

Dangerous Liaisons

Dealing with Contractors

Ethics Broadcast

May 2009

Terry Grush – Minerals Management Service

Donna Huston – Minerals Management Service

Matt Parsons - Departmental Ethics Office, Denver, CO

Ed McDonnell – Departmental Ethics Office, Washington, DC

Topics for Today

- The Authorities
- Prohibited Sources
- Impartiality
- Conflicts of Interest
- Gifts
- Final Exam

Why This is Important

- In 2005 an OGE Survey showed that 75% of Conflict of Interest prosecutions involved contracts
- High profile incidents hurt all of us
- Appearances are important
- Public trust is the cornerstone

This Should be Important to:

- *Everybody, But Especially,*
 - Contracting Officers
 - Contracting Officer Representatives
 - Requisitioners/Scope writers
 - Anyone involved in Source Selection
 - Anyone who is marketed by outside sources
 - Program Officials
 - Purchase Card Holders
 - Employees who interface with contract personnel

Who Says This Matters?

The Big Dogs:

- 5 C.F.R. Part 2635, Standards of Conduct
- 41 U.S.C. 423, Procurement Integrity Act
- FAR Part 3, Improper Business Practices and Personal Conflicts of Interest



Dan

FAR Part 3: First Words

“Government business shall be conducted in a manner **above reproach** and, except as authorized by statute or regulation, with **complete impartiality and with preferential treatment for none**. Transactions relating to the expenditure of public funds require the **highest degree of public trust** and an **impeccable standard of conduct**. The general rule is to **avoid strictly any conflict of interest or even the appearance of a conflict of interest** in Government-contractor relationships. While many Federal laws and regulations place restrictions on the actions of Government personnel, their official conduct must, in addition, be such that they would have **no reluctance to make a full public disclosure of their actions.**”

Arm's Length

In the current environment we:

- Depend on contractors
- Share office space and work in the field with contractors
- Forge business relationships with contractors

But:

- Contract employees ARE NOT government employees
- We take an oath. Contractors take profit!

Prohibited Sources

Any organization or individual that:

- Seeks official action by the employee's agency
- Does business or seeks to do business with the employee's agency
- Conducts activities regulated by the employee's agency
- Has interests that may be substantially affected by the employee's performance of duty, or
- Is an organization composed of members described above

Prohibited Sources

These organizations can be:

- Contractors and vendors
- Governments: State, local or foreign
- Tribes
- Universities and colleges
- Foundations
- Not-for-profits
- Lobbyists



Covered Relationships

- Spouse
- Member of your household or close personal relative
- Anyone with whom you have or seek a business relationship
- Anyone for whom your spouse, parent, or dependent child serves or seeks to serve as officer, director, trustee, general partner, agent, attorney, consultant, contractor, or employee
- Anyone you served as an officer, director, trustee, etc., within the last year
- Any organization in which you are an active participant (e.g. committee member)

Procurement Integrity Act

Four Principles:

1: Ban on disclosure of bid or proposal information

- Prices
- Business strategies
- Technology and processes

2: Ban on *anyone* knowingly obtaining procurement information before award, except as permitted by law

Procurement Integrity Act

3. A government employee who participates in a procurement in excess of \$100,000 and either contacts or is contacted by an offeror regarding possible employment must report the contact **and**
- Reject the possibility of employment, **or**
 - Disqualify themselves from the procurement

Procurement Integrity Act

4. If a government official participates in a contract over \$10 million, there is a one year ban on accepting compensation from the contractor. Officials are defined as:

- Contracting Officer
- Source Selection Authority
- Member of the Source Selection Evaluation Board
- Chair of the Financial or Tech Evaluation Team
- Program Manager
- Deputy Program Manager

Procurement Integrity Act

- The same one-year ban applies to an employee who personally made a decision to:
 - Award a contract, subcontract, modification of a contract or subcontract, or a task order or delivery order over \$10 million to the contractor;
 - Establish overhead or other rates valued at over \$10 million to the contractor;
 - Approve issuance of a contract payment or payments over \$10 million to the contractor; or
 - Pay or settle a claim over \$10 million to the contractor.

Other Impartiality Issues

- Government employees must recuse themselves from any contract involving a spouse's employer or prospective employer if the agency or the employee determines that a reasonable person would question impartiality.



– 5 CFR 2635.502

Other Impartiality Issues

- Government employees should not participate in a contract if a contractor employee, with whom they reside, is working on the same contract (unless potential conflict of interest and impartiality issues are resolved)

– 5 CFR 2635.502

Other Impartiality Issues

- Government employees should consider any potential impartiality questions before participating in a decision to give a contract to a personal friend

– 5 CFR 2635.502



Bribes

What is a Bribe?

A bribe is a gift (of any value) that is offered in expectation of influence in an official matter

18 USC 201

*Accepting or offering a bribe is a **criminal offense!!!!***

Gifts

What is a gift?



A gift is anything of value that is not specifically excluded by regulations

- Gifts do not have to be money, merchandise, or anything tangible
- If value is conveyed to the recipient, then it is a gift



Gifts

Industry practice \neq Government rules

- Business gifts are part of commerce
- Many vendors don't know that gifts offered to government employees present ethical problems
- It's up to employees to know the rules

Gifts

Summary: You can't accept a gift

- From a prohibited source
- If it is offered because of your position



Gifts

But WAIT! - - -

Maybe it ISN'T a gift!



- Snacks, when not a meal
- Prizes in contests open to the public
- Presentation items with little intrinsic value
- Discounts offered to the public or to all government employees
- Anything you pay for *at market value*

Gifts



Even if it is a gift,
it might be ok to accept it.

Some exceptions to the gift rule:

- \$20 or less in market value (max \$50/yr from a source)
- Personal relationships
- Discounts to groups
- Based on outside business or employment
- Free admittance to widely attended gatherings

Gifts



Life in the cubicles: Workplace issues

You cannot solicit gifts for yourself or for another government employee from contractors

- Retirements
- Holidays
- Life events

Small personal gifts to contract employees:

Maybe...

Gifts

*When you get an **improper** gift, you can:*

- Return it
- Pay market value for it
- If it is perishable,
 - Give to charity
 - Share within the office

Appearances

- It may be legal, but how does it look to observers?
- Even if an exception applies, it is never inappropriate, and frequently prudent, to decline a gift.
- Secretary Salazar:
“Mere compliance with minimum ethics requirements is not enough. . .”

January 26, 2009

Seeking Employment

- Rules are more restrictive than most employees realize
- Bottom Line – Don't take any official action affecting someone with whom you are seeking employment
- Criminal penalties may result if you have progressed to the stage where you are actually negotiating for employment

Post-Government Employment

Two statutes can restrict your post-Government employment

18 U.S.C. § 207 - Doesn't prevent you from working for any particular employer but may restrict what you can do for them

Procurement Integrity Act - May prohibit your employment with a particular employer for up to a year

Keep in mind . . .

If you work around contract personnel beware of:

- Shared printers
- Speakerphones
- Elevator conversations
- What's visible on your desk



When To Seek Advice

Trigger words:

- Possibly
- Maybe
- It Depends
- In Some Cases
- Generally No
- Not Necessarily



Where To Seek Advice

- Your Bureau Ethics Officer
- For ethics concerns – Office of the Solicitor
[Departmental Ethics Office](#)
- For acquisition issues – Office of the Solicitor
([Division of General Law](#))

Where To Seek Advice

Office of Government Ethics Resources:

[“Working With Contractors Q&A”](#)

[“Working with Contractors: What You Need to Know”](#)

[“Interacting with Government Employees for Contractors”](#)

[“Working with Government Contractors”](#)

[“Ethics and Procurement Integrity”](#)

The Final Exam

Now. Let's just have a little look at your ethical wellbeing.



Question 1

You deal frequently with a company located in New Orleans. On Fat Tuesday, a bakery truck pulls up, and the driver brings a King Cake to the front desk and asks for you. A note on the box from the company says that these cakes are a tradition in New Orleans, and they hope you enjoy it.

What should you do?

Question 2

A colleague in another division has a temporary project to finish. The onsite contractor agrees to hire someone for a couple of months to complete it. Your kid is on summer vacation and has been looking for work, so you figure you'll mention it to the contractor's site manager. You don't have anything to do with that office, so you're clean.

Right?

Question 3

It's the holiday season. The contract custodian who takes care your offices is a jewel of a person, always cheerful, and does a terrific job. You'd like to give him a little gift out of your own pocket to show your appreciation.

OK?

Question 4

You need to get a new projector for the conference room. You peruse the catalogs, but you know that the local distribution company your wife works for will give you a good price. You ask your purchase card holder to buy it from her company because it will save money. You didn't make the purchase yourself, so no foul.

OK?

Question 5

You've dealt with a local cabling company for some time, with a series of small orders. One day the owner is chatting with you in the office and offers you a pair of tickets to a local college basketball game. He says he has season tickets but can't go to this game. You look at the tickets and see that they are \$8 each.

What should you do?

Question 6

You regularly write requisitions for network equipment and send them on to procurement. The buyer often places the orders with a local company because the price is good and the delivery is prompt. Your roommate just took a job with the company.

Now what?

Question 7

Remember the company from New Orleans that sent the King cake? Well this time, another truck pulls up. The driver gets out a handcart and rolls up the sidewalk with a big package of frozen Kansas City Strip Steaks addressed to you.

What do you do this time?



Question 8

The owner of that cabling company drops past your office. He thanks you for doing business with him, and mentions that he has more tickets to basketball games. Same seats as last time. When he gets the next order from you and happens to be in the building, he will drop them off to you.

Cool, huh.

Question 9

You've traveled to Naples, Florida to visit a contractor facility. The owner says he'd like to talk business with you, and why don't you do it over dinner, Dutch treat. You meet at a really nice cafe. You figure what the heck, I'll blow today's per diem on a nice meal, and it comes to \$55. The owner just orders soup. When the check comes he says "Let's just split this down the middle."

Ok?

Question 10

You've been the COR for a big service contract for some time. An old college fraternity brother works for the company. You stay in touch, and occasionally your families get together for dinner. You invite them to your house one evening, and he shows up at the door with an expensive bottle of wine.

Now what?

Question 11

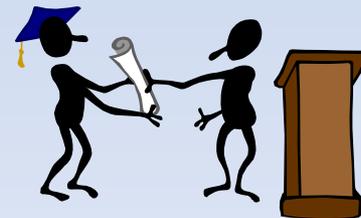
You're a published scientist at your agency. A regent from a nearby college asks you and your husband to attend a football game in a sky box with her. You know that the school has some research grants from your bureau and therefore is a prohibited source. But ***DANG***, you'd love to see that game. Is there any way you can do this?

Hmmm.

Question 12

You are a principal investigator in a scientific discipline, and your program is about to award some big grants. One afternoon you get a call from the president of a large research university saying that they would like to confer you with an honorary doctorate.

Any problems here?



Question 13

As part of your official duties, you purchase 50 boxes of photocopy paper for your office from a supplier whose literature advertises that it will give a free briefcase to anyone who purchases 50 or more boxes. Since they offer this deal to anyone, you can keep the briefcase.

Right?

Question 14

Actual Email, edited:

Take A Brief Survey on Telework Investments.

Receive a \$20 Online Gift Certificate or a \$20 USO Donation

Please take a moment to participate in this **five-minute** online survey and share your opinions on telework investment trends. In appreciation of your time, every respondent who completes the survey will have the option to select a **\$20 online gift certificate** or a **\$20 USO donation**.

[CLICK HERE TO TAKE THE SURVEY NOW](#)

If the hyper link above does not work, please copy the following into your browser to take the survey: <http://www.www.www>

----- **& Company**, ----- King Street, Alexandria, VA -----.

Would you?

Pencils Down, Please



Thanks for your attention!

Departmental Ethics Office

MIB: 202-208-7960 or Denver: 303-231-5353 ext 445

Terry Grush

303-231-3807

Supplemental Ethics Training Materials

The Foundation for Ethical Behavior

Executive Order 12674

- Public Service is a public trust, requiring you to place loyalty to the Constitution, the laws and ethical principles above private gain.
- You shall not hold financial interests that conflict with the conscientious performance of duty.
- You shall not engage in financial transactions using non-public Government information or allow improper use of such information to further any private interest.

The Foundation for Ethical Behavior

Executive Order 12674

- You shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by your agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- You shall make no unauthorized commitments or promise of any kind purported to bind the Government.

The Foundation for Ethical Behavior

Executive Order 12674

- You shall put forth honest effort in the performance of your duties.
- You shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with your official Government duties and responsibilities.
- You shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

The Foundation for Ethical Behavior

Executive Order 12674

- You shall satisfy in good faith your obligations as citizens, including all just financial obligations, especially those such as Federal, state, or local taxes that are imposed by law.
- You shall adhere to all laws and regulations that provide equal opportunities for all Americans regardless of race, color, religion, gender, sexual orientation, age, or disability.
- You shall not use your public office for private gain.

The Foundation for Ethical Behavior

Executive Order 12674

- You shall act impartially and not give preferential treatment to any private organization or individual.
- You shall protect and conserve Federal property and shall not use it for other than authorized activity.
- You shall endeavor to avoid any actions creating the appearance that you are violating the law, the Standards of Ethical Conduct for Employees of the Executive Branch (5 C.F.R. Part 2635), DOI supplemental ethics regulations, or Executive Order 12674.

Government-Wide Ethics Laws

These laws apply to all Federal employees and each carry criminal penalties for noncompliance. They also serve as a basis for the ethics regulations known as the *Standards of Ethical Conduct for Employees of the Executive Branch*, 5 C.F.R. Part 2635.

- U.S.C. § 201 – Bribery of Public Officials Prohibited
- 18 U.S.C. § 203 – Restrictions on Compensated Representational Activities

Government-Wide Ethics Laws

- 18 U.S.C. § 205 – Restrictions on Acting as an Agent or Attorney
- 18 U.S.C. § 207 – Post-Government Employment Restrictions
- 18 U.S.C. § 208 – Conflicts of Interest
- 18 U.S.C. § 209 – Supplementation of Federal Salary Prohibited
- 5 C.F.R. § 2635.502 – Impartiality in Performing Official Duties

18 U.S.C. § 201

Bribery of Public Official Prohibited

Prohibits a Government employee from directly or indirectly receiving or soliciting anything of value in exchange for being influenced in the performance or non-performance of any official act, including giving testimony, or in exchange for committing fraud.

18 U.S.C. § 203

Restrictions on Compensated Representational Activities

Prohibits a Government employee, while in a duty or non-duty status, from seeking or accepting compensation for representational services (rendered either personally or by another) before a Federal court or Government agency in a particular matter in which the United States is a party or has a direct and substantial interest. Representational services include any communications on behalf of another party with the intent to influence the Government. There are limited exceptions, such as for representing oneself or one's immediate family or a person or estate for which the employee acts as a fiduciary, but not where the employee has participated officially or has official responsibility.

18 U.S.C. § 205

Restrictions on Acting as an Agent or Attorney

Prohibits a Government employee, while in a duty or non-duty status, from acting as an agent or attorney for anyone before a Federal court or Government agency, whether compensated or not. There are limited exceptions, such as for representing other Federal employees in personnel matters; representing a not-for-profit organization in certain matters, if a majority of its members are current Federal employees or their spouses or dependent children; representing oneself or one's immediate family or a person or estate for which the employee acts as a fiduciary, but not where the employee has participated officially or has official responsibility; or acting as an agent or attorney, in certain matters, for a tribal organization or inter-tribal consortium to which the employee is assigned under the Intergovernmental Personnel Act or 25 U.S.C. § 48, after advising the Government, in writing, of any personal and substantial involvement the employee has had in connection with the matter.

18 U.S.C. § 207

Post-Government Employment Restrictions

This statute does not bar an individual, regardless of rank or position, from accepting employment with any private or public employer. It does impose restrictions on certain communications that employees may make as a representative of a third party back to the Federal Government.

18 U.S.C. § 208

Conflicts of Interest

Prohibits a Government employee from participating personally and substantially, on behalf of the Federal Government, in any particular matter in which he or she has a financial interest. In addition, the statute provides that the interests of certain other “persons” are the same as if they were the employee’s. These include the employee’s spouse, minor child, general partner, an organization in which he or she serves as an officer, trustee, partner or employee, and any person or organization with whom the employee is negotiating or has an arrangement concerning future employment. The statute applies whether you are on or off duty. There are limited regulatory exemptions authorized by the Office of Government Ethics, an exception for certain financial interests arising solely out of Native American birthrights, and a very limited waiver authority.

18 U.S.C. § 209

Supplementation of Federal Salary Prohibited

Prohibits a Government employee from receiving any salary, or any contribution to or supplementation of salary; or anything of value from an outside source as compensation for services he or she is expected to perform as a Government employee.

5 C.F.R. § 2635.502

Impartiality in Performing Official Duties

You must take appropriate steps to avoid any appearance of loss of impartiality in the performance of your official duties. If circumstances would raise a question regarding your impartiality, you should consult with your ethics counselor before taking official action in a particular matter.

Ethics Prohibitions

Unique to DOI Employees

A summary of DOI-specific and bureau-specific restrictions are listed below. If you are not certain if you are covered by one or more of the restrictions below, check with an ethics counselor from your office or bureau.

43 U.S.C. § 11, 43 C.F.R. § 20.401, and 5 C.F.R. § 3501.105 Bureau of Land Management Employees

Bureau of Land Management (BLM) employees are prohibited from voluntarily acquiring direct or indirect financial interests in Federal lands. Prohibited interests include stocks, bonds, and sector mutual funds in oil, gas, geothermal, and mining companies that hold leases or other property rights on Federal lands. Prohibited interests also include companies that hold substantial Rights-of-Way on Federal lands. A BLM employee may not be a member or employee of a business which has interests in Federal lands, nor serve as a private sector real estate agent. Additionally, BLM employees may not occupy or use Federal lands (other than on the same terms as use of Federal lands is available to the general public), or take any benefits from Federal lands, based upon a contract, grant, lease, permit, easement, rental agreement, mineral rights, grazing rights, or other holdings which the BLM issues or regulates.

**43 U.S.C. § 31(a), 43 U.S.C. § 20.401, and 5 C.F.R. § 3501.104
U.S. Geological Survey (USGS) Organic Act**

USGS employees are prohibited from holding financial interests in the mineral wealth of the United States and from executing any surveys or examinations for private parties. Prohibited interests include stocks and bonds in oil, gas, and other mining companies that hold significant leases on Federal lands. Annually, the USGS publishes a list of prohibited financial holdings in a Financial Guide for USGS Employees. Additionally, the USGS Conflict of Interest Policy sets limits on investments in energy sector mutual funds and entities engaged in mining activities on private land in the United States.

5 C.F.R. § 3501.103(b) – Minerals Management Service and Certain Office of the Secretary Employees

This regulation applies to all Minerals Management Service (MMS) employees, certain employees within the Office of the Secretary (OS) and other Departmental offices that report directly to a Secretarial officer who are in positions classified at GS-15 and above (contact an ethics counselor from your bureau or refer to 5 C.F.R. § 3501.103 (b) (ii) to see a list of affected offices). Employees in these offices may not acquire or hold any direct or indirect financial interest in Federal lands or resources administered or controlled by the Department. This generally includes stock or bond interests in most oil, gas, and mining companies that hold leases on Federal lands to conduct their operations.

30 U.S.C. § 1211(f), 30 C.F.R. Part 706, 43 C.F.R. 20.402, and 5 C.F.R. 3501.104(a) - Office of Surface Mining Reclamation and Enforcement Employees and Certain Other Federal Employees

This law prohibits all Office of Surface Mining Reclamation and Enforcement (OSMRE) employees and any other Federal employee who performs functions and duties under the Surface Mining Control and Reclamation Act of 1977 from having any financial interests in surface or underground coal mining operations. If you don't work for the Office of Surface Mining Reclamation and Enforcement but have responsibilities connected with mining and reclamation operations, contact an ethics counselor from your bureau or office to determine whether you are covered by this law.

30 U.S.C. § 1211(f), 30 C.F.R. Part 706, 43 C.F.R. 20.402, and 5 C.F.R. 3501.104(a) - Office of Surface Mining Reclamation and Enforcement Employees and Certain Other Federal Employees

Prohibited financial interests under this law include companies that are involved in developing, producing, preparing, or loading coal or reclaiming the areas upon which such activities occur.

30 U.S.C. § 1267(g) applies a similar prohibition to employees of state regulatory authorities performing any function or duty under the Surface Mining Control and Reclamation Act of 1977. (*See also* 30 C.F.R. Part 705)

5 C.F.R. § 3501.103(c)

All DOI Employees

This regulation prohibits, with limited exceptions, all DOI employees, their spouses, and their minor children from acquiring or retaining any claim, permit, leases, small tract entries, or other rights that are granted by the Department in Federal lands. This prohibition does not restrict the recreational or other personal or noncommercial use of Federal lands by an employee, or the employee's spouse or minor child, on the same terms available to the general public.

Seeking Employment

- ***Seeking employment means:***
 - Making an unsolicited communication to a person or their intermediary regarding possible employment
 - Includes sending in a resume or other employment proposal
 - Doesn't include requesting a job application

Seeking Employment

Making any response, other than an unconditional rejection, to anyone who, unsolicited, contacts you about employment

- A response deferring discussions for the foreseeable future is not an unconditional rejection

Seeking Employment

Negotiating for employment, which means any discussion or communication mutually conducted with a view toward reaching an employment agreement (i.e., it's not just one-sided anymore)

- Not limited to discussions of specific terms and conditions regarding a specific position
- This is where the criminal penalties may begin!

Seeking Employment

You are no longer seeking employment when:

Either side rejects the possibility of employment and employment discussions have ceased OR two months have passed since you sent in an unsolicited resume or employment proposal, so long as you've received no indication of interest in employment from the prospective employer

Seeking Employment

So, what do you do if you want to seek employment with someone whose interests you would affect?

- Disqualify yourself from any official action that would affect them!
- Notify supervisor, peers, subordinates, and servicing ethics counselor

Seeking Employment

Procurement Integrity Act Reporting Requirement

- If you are involved in a procurement greater than \$100K, and you are contacted by a bidder or offeror in that procurement regarding potential employment, you must notify your supervisor and servicing ethics counselor of the contact
- Disqualify yourself if you want to seek employment with them

Seeking Employment

What if a prospective employer wants to take you to dinner or pay your transportation expenses to attend an interview?

- You may accept if engaged in bona fide employment negotiations and the prospective employer customarily pays such expenses
- Remember to disqualify if necessary

Post-Government Employment

Two statutes can restrict your post-Government employment

18 USC 207 - Doesn't prevent you from working for any particular employer but may restrict what you can do for them

Procurement Integrity Act - May prohibit your employment with a particular employer for up to a year

Post-Government Employment

Lifetime Ban - It's illegal to:

- Represent another
- To a Federal department, agency, or court
- With the intent to influence
- On a specific party matter
- That you participated in personally and substantially while in Government service
- For the lifetime of that matter

Post-Government Employment

- May represent yourself
 - Sole proprietorship/independent contractor vs. corporation
- Applies to any Federal department, agency, or court—not limited to DOI
- Intent to influence required for violation
 - May request or provide factual information
 - Mere appearance may violate the law

Post-Government Employment

- Same specific party matter required
 - But there could be different parties involved
- Personally acted or directed the actions of another
- Involvement must have been significant to the matter
- Lifetime of the matter – not yours!
- May work behind the scenes

Post-Government Employment

- **2-Year Ban - It's illegal to:**
 - Represent another
 - To a Federal department, agency, or court
 - With the intent to influence
 - On a specific party matter
 - That was under your official responsibility during your last year of Government service
 - For 2 years after you've left the Government

Post-Government Employment

- Applies to supervisors and managers
- Any matters their subordinates (not just immediate subordinates) participated in or were assigned to participate in
- Disqualification from the matter while in Government service does not avoid the restriction
- Behind-the-scenes assistance permissible

Post-Government Employment

- **Trade or Treaty Negotiations**
 - For 1 year after leaving Government service, you may not aid or advise anyone (other than the U.S.) concerning any ongoing trade or treaty negotiation in which you participated personally and substantially during your last year of Government service
 - Prohibits behind-the-scenes assistance

Post-Government Employment

- Former Senior Employees
 - Executive Schedule and other employees paid equal to or greater than 86.5% of Level II of the Executive Schedule (\$153,105.00 for CY 2009)
 - 1-year ban on communicating with former agency
 - No communication to or appearance before
 - Any department or agency in which served during last year prior to termination from senior service
 - With intent to influence
 - For 1 year after leaving senior position

Post-Government Employment

- What constitutes a senior employee's "agency" for this 1-year cooling-off period may vary, depending on the senior employee's position within DOI
 - Talk to your servicing ethics counselor

Post-Government Employment

- **Former Very Senior Employees**
 - Level I of the Executive Schedule
 - For 2 years after service in a very senior position, you may not communicate to or appear before, with the intent to influence:
 - Any Executive Schedule employee OR
 - Any employee of a department or agency in which you served during your last year of Government service

Post-Government Employment

- **Former Senior and Very Senior Employees**
 - For 1 year after senior or very senior service terminates, you may not represent a foreign government or foreign political party before any officer or employee of any agency or department of the U.S., or aid or advise such entity with the intent to influence a decision of such officer or employee.
 - Prohibits behind-the-scenes assistance

Post-Government Employment

- Limited exceptions apply to the various restrictions of 18 USC 207
- Contact your servicing ethics counselor for more detailed advice

Post-Government Employment

Procurement Integrity Act

If you serve in one of seven specified positions (*procuring contracting officer, program manager, source selection authority, etc.*) or make one of seven specified types of decisions (*award a contract, establish overhead rates, approve issuance of payments, etc.*), on a contract over 10 million, you may not accept compensation from the contractor for one year after serving in that position or making that decision.

Department of the Interior Ethics Program

The Department of the Interior (DOI) ethics program is administered by the Departmental Ethics Office and managed by the Designated Agency Ethics Official, the principal ethics official for DOI. Working with the assistance of a network of bureau and DOI ethics personnel, the Departmental Ethics Office implements the statutory and regulatory ethics requirements of the Federal Government and the Department of the Interior.

Department of the Interior Ethics Program

If you have an ethics question, you should contact an appropriately designated ethics counselor before taking action, provide him or her with all the relevant facts, and receive advice as to the course of action to take. Administrative action will not be taken against you if you act in accordance with advice provided by a DOI or bureau ethics counselor.

Contact information for Departmental Ethics Office personnel and Bureau Ethics Counselors

Departmental Ethics Office

1849 C Street, NW, MS 4251

Washington, DC 20240

202-208-7960 Fax: 202-208-5515

www.doi.gov/ethics

Bureau of Indian Affairs (BIA)

316 North 26th Street

Billings, MT 59101

Tel: 406-247-7956

Fax: 406-247-7902

Contact information for Departmental Ethics Office personnel and Bureau Ethics Counselors

Bureau of Reclamation (BOR)

P.O Box 25007

Human Resources Mail Code 84-25500

Denver Federal Center, Building 67

Denver, CO 80225-0007

Tel: 303-445-2678

Fax: 303-445-6349

Minerals Management Service (MMS)

381 Elden Street, Mail Stop 2400

Herndon, VA 20170-4817

Tel: 703-787-1417

Fax: 703-787-1046

Intranet website: <http://pipeline.mms.gov/>

Contact information for Departmental Ethics Office personnel and Bureau Ethics Counselors

National Park Service (NPS)

1201 Eye St., NW, Rm. 1245, MS 2653

Washington, DC 20005

Tel: (202) 354-1981

Fax (202) 371-5659

<http://www.inside.nps.gov/waso/custommenu.cfm?lv=3&prg=37&id=7550>

Office of the Inspector General (OIG)

12030 Sunrise Valley Drive

Suite 350

Reston, VA 20191

Tel: 703-487-5437

Fax: 703-487-5406

www.doioig.gov

Contact information for Departmental Ethics Office personnel and Bureau Ethics Counselors

Office of Surface Mining Reclamation and Enforcement (OSMRE)

Chief, Employee Development

ATTN: OSM-HR, Room 340

1951 Constitution Ave, NW

Washington, DC 20240

Tel: 202-208-2762

Fax: 202-219-3283

<http://www.osmre.gov>

U.S. Fish and Wildlife Service (USFWS)

4501 N. Fairfax Drive, MS 2000

Arlington, VA 22203

Tel: 703-358-1743

Fax: 703-358-2525

Contact information for Departmental Ethics Office personnel and Bureau Ethics Counselors

U.S. Geological Survey (USGS)

12201 Sunrise Valley Drive, MS 603

Reston, VA 20192

Tel: 703-648-7474, 7422, and 7439

Fax: 703-648-4132

E-mail: EthicsOffice@usgs.gov

<http://internal.usgs.gov/ops/hro/ethics/index.html>

Bureau of Land Management (BLM)

1849 C Street, N.W. Room 5633, MS 5613

Washington, D.C. 20240-0001

202-208-4695

Fax: 202-208-6687

<http://web.blm.gov/internal/wo-700/wo710/ethicsContacts.html>

DOI Learn Registered Participants

To receive credit for viewing this Ethics satellite broadcast you must return to DOI Learn to complete the survey. This will ensure that it will be on your official transcript.

The DOI Learn website address is
<https://doilearn.doi.gov>