



DEPARTMENT OF THE ARMY
HEADQUARTERS, WARRIOR TRANSITION BRIGADE-NATIONAL CAPITAL REGION
9045 BEALE ROAD
BETHESDA, MD 20889-5634

MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade-National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter # 3
– Off Duty Employment

1. REFERENCE:

- a. MEDCOM Regulation 600-3
- b. Defense Department Regulation 5500.7-R, Joint Ethics Regulation (JER), Section 2-206a,

2. APPLICABILITY. This policy applies to all military personnel assigned, attached or personnel on temporary duty (TDY), as well as military and civilian employee healthcare practitioners within the WTB-NCR required to possess a professional license. This policy extends to Bethesda, Fort Meade and Fort Belvoir WTUs.

3. GENERAL: Soldiers (non-healthcare practitioners), military and civilian employee healthcare practitioners required to possess a professional license will not engage in off-duty employment for pay or volunteer service involving the delivery of healthcare or related services, without receiving written approval from their unit commander.

4. POLICY:

a. Request for approval of off-duty employment for Soldiers (non-healthcare practitioners) will not be approved when any of the following apply:

(1) The employment interferes or is incompatible with the performance of official duties or creates an actual apparent conflict of interest with official duties or can reasonably be expected to bring discredit upon the U.S. Government.

(2) The employment results in the Soldier using their military title, position or military address in connection with any commercial enterprise or endorsement of any commercial product.

(3) The employment results in the Soldier engaging in commercial solicitation of the installation for the sales or commodities to another Soldier or results in the Soldier soliciting Soldiers who are junior in rank or position.

b. Soldiers (non-healthcare practitioners) involved in off-duty employment should not sign any waiver of rights for an employer or agree to any employment settlement in case of an injury

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sustained in conjunction with that off-duty employment, as the Government has the right to recover the cost of medical care from the Soldier's employer.

c. Off-duty employment for Soldiers (non-healthcare practitioners) will be limited to 16 hours a week with at least 6 hours between the end of the individual's non-Government employment and the start of their Government duties.

d. Violations of this policy may result in disciplinary action under the UCMJ.

e. Request for approval of off-duty employment for military and civilian employee healthcare practitioners required to possess a professional license will not be approved when any of the following apply:

(1) The employment interferes with providing services to military beneficiaries, 24 hours a day, 7 days a week. Off-duty commitments may not be allowed to interfere with the DOD military healthcare provider's official Government duties.

(2) The employment interferes with clinic access standards and provider productivity metrics as determined by the commander during commander's reviews.

f. Off-duty employment for military and civilian employee healthcare practitioners will be limited to 16 hours a week with at least 6 hours between the end of the individual's non-Government employment and the start of their Government duties.

5. The point of contact for this policy is the Brigade Adjutant at (301) 400-2305.

Caring for Our Soldiers.....Heal, Educate, Transition!



DANA S. TANKINS
COL, SC
Commanding