



Office of Inspector General

COMPREHENSIVE MANUAL – MISSION SUPPORT CHAPTER 344 OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITY

Submitted By: *Mission Support*
Issue Date: 2/10/2006

TABLE OF CONTENTS

1.	PURPOSE.....	2
2.	APPLICABILITY.....	2
3.	DEFINITIONS.....	2
4.	POLICY.....	3
5.	RESPONSIBILITIES.....	3
6.	PROCEDURES.....	4
7.	PENALTIES.....	5

1. Purpose

This chapter establishes the policy for outside employment or business activity for the United States Postal Service (Postal Service), Office of Inspector General (OIG) employees.

2. Applicability

This policy applies to all OIG employees who attempt to and engage in employment or business activity outside of the Postal Service, or OIG.

3. Definitions

- A. Business Activity – Any form or business, whether or not for compensation, including personal services such as being: an officer, employee, agent, attorney, consultant, contractor, trustee, teacher, speaker, principal, proprietor, general partner, holder of a franchise, operator, supervisor, or director.
- B. Outside Employment – Any form of employment, whether or not for compensation.
- C. Notification Form - *OIG Notification of Outside Employment or Business Activity Form (See Attached)*.

4. Policy

- A. OIG employees are required to adhere to all applicable rules and ethics regulations governing outside employment or business activity, and inform their supervisors prior to engaging in outside employment or business activity.

- B. Employees must ensure that any outside employment or business activity they engage in does not present a conflict of interest with the activities or interests of the Postal Service and/or OIG, pursuant to the principles of ethical conduct set forth in 5 C.F.R, Part 2635, 5 C.F.R Part 7001, and 39 C.F.R Part 447. Outside employment and/or business activity also must not interfere with or otherwise impair the employee's ability or availability to perform his/her OIG duties. Employees should direct any questions regarding conflicts of interest to the Office of General Counsel (OGC) via the OGC icon in PARIS.

- 1. Outside Employment

- Employees must report all outside employment, whether or not for compensation. Some examples of outside employment without compensation include, but are not limited to, auxiliary and reserve law enforcement activities.

- 2. Business Activity

- Employees must report business activities except irregularly occurring volunteer activities that do not pose a conflict of interest.

- C. Employees must notify their supervisors of any updates to outside employment or business activity as they occur.

- D. Employees engaging in outside employment or business activity also must complete and submit to their supervisors a new notification form annually by October 1.

5. *Responsibilities*

- A. Employee Responsibility:

- Complete the required notification form before outside employment or business activity begins.

- Ensure compliance with all rules and regulations governing outside employment or business activity.

- Update required notification forms annually and whenever there is a change in outside employment or business activity.

B. Supervisor Responsibility:

Ensure notification forms are completed and turned in to the Deputy General Counsel in the Office of General Counsel for filing.

C. Office of General Counsel Responsibilities:

The OGC shall maintain all notification forms and review forms for potential conflicts of interest. OGC shall also notify supervisors and employees if such employment or business activity may present a potential conflict of interest or other violation.

6. *Procedures*

A. Completion of Notification Form

Before engaging in outside employment or business activity, the employee must complete the notification form and submit it to his/her supervisor. The employee must complete a separate notification form for each outside employment or business activity.

B. Updating Notification Forms

1) Update of Outside employment and/or Business Activity

If any aspect of the employee's outside employment or business activity changes after the employee submits the notification form to his/her supervisor, the employee must complete a new notification form indicating the change in the outside employment or business activity. Changes include, but are not limited to, changes in position, hours, type of work, and termination of employment or business activity.

2) Continuing Outside Employment and/or Business Activity

Regardless of whether there are any changes in the outside employment or business activity, the employee must complete and submit to his/her supervisor a new notification form annually by October 1.

The supervisor must forward all notification forms, including updated forms, to the Deputy General Counsel in the OGC.

7. Penalties

Failure to adhere to outside employment and/or business activity policy and procedures, including but not limited to this policy, may lead to disciplinary actions as outlined in the *OIG Table of Penalties*.

