

QUESTIONNAIRE FOR DEPARTING PERSONNEL

This questionnaire will help you provide your ethics counselor a full and accurate description of what you did during your Government service. It is vital because your Government activities will determine what restrictions, if any, will apply to you as a former employee. After receiving advice, if your employment circumstances change, consult your ethics counselor for an update. Please print legibly and spell out acronyms or abbreviations. Please deliver this questionnaire and schedule an appointment with an ethics counselor at AFIT/JA, (937) 255-6565 x4232.

1. CONTACT INFORMATION

a. Name: _____

b. Office Phone: _____

c. Office Address and Email: _____

d. Home/Mobile Phone: _____

e. Home Address and Email: _____

f. Agency/Service and Civilian/Military Grade: _____

g. Reason for Separation: RETIREMENT RESIGNATION OTHER

h. Separation/Retirement Date: _____

i. If taking Terminal Leave, date you start leave: _____

j. If you request a written opinion, where do you want the opinion sent? OFFICE HOME

2. PRIOR ETHICS ADVICE. If you received any ethics advice or opinion from another Government ethics counselor concerning your prospective employment, please provide the name, office, and telephone number of the ethics counselor? NONE or

Note: There is neither an attorney-client relationship nor privilege created between you and the Ethics Counselor. Information provided on the form or to the Ethics Counselor is not confidential or privileged. Advice with respect to these matters is advisory only, and is provided in accordance with section 2635.107 of title 5, Code of Federal Regulations, and section 423 of title 41, United States Code (Procurement Integrity Act). The Ethics Counselor is providing this advice in an official capacity, acting on behalf of the United States, and not as your representative.

7. ACTIONS TAKEN. What actions have you taken concerning your future employment?

8. FUTURE JOB DESCRIPTION. If you already have accepted a job, what is your proposed job title and description of duties? (You may attach a job description).

a. DOD CONTRACTOR. Does your future employer have contracts with DoD? YES NO

b. START DATE. When do you plan to start your new employment? _____

9. QUESTIONS RELATING TO PROCUREMENT INTEGRITY

a. Within the last year, did you have any of the following responsibilities on a contract over \$10,000,000.00:

- (1) Program or Deputy Program Manager? YES NO
- (2) Administrative Contracting Officer? YES NO
- (3) Procuring contracting officer or source selection authority? YES NO
- (4) Member of a source selection evaluation board or other similar group? YES NO
- (5) Chief of a financial or technical evaluation team? YES NO

b. Within the last year, did you personally make any of the following decisions valued over \$10,000,000.00 regarding a contractor:

- (1) To award a contract, subcontract, modification of a contract or subcontract, task order, or delivery order? YES NO
- (2) To establish overhead or other rates? YES NO
- (3) To approve issuance of a contract payment? YES NO
- (4) To pay or settle a claim? YES NO

c. If you answered “yes” to any of the questions above, identify the contract, subcontract, modification, delivery order, or task order, identify the contractor/subcontractor, and explain.

d. For each yes answer above, list the date when you last had the responsibility or when you last made the decision for each contract/contractor.

e. Have you participated or are you now participating in an on-going competitive procurement that has not yet been awarded? YES NO

f. If the answer to the above is yes, do you intend to seek employment with one of the bidders or offerors? YES NO

10. REQUEST. I request an ethics opinion based on the information in this Questionnaire and any continuation sheets. I certify the information to be true and correct to the best of my knowledge and belief. YES NO

Signed _____ Dated _____

Please forward this questionnaire to: DoD General Counsel Standards of Conduct Office, telephone (703) 695-3422, Room 3B652, Pentagon, fax (703) 614-4432, or mail: Department of Defense, Office of General Counsel (SOCO), 1600 Defense Pentagon, Washington, DC 20301-1600.

PRIVACY ACT STATEMENT

AUTHORITY: PRIVACY ACT OF 1974 (5 U.S.C. 552(A)(7)), 41 U.S.C. 423, 5 C.F.R. 2635.602, AR 340-21.

PURPOSE: To enable ethics counselors to render advice to military and civilian employees leaving Government service.

ROUTINE USE: Information provided is not confidential. The information will be used for providing written ethics advice. It will be retained for six years and will be available to ethics counselors, finance personnel, and other appropriate personnel responsible for compliance with restrictions on former personnel.

DISCLOSURE: Voluntary. No criminal, civil or other penalties will follow from refusal to provide requested information. However, failure to fully disclose information requested could result in incomplete advice or the inability to provide written ethics advice pursuant to 41 U.S.C.423 or 5 C.F.R. 2635.

