Date: {{date\_today}}

Employee Name: {{user\_firstname}} {{user\_lastname}}

Employee Email Address: {{user\_email}}

Department: {{user\_department}}

STATUS: {{approval\_status}}

Reason: {{approval\_reason}}

Name of Outside Employer: {{employer\_name}}

Outside Employment Position: {{outside\_position}}

Category: {{is\_approved}}

Estimated hours per week: {{employment\_hours}}

Compensation: {{is\_paid}}

Description of the position: {{employment\_description}}

{if approval\_notice = “True” “I, the undersigned, affirm the following:

* The outside activity will not bring discredit to the reputation of the Bank or the System, interfere with the full and proper discharge of my duties and responsibilities, or be incompatible with my duties and responsibilities.
* My outside employment activity will not create an 18 U.S.C. § 208 conflict of interest with Fed.
* My outside employment activity will not create appearance issues that would lead reasonable people to question your integrity or impartiality.
* My outside employment activity will not violate the Emoluments Clause (you may not be paid to work for a foreign government, e.g., no consulting for foreign central banks).
* My outside employment activity will not violate restrictions on compensated teaching, speaking, or writing (you must not get paid to write or give speeches about Fed policies, or about current or recent assignments).
* My outside employment activity will not involve activities that would appear to be using your Fed office for private gain (you must not advertise yourself as a Fed employee).
* My outside employment activity will not involve activities that would occur at work, use Fed resources, or take place on Fed time.
* My outside employment activity will not involve activities that would risk disclosure of nonpublic Fed information.
* I understand that employees required to file ethics disclosure forms A, B, C, or D must identify all outside employment annually.”

{if review\_notice = “True” “This request must be reviewed by an Ethics Officer. Additional information may be required. A member of the ethics team will be in touch with you shortly.}

{if denial\_notice = “True” “Unfortunately, this Outside Employment Activity does not meet the allowable criteria and has been denied. If you feel this is an error, please reach out to [bos.ethics@bos.frb.org](mailto:bos.ethics@bos.frb.org) to speak with a member of the ethics team.” }

Employee signature: {{user\_signature}}

Employee Name: {{user\_firstname}} {{user\_lastname}}