



BOOK DEAL QUESTIONNAIRE

Bldg 642, Rm 2400

This questionnaire will help you provide your ethics counselor with a full and accurate description of the circumstances surrounding this book deal. 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: _____

Category of Employee: *circle one*

Military Officer

Military Enlisted

Regular Employee (The most typical example of a regular employee is a full-time career employee who is a GS-15 or below, or a career member of the Senior Executive Service (SES) or SES-type system.)

SGE under 18 U.S.C. § 202(a) (In general, an SGE is one who is retained to work temporarily for the Government for no more than 130 days in any 365-day period. A typical example of an SGE employee is an expert in private industry who is appointed to perform duties as a member of an advisory commission for a Government agency that meets a few times a year.)

Covered noncareer employees under 5 C.F.R. § 2636.303(a) (A covered non career employee means an employee, other than a Special Government employee as defined in 18 U.S.C. 202, who occupies a position classified above GS-15, of in the case of positions not under the General Schedule, for which the rate of basic pay is equal to or greater than 120 percent of the minimum rate of basic pay payable for GS-15.)

- d. Duty Title: *description of duty, to include description of class taught, research conducting/conducted* _____

2. Book:

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.



a. Description of the book and its contents: _____

b. Subject matter of the Book:

Does the content/material draw upon nonpublic information? NO YES

If yes, explain: _____

c. Has the employee been assigned to this subject matter within 1 year? NO YES

d. Does the book's content deal with an ongoing or announced policy, program, or operation of agency? NO YES

If yes, explain: _____

e. Is the book to be published? NO YES By whom? _____

f. What is the market for this book? _____

g. Will there be compensation for the book? NO YES

1. Will this compensation be in advance? NO YES

2. Will there be royalties? NO YES

3. Will travel expenses be covered? NO YES

h. Who is offering the compensation? _____

i. Was an invitation or offer of compensation extended by a person or entity who may be substantially affected by the performance of the employee's official duties (5 CFR § 2635.807

(a)(2)) NO YES

j. When will compensation be received? *circle one*

Before Gov't Service During Gov't Service After Gov't Service

k. How did you come about writing this book?

1. Where you invited to do so? NO YES



2. Why was the invitation to write extended to you? _____

- | 1. Was the book written: | NO | YES |
|-----------------------------|--------------------------|--------------------------|
| Before Government Service? | <input type="checkbox"/> | <input type="checkbox"/> |
| During Government Service? | <input type="checkbox"/> | <input type="checkbox"/> |
| Using government time? | <input type="checkbox"/> | <input type="checkbox"/> |
| Using government resources? | <input type="checkbox"/> | <input type="checkbox"/> |

3. 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. NO YES

Signed _____

Dated _____

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 concerning book deals.

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.

