

## **CONTRACTOR ETHICS QUESTIONNAIRE**

### **PRIVACY ACT STATEMENT**

The purpose of this questionnaire is to provide the Drug Enforcement Administration (DEA) Deputy Ethics Official with information needed to make a determination regarding whether the post-employment restrictions (18 U.S.C. §207) and the Procurement Integrity Act (48 C.F.R. §3.104), and other applicable laws may be violated by employment of a former DEA employee on a Department of Justice or DEA-awarded contract or task order. The DEA Deputy Ethics Official will advise you of the results of this review and the necessary actions to be taken or prohibitions regarding the prospective employment. The authorities for obtaining this information include 41 U.S.C. §2103, 48 C.F.R. § 3.104, 18 U.S.C. §207, 18 U.S.C. §208, and 5 C.F.R. §2635.602.

Disclosure of this information is a requirement under DEA Clause DEA-2852.203-70. If you do not provide all of the information requested, you may be disqualified from consideration for award or other adverse action deemed necessary by the Contracting Officer if this matter arises in regards to an existing contract or task order.

The information you provide may be disclosed to employees of the U.S. Department of Justice on a need to know basis. In the event of a violation or apparent violation of any law or regulation, described herein, this information may be disclosed to a Federal, State, or local law enforcement agency having jurisdiction and to the U.S. Office of Government Ethics.

## CONTRACTOR ETHICS QUESTIONNAIRE

Contract/  
Solicitation #: \_\_\_\_\_

Contractor/  
Offeror name: \_\_\_\_\_

**INSTRUCTIONS:** Any prospective or current DEA contractor seeking to employ a person who is currently a DEA employee, or had been employed by DEA within the last two years, for work under a DEA-awarded contract or task order, must ensure that the prospective employee completes this Contractor Ethics Questionnaire with all of the requested information in the spaces provided. The Contractor/Offeror shall submit the completed Questionnaire electronically to (1) the Contracting Officer specified in the solicitation, contract, or task order, and (2) the following e-mail addresses: [ethicsFAC@usdoj.gov](mailto:ethicsFAC@usdoj.gov) and [CC-Ethics@usdoj.gov](mailto:CC-Ethics@usdoj.gov). After reviewing the information in the completed Questionnaire, the Government will make a determination regarding the employability of the prospective employee on the contract or task order, and will notify the Contractor/Offeror of its decision. The Contractor/Offeror shall not employ the prospective employee for work on a DEA-awarded contract or task order unless and until the DEA has authorized the Contractor/Offeror to do so. The Contractor/Offeror shall comply with any and all stipulations stated in the notice of the Government's decision.

1. Name (Last/First/MI): \_\_\_\_\_

2. Retirement/Resignation Date: \_\_\_\_\_

3. In what organizational unit (DOJ component, office/division/laboratory, section/unit) have you served during the last two years of DOJ/DEA service? Provide dates (Months and Years). **Spell out acronyms. Please provide a copy of the resume you provided to the contractor.**

\_\_\_\_\_

4. Briefly describe your major duties during the last two years of DOJ/DEA service, to include specific support you have provided to investigations.

\_\_\_\_\_

5. Do/Did your duties include supporting Organized Crime Drug Enforcement Task Force (OCDETF) cases, DEA's Asset Forfeiture Program or financial investigations? If yes, describe the nature and extent of your involvement in such official matters.

\_\_\_\_\_

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6. Do/Did any of your duties relate to any aspect of the acquisition process, to include, but not limited to, (i) identifying or approving requirements for services, (ii) preparing or contributing to the preparation of Statements of Work, and (iii) serving as a Program Manager, Deputy Program Manager, Contracting Officer, Contract Specialist, Purchasing Agent, Contracting Officer's Representative (COR), or Task Monitor? Identify names of projects, programs, contractors and subcontractors. Use additional sheets if required.
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7. Have you had any current/past official dealings with, or worked on, any matters (e.g., includes providing any recommendations or advice on the matter, to include signing DEA 19s, Requisition Equip, Supplies or Services, evaluating proposals or performance, or making recommendations regarding awards or funding) involving the Contractor? If yes, describe the nature and extent of your involvement in such official matters.
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8. Have you supervised any matters involving the contractor, or supervised other matters that you might be asked to participate in on behalf of this entity, that you did not participate in personally and substantially as a Government employee, but that was under your official responsibility during your last year in the Government? Official responsibility is defined as "the direct administrative or operating authority, whether intermediate or final, and either exercisable alone or with others, and either personally or through subordinates, to approve, disapprove, or otherwise direct Government action." (18 U.S.C. §202(b)) If yes, describe the nature and extent of your involvement in such official matters.
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9. Have you supervised, monitored or otherwise directed the work of any contract employees who are employed with the contractor? This includes providing recommendations regarding the performance of the contract employee (e.g., awards, evaluations, step increases, signing time sheets/travel vouchers). If yes, describe the nature and extent of your involvement in such official matters.
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10. What will be your job title if employed for work under a DEA contract or task order? Please provide a description of your anticipated duties (You may attach a job description).
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## CONTRACTOR ETHICS QUESTIONNAIRE

11. Regarding your proposed job title/description/duties, do you anticipate being asked to work on any particular matters (e.g., investigation, project, program, contract, or task order) that you participated in personally and substantially as a DEA employee, or such matters were under your official responsibility in the last year of your employment? If yes, describe the nature and extent of your involvement in such matters.

\_\_\_\_\_

12. Within the last year of your employment with DEA, did you have any of the following responsibilities:

- A. Program Manager for a contract over \$10,000,000?  
 YES       NO
- B. Deputy Program Manager for a contract over \$10,000,000?  
 YES       NO
- C. Administrative Contracting Officer for a contract over \$10,000,000?  
 YES       NO
- D. Member of a technical evaluation panel or other group that evaluated bids or proposals for a contract over \$10,000,000?  
 YES       NO
- E. Chief of a financial or technical evaluation team for a contract over \$10,000,000?  
 YES       NO
- F. Procuring Contracting Officer or Source Selection Authority for a contract over \$10,000,000?  
 YES       NO

13. Within the last year, did you personally make one of the following decisions:

- A. Award a contract, subcontract, modification of a contract or subcontract, or task order, or delivery order, or subcontract over \$10,000,000?  
 YES       NO
- B. Establish overhead or other rates applicable to a contract or contracts for a contractor that are valued over \$10,000,000?  
 YES       NO \_\_\_
- C. Approve issuance of a contract payment or payments over \$10,000,000 to a contractor?  
 YES       NO

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D. Pay or settle a claim over \$10,000,000 with a contractor?

YES       NO

14a. If you answered "YES" to any part of questions 12 or 13 above, identify the contract, subcontract, modification, delivery order, or task order, identify the contractor/subcontractor, and explain.

\_\_\_\_\_

14b. For each "yes" that you answered for any part of 12 or 13, above, state the date when you last had the responsibility or when you made the last decision for each contract/subcontract.

\_\_\_\_\_

15. Have you participated, or are you now participating in an on-going competitive procurement that has not yet been awarded?

YES       NO

16. If the answer to the above is "yes," do you intend to seek employment with one of the bidders or offerors?

YES       NO

PREPARED BY:

CORPORATE SUBMISSION BY:

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title