

REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

TO:

Name of supervisor

Title and Routing Symbol

and

Deputy Assistant General Counsel for Standards of Conduct (GC-77) or
Chief Counsel for Local Site

FROM:

Name and Title

DATE:

I request approval to engage in outside employment as described below:

1. Name of prospective employer
2. Describe type of work (accountant, book editor, sales associate, teacher)
3. Proposed work days/hours (e.g., 4 hrs. on Saturdays; 1 semester from 8-12/01)
4. Proposed dates of employment (e.g., 11/00 through 1/01; six months beginning 2/01)

APPROVED:

Supervisor's Signature

Date

GC-77 Concurrence

Date