

## REQUEST FOR APPROVAL OF OUTSIDE ACTIVITY

### Part I - EMPLOYEE INFORMATION

<b>1. EMPLOYEE'S NAME (Last, First, MI)</b>		
Murillo, Amanda		
<b>2. AGENCY/PROGRAM (Address)</b>		<b>3. TELEPHONE &amp; E-MAIL</b>
321 A Street, NW Washington, DC 20005		Phone: 202-555-5556 E-Mail: amurillo@agency.gov
<b>4. TITLE OF POSITION</b>	<b>5. GRADE/STEP</b>	<b>6. SALARY</b>
Research Meteorologist	GS-15	\$ 145,758
<b>7. FINANCIAL DISCLOSURE FILING STATUS</b>	<input type="checkbox"/> Public (SF 278) <input checked="" type="checkbox"/> Confidential (OGE 450 or other)	
<b>8. NAME OF IMMEDIATE SUPERVISOR</b>	<b>9. SUPERVISOR'S TELEPHONE, &amp; E-MAIL</b>	
J. Rocnation	Phone: 202-555-5554 E-Mail: jzroc@agency.gov	

## Part II - OUTSIDE ACTIVITY INFORMATION

i. **Nature of Outside Activity** : Indicate the type of activity for which you request prior approval, and describe the specific duties or services to be performed:

- a.  **Teaching, Speaking, Writing or Editing\***  
(See note in section b below)  **Board Service**
- Professional or Consultative Activity**  
(Complete section c below)  **Expert Witness**
- Other (explain):**

b. **Describe in detail specific duties or services to be performed:**

I have been invited to serve as a Councilor for the American Meteorological Society. This position is equivalent to serving on the Board of Directors. I will attend all Council meetings as well as other meetings and Association events throughout my term. As a research scientist, I will also participate in symposia and peer review articles dealing with meteorological science.

\*For activities involving teaching, speaking, or writing, provide a syllabus, outline, summary, synopsis, draft, or similar description of the content and subject matter involved in the course, speech, or written product (including, if available, a copy of the text of any speech)

c. **Professional or Consultative Activity:** Complete this section if you will provide personal services directly to multiple clients, customers, or others.

1. **Type of Activity/Business:**

2. **Will you be self-employed/sole proprietor?**  Yes  No

3. **Identify any partners or others with whom you will provide services:**

4. **Estimate the total number of clients, customers, or others, to whom you would provide services during the activity period:**

ii. **Outside Employer**

a. **Name and address of outside employer:**

American Meteorological Society  
45 Beacon Street, Boston MA 02180

b. **Nature of business:**

Professional association

c. **Contact person, phone number, and email:**

B. Knowles, XXX.555.5555  
bknowles@ams.org

iii. **Compensation and Related Expenses**

a. **Compensation**

1. **Will the activity be compensated?**

Yes

No

2. **Method or basis of compensation** (Check all that apply):

Fee

Honorarium

Retainer

Salary

Advance

Royalty

Stock

Stock  
Options

**Other** (Describe):

**Non-Travel Related Expenses** (Describe):

3. **Compensation amount** (Estimated):

4. **Is Payor the same source as the employer identified above?**

Yes

No (Explain):

**b. Travel and related expenses:** Indicate whether travel is involved, and if so, whether the related expenses will be at your own expense or provided by the outside employer either in-kind or through reimbursement.

**1. Will outside activity require travel?**

Yes (Check one):     At own expense     In-kind or reimbursed  
 No

**2. If employer is providing travel related benefits, please describe those benefits:**

The Society will pay for any travel and lodging expenses associated with attending its meetings and Association-related events

**c. Time:** Provide details with respect to the duration of the activity.

**1. Duration of activity:** From:  To:

**2. Estimated time devoted to the proposed activity**  
(e.g. hours/day; days/week; weeks/year):

Approximately 30 business days/year attending meetings and Association-related events.

**3. Will work be performed entirely outside of your normal official duty hours?**

Yes     No

**If "no," estimate number of hours/days of leave:**

See above.