



# State of Wyoming Military Department Human Resources Office

5410 Bishop Boulevard  
Cheyenne, Wyoming 82009-3320

MEMORANDUM FOR Col P. Nicole Chavez, HR Officer, WYMD

SUBJECT: Outside Employment Request

I, \_\_\_\_\_ am requesting authorization to work part time in a job outside of my normal full-time Wyoming Military Department position.

Army Technician       Air Technician       State Employee Army       AGR

Business Name: \_\_\_\_\_ Work Hours/Days: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Type: Intermittent    Temporary    Permanent  
Effective Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

I will not allow this part-time position to interfere with my position as an \_\_\_\_\_. There will be no conflict of interest with any of my duties and it will not impair my ability to perform my duties and responsibilities at the Wyoming Military Department. If a conflict does arise or this part-time position affects my ability to perform my job, I understand that the agency will utilize policies and procedures already in place to address the issue to the fullest extent possible.

P. NICOLE CHAVEZ, Colonel, WYMD  
HR Officer

Human Resources Specialist