

Department of Energy
REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

1. EMPLOYEE: NAME: _____ TITLE: _____
OFFICE: _____ PHONE: _____
2. SUPERVISOR: NAME: _____ TITLE: _____
OFFICE: _____ PHONE: _____
3. Name of Prospective Employer: _____
4. Title and description of type of duties to be performed. If the proposed activity involves teaching, speaking or writing, please provide a brief description of the subject matter.
5. Proposed work days/hours (e.g., 4 hrs. on Saturdays; 1 semester from 8-12/01)

6. Proposed dates of employment (e.g., 11/16 through 1/17; six months beginning 2/16)

7. Will the activity be compensated? _____
8. Do you expect to receive any type of reimbursement or benefit? (i.e., travel reimbursement, complimentary parking, etc.). If yes, please describe.

9. Describe any matters pending before DOE or any interest in DOE's programs or regulations that the Prospective Employer may have.
10. Describe the significance of your role in the matters described in 9 (attach additional sheets if needed).
11. Please provide a brief description of your official duties at DOE

APPROVED:

Supervisor's Signature

Date

Ethics Counsel Concurrence

Date