

Rules for Outside Activities

NGA employees are allowed to work in private-sector jobs and engage in other outside activities while working for NGA. There are, however, important requirements that the employee must observe. If you have questions about this subject, please contact an ethics counselor (David Taube, Jim Daugherty, or ethics@nga.mil).



- (1) You must obtain permission for outside activities.** Intelligence Community employees must obtain advance approval before engaging in outside activities. There is an exemption for volunteer work – other than the provision of professional services – undertaken on behalf of non-profit organizations. To obtain approval, please use the form located at <http://goldweb.nga.mil/si/forms/1000/1100-2.pdf>. Also, please note that additional requirements may apply if you file a financial disclosure form or if you are assigned to NGA from another Government agency. (ICD 117; NGAPN 1100.1)
- (2) Your outside position may not create a conflict of interest.** If your position as an NGA employee allows you to make (or even influence) decisions that could benefit or harm your outside employer, that is a conflict of interest. Thus, you may not moonlight as a consultant to a potential widget supplier if your day job with NGA involves widget procurement. (18 U.S.C. § 208)
- (3) It is a crime to represent your outside employer to the Government.** This is a particular concern for employees who moonlight in Government facilities. If you are working as a security guard, incidental chitchat with Government employees is fine. But if communication with Government employees is integral to your outside activities, then it may be unlawful for you to engage in these activities while retaining your Government job. (18 U.S.C. § 203)
- (4) You may not receive compensation from a foreign government.** The U.S. Constitution contains a provision (Art. I, § 9, cl. 8) barring federal employees from receiving gifts or compensation from foreign governments, except with permission *from Congress*.
- (5) You may not use Government time, Government resources, or non-public Government information in connection with your outside work.** Feel free to write a novel, but do not do it during work hours, do not write a draft on an NGA computer (even after hours), and do not call your editor with your office phone (even after hours). Further, regardless of the nature of your outside activity, you may not exploit or disclose information that you learned in your job that will not be released to the general public. (5 C.F.R. § 2635.101(b)(3), (5), & (9))
- (6) Your outside position may not interfere with work responsibilities.** If your second job saps your energy and prevents you from functioning at full strength as an NGA employee, you must curtail your outside hours or quit one of your jobs. The same applies if the hours for your two jobs overlap.
- (7) You must consider potential negative appearances.** Your outside position could create a risk of embarrassment for NGA if a reasonable person knowing of your outside work would question your ability to perform your duties for NGA impartially. Likewise, if your outside work even appears to depend on your knowledge of classified information (for example, if you are advising the screenwriter for a TV show about spies), this could raise questions about the agency's attention to security.