



ASPR

Evaluating Additional Activities

From Yes to Success
Module 2

As a federal employee, it's important to keep your professional duties and benefits separate from what you do in your personal life. Reporting outside activities is one of the ways we ensure employees do not have conflicts of interest.

In This Module

- Outside Activities
- Understanding When to Report
- Understanding How to Report
- Contact Information



Outside Activities

- An outside activity is paid or unpaid work outside your official HHS/ASPR work.
- You must report certain outside activities to your ethics representative.
 - Approval is granted one year at a time.
 - Renewal is required 30 days prior to the end of the currently approved time.

Understanding When to Report

- **NOTE:** If you click on any links in this module you will need to re-open the module through the link in the email you received.
- If you need information about whether your activities are considered Outside Activities, watch [this video](#) from the Office of Government Ethics which is available on the *Evaluation and Forms* page at the end of the module.
- If you do not participate in Outside Activities, make sure you check the box indicating so on the *Evaluation and Forms* page of this module within two days to inform that you have no activities to report.

Understanding How to Report

- If you are advised to complete paperwork regarding outside activities, download the Request for Approval of Outside Activities ([HHS Form 520](#)) from the *Evaluation and Forms* page of this module. Complete the form and attach it back to this page.
- Learn how to complete the form with [instructions](#) or watching a [video](#) from the Office of Government Ethics, both of which are available on *Evaluation and Forms* page.
- Attach your completed form within two days of receiving this module to the *Evaluation and Forms* page.
- Remember: Any time you have new outside activities, you need to report them to the ethics branch.

Contact Information

- [ASPR Ethics Branch](#)
- [ASPR Human Capital Branch](#)

Please complete this module by clicking on to the [Evaluation and Forms page](#).