

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 (DOJ) 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.

CONCURRENT EMPLOYMENT

Current DEA employees who chose employment with a DOJ/DEA contractor, assigned to a DEA facility, may not begin such employment at that facility nor communicate to federal employees on behalf of that contractor prior to their effective separation date from DEA.
18 U.S.C. §205(a)(2).

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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 five 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, resume, and position description electronically to (1) the Contracting Officer specified in the solicitation, contract, or task order, and (2) the following e-mail addresses: ethicsFAC@usdoj.gov and [CC- Ethics@usdoj.gov](mailto:CC-Ethics@usdoj.gov).

Individuals completing this Questionnaire should provide detailed responses to the requested information. Spell out acronyms or abbreviations the first time they are used. Individuals completing this Questionnaire are not bound to the limits of this document. Use continuation sheets as necessary.

After reviewing the information provided for the individual under consideration, DEA will determine 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.

**THERE IS NO ATTORNEY-CLIENT RELATIONSHIP OR ATTORNEY- CLIENT
PRIVILEGE CREATED BETWEEN YOU AND THE ETHICS COUNSELOR.
INFORMATION PROVIDED ON THIS FORM OR TO THE ETHICS COUNSELOR IS
NOT CONFIDENTIAL OR PRIVILEGED.**

1. Name (Last/First/MI): _____

2. Retirement/Resignation Date: _____

3. Address to which you want your written ethics opinion sent:

4. In what organizational unit (DOJ component, office/division/laboratory/section/unit) did you serve during the last five years of DOJ/DEA service? Provide dates (Months and Years). Spell out acronyms. **Please attach a copy of the resume that you provided to the contractor.**

5. Current or last Grade/Step level: _____

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6. Did you or do you currently hold a supervisory position or did you have supervisory duties during your tenure with DEA, including in an acting capacity of more than 60 days?

YES NO If "YES", please provide the dates and a description of those supervisory duties. Use additional sheets if necessary.

7. Briefly describe your major duties during the last five years of DOJ/DEA service, to include specific support you have provided to investigations, enforcement actions, or contracts. Use additional sheets if necessary.

8. Do/Did your duties include supporting Organized Crime Drug Enforcement TaskForce (OCDETF) cases or financial investigations?

YES NO If "YES", please describe the nature and extent of your involvement in such official matters. Use additional sheets if necessary.

9. Have you ever participated in a seizure that led to forfeiture, been assigned to the Asset Removal Group and/or participated in the Asset Forfeiture Program?

YES NO If "YES", please describe the nature and extent of your involvement in such official matters. Use additional sheets if necessary.

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10. 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?

YES NO Identify names of projects, programs, contractors, and subcontractors. Use additional sheets if necessary.

11. Have you had any current/past official dealings with, or worked on, any matters (includes providing any recommendations, advice direction, guidance, or other support on the matter, to include signing DEA 19s, Requisition Equip, Supplies or Services, evaluating proposals or performance, or making recommendations on an investigation or on awards or funding) involving your prospective employer?

YES NO If "YES", please describe the nature and extent of your involvement in such official matters involving your prospective employer. Use additional sheets if necessary.

12. Have you supervised any matters involving your prospective employer, 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 (i.e., you supervised employees who had oversight over matters involving your prospective employer or they had oversight over your prospective employer's contract employees)?

YES NO Please describe the nature and extent of your involvement in such official matters involving your prospective employer that fell under your supervisory responsibility. Use additional sheets if necessary.

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13. Have you supervised, monitored or otherwise directed the work of any contract employees who are employed by your prospective employer? This includes providing recommendations on the performance of the contract employee (e.g., awards, evaluations, step increases, signing time sheets/travel vouchers).

YES NO If "YES", please describe the nature and extent of your involvement in such official matters. Use additional sheets if necessary.

14. 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 (If you do not describe your anticipated duties, you must attach a job description).

15. What office/division/laboratory or section/unit/enforcement group will you be assigned to if selected for this position?

16. 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 your year of your employment? **This includes not only those matters that you were assigned but also those matters that you provided advice, recommendations, direction, guidance, or other support to another individual.**

YES NO If "YES", please describe the nature and extent of your involvement in such matters. Use additional sheets if necessary.

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17. Do you anticipate beginning employment with your prospective employer prior to your date of effective separation from the DEA?

YES NO

18. If your duties with your prospective employer involve being a financial or other contract investigator, will you be assigned to the same enforcement group that you were assigned as a DEA employee, or that you supervised as a DEA manager

YES NO Not Applicable

19. 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

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20. 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

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

YES NO

21. If you answered "YES" to any part of questions 18 or 19 above, identify the contract, subcontract, modification, delivery order, or task order, identify the contractor/subcontractor, and explain. Use additional sheets if necessary.

22. For each "YES" that you answered for any part of 18 or 19 above, state the date when you last had the responsibility or when you made the last decision for each contract/subcontract. Use additional sheets if necessary.

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

YES NO

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23a. If the answer to the above is “YES,” do you intend to seek employment with one of the bidders or offerors?

YES NO

24. Have you completed a Confidential or Public Financial Disclosure Form (OGE 450 or OGE 278)?

YES NO

PREPARED BY:

CORPORATE SUBMISSION BY:

Signature & Date

Signature & Date

Name

Name

Title