



Thomas Jefferson National Accelerator Facility

Exploring the Nature of Matter

JSA/JLAB – REQUEST TO ENGAGE IN OUTSIDE BUSINESS ACTIVITY

HR Form 404.0 ER 12/09

JLab policy as stated in Section 208.12 of the Jefferson Lab Administrative Manual allows employees to engage in outside employment, consulting or other business activities if there is no conflict with their work at the facility. The information requested below is needed to ensure Laboratory policy is observed and to provide for any necessary approvals.

Name of Requestor: \_\_\_\_\_ Division/Department: \_\_\_\_\_

Description of proposed outside business activity

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

Nature of Business:

Does it involve information in the area of your employment with JSA (DEAR 970.0371-8)? YES \_\_\_ NO \_\_\_

[Empty box for nature of business details]

Describe your interest or role in the organization:

[Empty box for interest or role in organization]

I estimate I will spend \_\_\_\_\_ hours per month in this association

I will participate in this activity from \_\_\_\_\_ to \_\_\_\_\_.

This time period may be no longer than 12 months. After this time period, a new form must be completed.

I will be compensated during this association: YES \_\_\_ NO \_\_\_

DOE funds will be used to compensate me: YES \_\_\_ NO \_\_\_

The organization has or anticipates having a business relationship with JSA/JLab: YES \_\_\_ NO \_\_\_

I will execute a written agreement with the organization: YES \_\_\_ NO \_\_\_

If so, I understand I may be asked to provide a copy

Certification and Approval

[Large box containing certification text and signature lines for Requestor, Supervisor, and HR Manager]