

DEA-2852.204-80 ON-SITE CONTRACTOR RESPONSIBILITY FORM CERTIFICATION (JUN 2021)

This contract includes a DEA clause specifying the security requirements for contract performance and an [Exhibit](#) entitled “On-Site Contractor Responsibilities.” The Contractor shall require its employees who are assigned to work at DEA facilities of their obligations to adhere to the specific standards of competence, conduct, appearance, integrity and ethical conduct described in the Exhibit. The Contractor shall notify each affected employee of this requirement by having the employee read and sign the On-Site Contractor Responsibilities form ([Exhibit](#)) before onboarding at a DEA facility and, thereafter, annually on the anniversary date of employment. The Contractor shall retain the signed forms and produce them for inspection upon request of the Contracting Officer.

DELIVERABLE: Not later than 30 days after the award of the contract or order, or 30 days after the effective date of the modification incorporating this clause, the Contractor shall provide written certification informing the Contracting Officer that it has fully complied with this clause and list the names of the employees who have been notified. The contractor shall provide such certification annually, or not later than 30 days after the beginning of a new option period. The Contractor shall also report in writing any violation of the On-Site Contractor Responsibilities document to the DEA Contracting Officer’s Representative, who will forward the report to DEA’s Office of Security Programs/Personnel Security Section (“ISR”) within five (5) calendar days after the Contractor’s initial notification to DEA.

End of clause