

NOTIFICATION TO APPLICANTS AND NEW EMPLOYEES OF FEDERAL AVIATION ADMINISTRATION POLICY ON OUTSIDE EMPLOYMENT, ACTIVITIES AND FINANCIAL INTERESTS

Consistent with the public trust and the effective performance of the official business of the Federal Aviation Administration (FAA), it is the policy of the FAA to place as few limitations as possible on private business activities or interest. The principal requirements which the FAA has found it necessary to establish with respect to outside employment, activities and financial interests are derived in part from the **Standards of Ethical Conduct for Employees of the Executive Branch, 5 C.F.R. part 2635**, (Ethical Standards) and are summarized below. Your failure to adhere to any of the following requirements could result in disciplinary action up to and including removal from the Agency. As an employee of the FAA:

- 5 C.F.R. Section 6001.104 **prohibits**, with certain limited exceptions, any FAA employee (**regardless of their position or grade**), their spouse or minor child from holding stock or any other securities interest in an airline or aircraft manufacturing company, or in a supplier of components or parts to an airline or aircraft manufacturing company;
- Outside aviation-related employment by you is limited by agency policy in general, no FAA employee may work for an employer that is subject to official contact by the employee's FAA office or facility; and
- The duties and responsibilities you may perform as an FAA employee may be limited by the aviation related employment of your spouse or member of our household, or your continuing interest or benefits from a past aviation related employer.

In addition to the above, as an FAA employee, you will be required to read, understand and comply with the **Ethical Standards** and related statutes concerning conflict of interest. Further, certain positions with the FAA require the person selected for such positions to file a Financial Disclosure Report within 30 days of entry on duty in accordance with the **Ethics in Government Act of 1978**, as amended in implementing regulations. Questions concerning these matters should be referred to the office of the Regional Counsel.

Signature

Date