



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
2480 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5800

REPLY TO
ATTENTION OF

13 June 2003

POLICY STATEMENT NO. 32

OFF-DUTY EMPLOYMENT

1. This policy implements U.S. Army Medical Command (MEDCOM) Regulation 600-3, dated 8 July 1998, subject: Off-Duty Employment, within this command and establishes command policy that is specific to Kimbrough Ambulatory Care Center (KACC). It applies to all military health care providers assigned or attached to KACC and to all civilian health care providers employed by KACC. In accordance with MEDCOM Regulation 600-3, the following occupations are included among health care providers: physicians, dentists, registered nurses, practical nurses, physical therapists, podiatrists, optometrists, clinical dietitians, social workers, clinical pharmacists, clinical psychologists, occupational therapists, audiologists, speech pathologists and physician assistants. The term "off-duty employment" encompasses self-employment.

2. Policy.

a. Off-duty employment commitments will not interfere with the health care provider's official government duties.

b. I am the sole approval authority for applications for off-duty employment in accordance with MEDCOM Regulation 600-3 and this policy statement. Prior to beginning off-duty employment, military and civilian health care providers must obtain my written permission.

c. After obtaining my written permission and beginning off-duty employment, a health care provider's first-line supervisor will maintain a monthly log to document the number of off-duty hours worked by the provider.

d. I will review all off-duty employment annually.

3. Health care providers who are currently engaged in off-duty employment without the proper authorization will apply for such authorization immediately. Providers seeking off-duty employment in the future will request permission under the provisions of MEDCOM Regulation 600-3. This regulation is available to all employees on KACC's intranet. Sample formats of requests for off-duty employment may be found in the appendixes to [MEDCOM Regulation 600-3](#).

//Original Signed By//
JOAN P. EITZEN
COL, AN
Commanding

DISTRIBUTION:

A