



DEPARTMENT OF THE NAVY  
NAVAL SERVICE TRAINING COMMAND  
2601 A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

CNSTCINST 5300.2  
SJA  
26 Mar 07

COMNAVSERVTRACOM INSTRUCTION 5300.2

Subj: OFF-DUTY EMPLOYMENT

Ref: (a) DODINST 5500.7  
(b) OPNAVINST 1620.2A  
(c) NAVSTAGLAKESINST 5532.1

1. Purpose. To issue Commander, Naval Service Training Command (CNSTC), Great Lakes policy and establish local procedures regarding off-duty employment of military members, in consonance with references (a) through (c).

2. Cancellation. NTCGLAKESINST 5300.2C

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. Commanding Officers/Directors 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, per references (b) and (c).

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

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disclose necessary information to superiors and assignment personnel to ensure that no conflict exists between their duty assignments and their private interests. Members of Full-Time Support (FTS) 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. Commanding Officers/Directors 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 Commanding Officers/Directors 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. Commanding Officers/Directors shall, accordingly, grant permission for such activity only in exceptional circumstances.

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

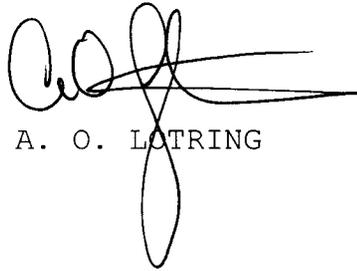
#### 5. Responsibility

a. All hands are required to conduct themselves per 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 (c) concerning off-limits establishments. Violators may be subject to disciplinary action under the Uniform Code of Military Justice.

c. Commanding Officers/Directors 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. Commanding Officers/Directors 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.

A handwritten signature in black ink, appearing to read 'A. O. Lotring', with a long horizontal stroke extending to the right and a large loop at the bottom.

A. O. LOTRING