

All Employees Considering Outside Employment Activities

- Even while on admin leave, all outside activity requests must be first signed by your supervisor or someone in your supervisory chain and then submitted for approval as follows:
 - DOE HQ employees should submit their forms to standardsconduct@hq.doe.gov.
 - NNSA HQ employees duty stationed in the National Capital Region should submit their forms to NNSAEthicsNCR@nnsa.doe.gov.
 - NNSA HQ employees duty stationed in Albuquerque and all Office of Secure Transportation Employees should submit their forms to Ethics.ABQ@nnsa.doe.gov.
 - Employees who are duty stationed in field offices should submit forms to their field counsel – Field counsel contact information is available on [GC's Intranet page](#).
- Employees can access outside activity forms and information on GC's Intranet page: [Outside Employment / Activities | Department of Energy](#).