

JSA/JLAB PREQUEST 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 Zip **Nature of Business:** Does it involve information in the area of your employment with JSA (DEAR 970.0371-8)? YES NO Describe your interest or role in the 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** I have read and understand Section 208.12 of the Jefferson Lab Administrative Manual as it relates to outside employment. To the best of my knowledge and belief, the proposed activities or association will not conflict with this policy. If, in the course of the proposed activities, a possible conflict of interest arises, I will promptly notify JSA/JLab management and request advice concerning such possible conflicts. Signature of Requestor: I recommend approval of the proposed activity described above. I do not believe it will create a conflict of interest or interfere with the proper performance of the requestor's JSA/JLab duties. Supervisor: ___ Division Head or Designee: _____ Date: ____

Approved: Human Resources Manager Signature: ______ Date: _____

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