



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
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NTCGLAKESINST 5300.2C

SJA

19 Apr 02

NTC GREAT LAKES INSTRUCTION 5300.2C

From: Commander, Naval Training Center, Great Lakes

Subj: OFF-DUTY EMPLOYMENT

Ref: (a) DODINST 5500.7
(b) OPNAVINST 1620.2A
(c) NAVHOSPGLAKESINST 5300.1F
(d) NTCGLAKESNOTE 1620 (Off-Limits Order)

1. Purpose. To issue CNTC/NTC, Great Lakes policy and establish local procedures regarding off-duty employment of military members, in consonance with references (a) through (d).

2. Cancellation. NTCGLAKESINST 5300.2B.

3. Policy.

a. Active Duty Personnel. Service members on active duty are in a 24-hour duty status. Military duties take precedence in the use of their time, talents, and attention. Department of the Navy personnel are, as a general rule, permitted to engage in outside employment or other activities. Each such undertaking, however, must be measured against mission requirements and the rules outlined in reference (a) to avoid conflicts of interest. Commanders and individuals must assess each outside activity individually and prohibit/avoid those which may reasonably be expected to create the appearance of impropriety or any conflict of time or condition that interferes with the person being able to perform their military duties. Blanket prohibitions on all outside employment activities are seldom necessary; however, individual proscriptions are occasionally required. Additionally, armed forces personnel are prohibited from entering establishments or areas declared off-limits for any purpose, including employment, in accordance with references (b) and (d).

b. Reserve Personnel. When not on active duty, members of Reserve components are not considered to be officers or employees of the United States Navy for purposes of this instruction. Nevertheless, per reference (a), reservists must

disclose necessary information to superiors and assignment personnel to ensure that no conflict exists between their duty assignments and their private interests. Members of the Training and Administration of the Reserves (TAR) are considered to be active duty personnel.

c. This instruction is punitive. Conduct violating this instruction is punishable under the Uniform Code of Military Justice (UCMJ), Article 92, and may result in disciplinary and/or administrative action.

4. Procedure.

a. Active Duty Personnel. Commanders shall require all individuals in their commands desiring to engage in outside employment to obtain advance written permission. Personnel must submit a special request through the chain of command identifying the prospective employer, the employment location, working hours and recall telephone information. Before engaging in any outside employment, personnel must have written command permission. Such requests must be renewed on an annual basis or as changes occur. When determining whether to accept or approve outside employment, Naval personnel and Commanders must consider existing statutes and regulations which limit such activities, as outlined in reference (a).

b. Students. As a general rule, students and personnel in a training status should not engage in off-duty remunerative employment. Commanders shall, accordingly, grant permission for such activity only in exceptional circumstances.

c. Reserve Personnel. Commanders shall screen reservists performing Annual Training (AT) to ensure that no conflicts exist between their private interests and their duty assignments.

d. Health-Care Providers. Navy health-care providers desiring to engage in off-duty employment shall obtain written permission per reference (c).

5. Responsibility.

a. All hands are required to conduct themselves in accordance with the Standards of Conduct set forth in reference

(a). Guidance may be obtained from Command Judge Advocate, Command Legal Officers, and Command Senior Enlisted Advisors.

b. All hands are required to familiarize themselves with reference (d) concerning off-limits establishments. Violators may be subject to disciplinary action under the Uniform Code of Military Justice.

c. Commanders shall establish appropriate procedures to monitor outside employment activities of command members, as required by this instruction. Approval to engage in off-duty remunerative employment must be renewed on an annual basis or as changes occur and may be withdrawn at any time.

d. Commanders shall ensure that incoming personnel are briefed on this policy during their indoctrination sessions and that all command members are aware of the policy and receive periodic training.


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Lists I, II (case A)
III-A, C, IV