



DEPARTMENT OF THE ARMY
FORT BLISS NONCOMMISSIONED OFFICER ACADEMY
BUILDING 2E SHERIDAN ROAD
FORT BLISS, TEXAS 79916

ATSS-CDA

30 May 2023

MEMORANDUM FOR ALL Assigned/Attached Personnel, NCO Academy, Fort Bliss, Texas 79916-6501

SUBJECT: Policy Letter #17, **Off-Duty Employment**

1. References:

- a. U.S. Code, Title 5, Section 2302.
- b. DoD Joint Ethics Regulation.

2. Purpose: To outline the Commandant's Off-Duty Employment Policy.

3. All personnel desiring to engage in off-duty employment must seek the advice of and get approval from their chain of command.

4. The immediate supervisor is required to counsel anyone seeking off-duty employment. The mission requirements will take priority. At no time will the requested employment interfere with the individual's performance of duty, availability, or accomplishment of the mission.

5. After counseling by the chain of command, the NCO must submit a memorandum requesting the additional employment to the Commandant for approval. The memorandum will fully explain the conditions of employment, to include the hours and scope of work to be performed. At no time will these hours fall within the Academy's normal hours of operation.

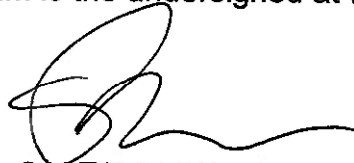
6. If the request for employment is approved it will be placed in the Soldier's SMIF file. At no time will personnel assigned to the Fort Bliss NCO Academy obtain employment without the Commandant's approval.

7. Violation of this policy and the Fort Bliss Regulation 600-17, may result in punishment under the Uniform Code of Military Justice.

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8. The point of contact for this memorandum is the undersigned at (915) 568-2440.

A handwritten signature in black ink, appearing to read 'S. Gibbs', with a long horizontal flourish extending to the right.

S. STEVE GIBBS
CSM, USA
Commandant