



# THE JBSA JURIST

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## Off-Duty Employment

In today's economic climate, many military families look to supplement their normal income. Air Force civilian employees and military members are allowed to have second jobs, but it is important to be aware of certain limitations.

The term "off-duty employment" means business activities and compensated outside employment, such as the sale of insurance, real estate, cosmetics, or self-employment income. It does not include the one-time sale of personal property, the conduct of a garage sale or similar event, or the occasional, compensated provision of personal services such as babysitting. Under the Joint Ethics Regulations (JER), DoD employees are required to obtain prior written approval of off-duty employment if they are required to file a financial disclosure report and they will be working for a prohibited source. JER 2-206. In addition, commanders can require any DoD employee to report outside employment prior to engaging in the activity. JER 2-303. A commanding officer or supervisor can prohibit any off-duty employment if he or she believes the proposed activity will detract from readiness or will pose a security risk. Active-duty Air Force members, ANG, and USAFR members of the Ready Reserve are ineligible for employment by foreign governments or foreign agencies.

If you are participating personally and substantially as part of your official duties in a government matter, you generally may not work as an employee of a company or organization that has a financial interest in that matter. If you foresee even **the appearance of a conflict**, inform your supervisor and seek an ethics review from the legal office.

You may not use government property, your official email account, government vehicles, official time, official time of subordinates, or appropriated funds in connection with your off-duty employment. In addition, you generally may not use your official title or wear your uniform in connection with off-duty employment. If your off-duty employment involves teaching, speaking or writing, there are special rules regarding the use of your official title.

At JBSA, many off-duty employment requests come from personnel assigned to the 59th Medical Wing (59 MDW) Medical Corps, Dental Corps, Nurse Corps, Biomedical Sciences Corps, and Medical Service Corps. Airmen and civilians assigned to the 59 MDW must understand their first responsibility is to their duties with the Air Force Medical Service, and they **will not** be permitted to engage in outside employment without prior approval in accordance with 59 MDWI 51-901. The Air Force is not responsible for the actions of individuals working in off-duty employment, and providers working off-duty must provide their own personal liability coverage. 59 MDWI 51-901 and AFI 44-102 place additional restrictions on 59 MDW personnel seeking off-duty employment. For example, off-duty employment that might generate a responsibility for continuing medical care of patients will not be approved. Off-duty employment must not exceed 16 hours per week averaged over a 4-week period, unless performed while in official leave status. Personnel must allow at least a 6-hour rest period between off-duty employment and return to regular duty hours. Personnel are prohibited from performing off-duty employment when they are "on call" for 59 MDW. Similarly, personnel are prohibited from taking responsibility for civilian "call" concurrent with military duty or military "on-call" duty.

**AREA DEFENSE COUNSEL**

*ADCs are experienced judge advocates outside the local chain of command to allow Airmen completely confidential legal advice for criminal and adverse matters.*

**Ft Sam Houston: DSN 471-9679**

**Lackland: DSN 473-2924/2926**

**Randolph: DSN 487-2274**

**SPECIAL VICTIMS' COUNSEL**

*SVCs are experienced, independent judge advocates who provide confidential legal advice to victims of sexual assault. They serve both restricted and unrestricted reporters, help victims understand their legal rights, and explain how the legal process works for processing sex assault claims.*

**JBSA (LAK, FSH, RND): DSN 473-4748**

**PREPARE FOR YOUR  
LEGAL ASSISTANCE APPOINTMENT**

**LOG ONTO: <https://aflegalassistance.law.af.mil>**

**Wills & Power of Attorney Powers of Attorney**

1. Click on tab "Legal Worksheets"
2. Complete worksheet for documents you wish to have created
3. Save your ticket number, then call the Legal Office for an appointment!
4. Please complete survey online

**Legal Assistance**

1. Click on tab "Legal Information"
2. If the information you are looking for is not listed, call the Legal Office for an appointment!
3. Please complete online survey!

**TO SCHEDULE AN APPOINTMENT CALL  
ONE OF THE OFFICES BELOW**

**JBSA-Ft Sam Houston**

502 FSG/JA  
2422 Stanley Road

*Legal Assistance Primarily by  
Appointment*

**Walk-in Hours**

Tues 0800-1000 All eligible clients  
Thurs 0800-1000 Active Duty only

**Notary and Powers of Attorney**

Mon-Thurs 0730-1630  
Fri 0730-1200

**DSN 420-0169  
Comm: 210-808-0169  
Tax Center: 210-295-1040**

**JBSA-Randolph**

502 SFLSG/JA  
1 Washington Circle, Bldg 100

*Legal Assistance Primarily by  
Appointment*

**Walk-in Hours**

Tues 0900-1000 All eligible clients  
Thurs 0900-1000 Active Duty only

**Notary and Powers of Attorney**

Mon-Fri 0800-1500

**DSN 487-6781  
Comm: 210-652-6781  
Tax Center: 210-652-1040**

**JBSA-Lackland**

502 ISG/JA  
1701 Kenly Ave, Suite 134

*Legal Assistance Primarily by  
Appointment*

**Walk-in Hours**

Wed 0830-0930 All eligible clients

**Notary and Powers of Attorney**

Mon, Tues, Thurs, Fri 0830-1530  
Wed 0830-1230

**DSN 473-3362  
Comm: 210-671-3362  
Tax Center: 210-671-1001**



**WISDOM - VALOR - JUSTICE**