

## **ARTICLE 16:           OUTSIDE EMPLOYMENT**

- 16.1 Employees interested in engaging in outside employment must meet the requirements of 5 CFR 2635.803, and any supplemental USDA regulation issued under it. (Currently, this means that employees who file either a public or confidential financial disclosure report (SF-278 or OGE 450), or an alternative form of reporting approved by OGE, are required to seek prior approval before engaging in any outside employment .)
- 16.2 Employees interested in seeking approval for outside employment should refer to the Department's supplemental regulation, which can be accessed on the ethics website: [www.usda.gov/ethics](http://www.usda.gov/ethics). They can also obtain guidance from the Ethics Advisor in the Servicing Personnel Office (SPO).
- 16.3 Situations in conflict with Federal, Department, and Agency regulations may result in disciplinary action to include removal from Federal service.
- 16.4 An employee engaged in a matter that may have the potential or appearance of a conflict of interest should contact the Ethics Advisor in the SPO.