CHECKLIST FOR OUTSIDE ACTIVITY

PART I

Determine if the activity is official or non official. Answer each of the following questions:	YES	NO
a. Is the activity part of your official NASA position?	☐	☐
b. Is it the result of a request addressed to NASA or to a specific NASA employee?	☐	☐
c. Is the activity within your official duties?	☐	☐
d. Is it performed in conjunction with attendance at a meeting or training session paid for by NASA?	☐	☐
e. Does it involve a single speech, article, lecture or participation in a single seminar, symposium, forum, etc., which is devoted substantially to your official duties or personal involvement in NASA's plans or programs?	☐	☐
f. Will any NASA resources be used (official time, equipment, files or other personnel)?	☐	☐

If any of the above were answered "Yes," the activity is official. ☐ GO TO PART II

If all of the above were answered "No," the activity is nonofficial. ☐ GO TO PART III

PART II

You have determined that the activity is official. Before proceeding with the activity, complete the following (do not complete PART III):

Does the activity involve serving as an officer, director, trustee, or member of a governing body of a nonfederal organization?

☐ YES — NASA policy requires the advance written approval of the MSFC Director. You must submit a request for approval through your supervisory chain and the MSFC Chief Counsel. Do not engage in the activity before obtaining this written approval.

☐ NO — Obtain advance written approval from your supervisor to do the activity as part of your official NASA duties.

A NOTE ON PROHIBITED SOURCES

If the activity involves a "prohibited source", disqualify yourself in your official NASA position from handling matters directly affecting the outside organization. Continue the disqualification for as long as you are involved with the outside organization.

A "prohibited source" is a person or organization - but not a Federal entity, who:

- seeks official action by NASA, or
- has or seeks business with NASA, or
- has interests that may be substantially affected by your performance of your NASA duties, or
- is an organization a majority of whose members meet one of the above tests.

PART III

You have determined that the activity is nonofficial. Before proceeding with the activity, complete the following:

a. Does the activity involve:

	YES	NO
1. Work with a NASA contractor, subcontractor, or grantee involving work performed by that organization for NASA?	☐	☐
2. Serving as thesis or dissertation advisor where the research is done under a NASA contract or grant?	☐	☐
3. Teaching a course contracted for by NASA or paid for by NASA funds?	☐	☐
4. Work with a party to a Space Act or other NASA agreement, involving work performed under that agreement?	☐	☐
5. Representation by you of a party before any Federal agency, or of a party in an action against any Federal agency?	☐	☐

If **any** of the above were answered "Yes", then the outside activity is prohibited and you may not be involved in it.

If **all** of the above were answered "No", proceed

b. Does the activity involve:

	YES	NO
1. Teaching, speaking, writing* or editing, except where it pertains to your private interests (such as a hobby, cultural activity, or non work-related professional pursuits)?	☐	☐
2. The practice of a profession or professional consulting service?	☐	☐
3. The management or conduct of a business in which you or your spouse have an ownership interest?	☐	☐
4. Holding state or local public office whether by election or appointment?	☐	☐
5. Employment with a NASA contractor, subcontractor or grantee?	☐	☐
6. Employment with a party to a Space Act or other NASA agreement?	☐	☐
7. Serving as an officer, trustee or member of a board, directorate, or other such body of a for profit organization, or for a nonprofit organization that is a prohibited source (see definition in Part II)?	☐	☐
8. Employment involving the practice of a NASA-owned invention?	☐	☐

- All necessary licenses must be obtained prior to accepting outside employment involving the invention.
- If you are responsible in your NASA position for further development, test, study, use or promotion of the NASA invention or a similar NASA-owned invention, you may be prohibited from accepting such employment.

If any of the above were answered "Yes", then you MUST obtain administrative approval of the activity BEFORE you engage in it.

To obtain administrative approval, please complete MSFC Form Letter 134. Submit it through your supervisor, to the Office of the Chief Counsel, Code LS01, and then to the Director, Human Resources Office, CD01.

* When copyrighting a work of authorship (article, software, etc.) you may want a determination from NASA that it is not a work of the United States Government. Contact MSFC Office of the Chief Counsel.