



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

ARIZONA NATIONAL GUARD HUMAN RESOURCES OFFICE

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AZAA-HR

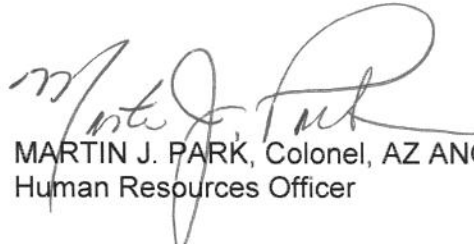
4 January 2010

MEMORANDUM FOR All Full Time Supervisors and Commanders of AGRs (Army & Air)

SUBJECT: HRO Memo 10-01 – Standards of Conduct for AGR Personnel (Army & Air)

1. AGR personnel who are members of the Arizona National Guard should be aware of the steps they must take prior to taking on a second job or part time employment. DODD 5500-7 Standards of Conduct, state that service members, to include AGR Soldiers or Airmen in the Arizona National Guard, must consider the following factors prior to requesting their commander's approval thru their full time supervisor for off-duty employment.
2. AGR personnel may not work part time in civilian employment nor may they engage in business or work for profit which interferes or is in conflict with the performance or their military duty. Furthermore, service members may not work in a job that would bring discredit upon the United States military or the Arizona National Guard. Finally, service members may not work in employment that would reasonably be expected to create a conflict of interest with their military occupation.
3. While there is not blanket prohibition relating to the off duty employment of AGR members, such part time employment must not interfere with the Soldier's or Airmen's active duty mission. AGR personnel will be expected to perform their duties whether during duty hours or after duty hours. Additionally, AGR service members must not let their outside employment inhibit their ability to satisfactorily perform their military mission by coming to work physical or mentally fatigued. All AGR members will report to work ready, willing and able to perform their assigned duties.
4. All AGR personnel who perform part time employment must ensure that such work is done after duty hours. Military time or material must not be utilized for the purpose of an AGR Soldier or Airman conducting their part time job.
5. It is important that full time supervisors and in turn their military commanders be aware of those AGR personnel who are working at second jobs. AGR Soldiers or Airmen who wish to obtain part time employment must have written approval on file with their full time supervisor. Approval must be obtained prior to AGR personnel performing outside employment. Full time supervisors are required to provide copies of AGR personnel outside employment approvals to HRO-AGR upon an AGR Soldier or Airmen accepting outside employment or as changes occur.
6. Point of contact for further information is the AGR manager, MSG Craig Murray at 602 629-4814 for Army personnel and Colleen Branby at 602 629-4826 for Air personnel.

FOR THE ADJUTANT GENERAL:


MARTIN J. PARK, Colonel, AZ ANG
Human Resources Officer