

MILPERSMAN 5370-010

OUTSIDE EMPLOYMENT OF MEMBERS ON ACTIVE DUTY

Responsible Office	CNO N13 (N131)	Phone:	DSN	225-6301
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References	(a) DOD 5500.7-R of 30 Aug 93 (b) SECNAV Policy Memorandum dated 20 Nov 00
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1. Policy

a. Reference (a), chapter 3, section 3, provides information regarding personal participation in non-Federal entities and in seeking outside employment. Chapter 8 provides information regarding seeking other post-government employment.

b. Members should be aware that commanding officers or other senior authorities may impose additional restrictions.

2. Areas of Concern. Areas of particular concern are employment

- a. by a prohibited source (i.e., defense contractor).
- b. that may detract from readiness or pose a security risk.
- c. that prejudices good order and discipline or is service discrediting.
- d. that has potential for regional, national, or international press or public relations coverage with regard to the member's outside employment and any potentially positive or negative impact that employment may have on the member's military position.

3. Guidance

a. Questionable situations should be discussed with supervisors and/or ethics counselors. In special cases where a member's outside employment activity has potential for regional, national, or international press or public relations coverage

and has potential recruiting or public affairs benefit to the Navy, members shall seek approval prior to participating in such activity as delineated below.

b. Personnel who believe they may benefit the Department of the Navy by using their unique talents in employment outside the Navy may submit a letter of request to Chief of Naval Operations (CNO) via the officer's

- Commanding Officer (CO);
- Commander, Navy Personnel Command (COMNAVPERSCOM);
- Commander, Navy Recruiting Command (COMNAVCRUITCOM);
- Chief of Naval Personnel (CHNAVPERS);
- Chief Information Officer; and
- Vice Chief of Naval Operations

requesting permission to participate in activities with potential recruiting or public affairs benefit to the Navy. The request must contain specific proposals describing how the individual's talents will be used to benefit the Navy's national recruiting or public affairs efforts. In evaluating such a request, the chain of command and ultimately CNO will consider the current needs of the Navy, the quality of the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired benefit for the Department of the Navy. Each decision will be made on a case-by-case basis.

4. Procedures

a. Per reference (b) and pursuant to the policies contained in paras. 1-3 of this article, a naval officer desiring to participate in activities with potential recruiting or public affairs benefit to the Navy must request permission from CNO via the officer's CO, COMNAVPERSCOM, COMNAVCRUITCOM, CHNAVPERS, and Vice Chief of Naval Operations.

b. **Contents of Letter of Request.** The proper format for the letter of request to participate in activities with potential recruiting or public affairs benefit to the Navy is as follows:

Date

From: [Rank, Name, USN/USNR, SSN/Designator]

To: Chief of Naval Operations

Via: (1) Commanding Officer, [present duty station]
(2) Commander, Navy Personnel Command (PERS-4)
(3) Commander, Navy Recruiting Command
(4) Chief of Naval Personnel
(5) Vice Chief of Naval Operations

Subj: REQUEST TO PARTICIPATE IN [activity with potential
recruiting or public affairs benefit to the Navy]
WHILE SERVING ON ACTIVE DUTY IN THE UNITED STATES
NAVY

Ref: (a) MILPERSMAN 5370-010

Encl: (1) Reason for submission of request. [Specific proposals
describing how the requesting officer's talents will
be used to benefit the Navy's national public
relations and recruiting efforts]
(2) Copy of applicable contract [or similar binding
commitment that guarantees the requesting officer an
opportunity to pursue an activity providing potential
positive public affairs or recruiting benefit]

1. I hereby submit my request to participate in activities with potential recruiting or public affairs benefit to the Navy while on active duty. My active duty service obligation will expire in [month/year].

2. My reason(s) for requesting to participate in activities with potential recruiting or public affairs benefit to the Navy are provided in enclosures (1) and (2).

3. I fully understand that approval of my request is contingent upon the credibility of my proposal to utilize my talents to benefit the Navy's national recruiting or public affairs efforts. I also realize that in evaluating such a request, the chain of command and ultimately Chief of Naval Operations consider the current needs of the Navy, the quality of my professional performance to date, the strength of my public affairs or recruiting proposal, and the likelihood that my

accomplishments will be sufficiently noteworthy to generate the desired benefit for the Department of the Navy. Furthermore, I acknowledge that the decision to approve or disapprove my request will be made on a case-by-case basis and that the United States Navy is under no legal or implied obligation to honor my request.

a. To serve in a capacity the Navy deems fit to utilize my service in order to support of Navy public affairs or recruiting.

b. Home of record (city and state recorded as home of record of the officer when commissioned, reinstated, appointed, inducted, or ordered to relevant tour of active duty) is _____.

4. Place of entry (city and state where the officer appointment acceptance and oath of office was signed; for Naval Academy graduates, the place of entry is Annapolis, MD; for Naval Reserve Officer Training Corps (NROTC)/STA-21 graduates, the place of entry is the city and state of the college or university attended) is _____.

[Signature]

5. **CO's Endorsement.** The following outlines minimum mandatory inclusions required for a properly drafted Command Endorsement Letter:

(1) COs must forward requests to participate in activities with potential recruiting or public affairs benefit to the Navy while on active duty by endorsement within 30 days and must certify information provided in the officer's letter is correct.

(2) The CO's endorsement shall comment on the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired positive benefit for the Department of the Navy. The CO should also provide a recommended disposition of the request.