



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY ALASKA  
600 RICHARDSON DRIVE #5000  
FORT RICHARDSON, ALASKA 99505-5000

REPLY TO  
ATTENTION OF:

APVR-RJA

14 OCT 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Off-Duty Employment Policy (CG/CS Policy #0-11)

1. REFERENCES:

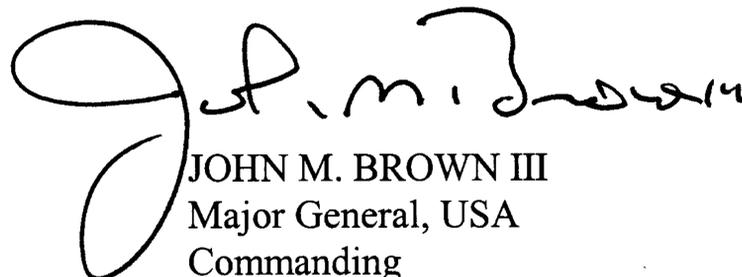
- a. DoD 5500.7-R, *Joint Ethics Regulation*, August 30, 1993, as amended.
- b. AR 600-20, *Army Command Policy*, 13 May 2002.

2. PURPOSE: The purpose of this memorandum is to set policy for USARAK and tenant organization active duty military personnel regarding off-duty employment.

3. GENERAL: Commanders are responsible for ensuring their units are sustained at the highest level of readiness possible. Accordingly, commanders are responsible for ensuring their Soldiers are properly trained, in a proper state of readiness at all times, and present for duty and prepared to carry out the duty requirements of their positions. Inherent in this responsibility is the authority of a commander to prohibit outside, off-duty employment of Soldiers if the commander determines it has or may detract from Soldier readiness or poses a safety or security risk to Soldiers. Though there is nothing inherently wrong with off-duty employment, it cannot be used to disadvantage other Soldiers or leaders in participation in duties, exercises, or deployments.

4. POLICY (Effective 1 NOV 03):

- a. All officers, including warrant officers, and senior noncommissioned officers (E7 - E9) must obtain written permission from their senior rater before engaging in off-duty employment.
- b. Enlisted Soldiers and junior noncommissioned officers (E5-E6) must obtain written permission from their company/battery level commander before engaging in off-duty employment.
- c. Off-duty employment of Soldiers may be denied if the commander determines that it does or is likely to negatively impact the good order and discipline of the unit, or detract from or degrade mission readiness, security, and safety. Soldiers who already hold off-duty employment positions must obtain written approval from the appropriate authority in order to continue such employment.



JOHN M. BROWN III  
Major General, USA  
Commanding

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