U.S.C. §§ 201-209, 5 C.F.R. Part 2635, Subpart H, and 5 C.F.R. 6901. A NASA employee failing to provide the requested information may not engage in an outside activity requiring administrative approval.

NASA may share this information for authorized purposes with (1) other Federal agencies for investigation of possible violation of standards of conduct, and (2) other entities outlined under standard routine uses for all NASA systems of records. Elaboration and conditions of information disclosure may be found under “Routine Uses” of the full System of Records Notice at

<http://www.gpo.gov/fdsys/pkg/PAI-2013-NASA/xml/PAI-2013-NASA.xml#10scf>.

and in Appendix B at <http://www.gpo.gov/fdsys/pkg/PAI-2013-NASA/xml/PAI-2013-NASA.xml#appb>.

Request For Approval of Outside Activity

1. Name _____	Org. Code _____	Telephone _____
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2. Present NASA title and a brief statement of position duties.

3. **Nature of Proposed Activity.** Provide full description of specific duties or services to be performed and the time period involved (i.e., beginning and ending dates). Continue description on separate sheet, if necessary.

4. **Name and Address of Outside Employer.** In case of self-employment in a professional capacity serving a number of individuals, instead of listing each client, indicate the type of services to be rendered, and an estimate of the total number of clients anticipated during the next year. Consult with the JSC Legal Office x33021, prior to performing any service for a client known to have business with NASA.

5. **Estimated Total Time Per Week, Per Month, Per Year.** _____

6. Will the activity be conducted outside duty hours? Yes No

If "No", provide estimated number of hours of absence from work that will be required. _____

7. **Amount of compensation and/or expenses to be received, if any** _____

8. **Certification.** In connection with this request for approval of outside employment, I certify that I have no official involvement with the above outside employer(s). I further understand that, should these circumstances change in the future, I must immediately bring the matter to the attention of the JSC Legal Office. I have read Part 6901 of Title 5, Code of Federal Regulations, Supplemental Standards of Ethical Conduct for Employees of NASA. I also will observe any conditions of approval provided on page 2 of this form following approval of the JSC Legal Office.

9. Signature of Applicant	10. Date of Application
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Conditions of Approval

- This approval is good for a period of three years from approval. You must submit a new request if your outside employment continues beyond three years.
- You must submit a new request if there is a change in your NASA position or your outside employment.
- Please notify your supervisor and the Legal Office if you discontinue outside employment.

11. Concurrences:	a. Signatures Required	Date
b. Supervisor	Typed Name	
	Signature	
c. Division Chief	Typed Name	
	Signature	
d. Director, Program/ Project Manager, or Chief of Center Staff Office	Typed Name	
	Signature	

12. Approved <input type="checkbox"/>	(See conditions on reverse)	
Disapproved <input type="checkbox"/>	Typed Name	
	(Chief Counsel, JSC Legal Office)	Date

If you have questions about outside employment, contact the Legal Office at extension 3-3021.

Standards of Ethical Conduct for Employees of the Executive Branch These obligations apply to all employees that engage in outside activities. There are civil and in some cases criminal penalties for failure to comply with the standards.

Ethical Duties under 5 C.F.R. Part § 2635. As a NASA employee, you are obligated to comply with *all* of the Standards of Ethical Conduct for Employees of the Executive Branch. Please pay particular attention to the following obligations which are often implicated in outside employment:

- Ø Do not use, nor allow others to use, your NASA title, position or affiliation for private gain or for the endorsement of any product, service, or enterprise (5 C.F.R. § 2635.101(b)(7), 5 C.F.R. § 2635.702, and 5 C.F.R. § 2635.801); You may include your Federal title or position as one of several biographical details provided that your title or position is given no more prominence than other significant biographical details (5 C.F.R. § 2635.801(b))
- Ø Do not use official time to perform an outside activity, nor use government property (e.g. office supplies, computer, telephone and other telecommunications equipment) (5 C.F.R. § 2635.101(b)(7) and 5 C.F.R. §§ 2635.704, 705);
- Ø Avoid any action that even creates the appearance that you are violating the law or ethical standards (5 C.F.R. § 2635.101(b)(14);
- Ø Do not use, or allow others to use, your NASA title, position or affiliation to engage in fundraising or to promote a fundraising event (5 C.F.R. § 2635.808);
- Ø Do not engage in outside employment that conflicts with your official duties (5 C.F.R. § 2635.802).

Conflicts of Interest. The guidelines below explain the prohibitions designed to limit the potential for a conflict.

- Ø A criminal conflict of interest statute, 18 U.S.C. § 208, prohibits you from acting personally and substantially in any particular matter (including Federal contracts, grants or Space Act Agreements) that may have a direct and predictable effect on the financial interests of your outside employer. Should your responsibilities at NASA require you to become involved in matters that may have a direct and predictable effect on the financial interests of your outside employer, you should contact the JSC Office of Chief Counsel regarding your ability to participate in those matters
- Ø There is a prohibition against seeking or receiving compensation for certain representational services before the Government. All NASA employees have a duty under 18 U.S.C. § 203 (a) to not represent an outside entity in relation to any particular matter in which the U.S. is a party or has a direct and substantial interest, before any department, agency (including NASA), or other specified entity.
- Ø A criminal statute prohibits any Federal employee from acting as agent or attorney for any non-Federal entity before any department or agency of the Federal government, in connection with any matter in which the United States is party or has a direct and substantial interest (18 U.S.C. § 205).

Teaching, Speaking, and Writing

- Ø Federal employees are generally prohibited from receiving compensation from sources other than the Federal Government for teaching, speaking, or writing that relates to the employee's official duties. (5 C.F.R. § 2635.807(a)). Under 5 C.F.R. § 2635.807 (a)(2)(i), teaching, speaking or writing relates to the your official duties if any of the following are true: a) it is undertaken as part of the your official duties; b) The circumstances indicate that the invitation to engage in the activity was extended to you primarily because of your official position rather than your expertise on the particular subject matter; c) The invitation to engage in the activity or the offer of compensation for the activity was extended to you, directly or indirectly, by a person who has interests that may be affected substantially by performance or nonperformance of your official duties; d) The information conveyed through the activity draws substantially on ideas or official data that are nonpublic information as defined in § 2635.703(b); or e) the subject of the activity deals in significant part with any matter to which you are presently is assigned or to which you were assigned during the previous one-year period or any ongoing or announced policy, program or operation of the agency. If you avoid these circumstances, your proposed outside activity will likely not be considered related to your official duties, and therefore will likely not be prohibited.
- Ø Information you convey during outside teaching, speaking or writing may not draw substantially on ideas or official data that are nonpublic information (information that is routinely exempt from disclosure under 5 U.S.C. § 552, is otherwise protected from disclosure by statute, Executive Order or regulation, is designated as confidential by an agency, or has not yet been disseminated to the general public and is not authorized to be made available to the public on request). (5 C.F.R. § 2635.101 (b)(3) and 5 C.F.R. § 2635.703).