



FEDERAL BUREAU OF INVESTIGATION



**FBI Police Uniforms
For The
Security Division
Security Operations Section
FBI Police Unit**



**Statement of Work (Rev. 1)
FBI Police Uniforms
January 2020**



FEDERAL BUREAU OF INVESTIGATION



STATEMENT OF WORK

1 INTRODUCTION

This Statement of Work by the Federal Bureau of Investigation (FBI), Security Division (SecD), Security Operations Section, FBI Police Unit (FPU), Washington, D.C establishes tasks, deliverables, and performance conditions required under this Delivery Order. This is a non-personal service contract that leverages the existing contractor's knowledge of the FBI's police uniform program.

1.0 BACKGROUND

The priorities of the FBI are to protect the United States from terrorist attack, against foreign intelligence operations and espionage, cyber-based attacks and high-technology crimes, combat public corruption at all levels, protect civil rights, combat transnational/national criminal organizations and enterprises, combat major white-collar crime, significant violent crime, support federal, state, local and international partners, and to upgrade technology to successfully perform the FBI's mission.

FBI Police Officers play a key role in keeping FBI personnel and surrounding areas secure. They provide service to those in their duty stations and travel, if necessary, to aid in times of crisis. FBI Police Officers are responsible for addressing challenges such as providing public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, promoting good community relations, monitoring, reporting and investigating suspicious persons and situations, safety hazards and unusual or illegal activity, checking for proper identification of pedestrian and vehicular traffic prior to admittance to secure space to name a few. Police officers must maintain a clean, immaculate and professional appearance at all times.

2 OBJECTIVE

The objectives of this statement of work is to obtain specific police uniforms and services to enable the SecD personnel to maintain a uniform and professional appearance at all times which will allow the SecD to meet its mission requirements.

3 SCOPE

Under this is a contract, the contractor shall furnish the FBI Police Officer uniforms for pick up when requested by the Contracting Officer or the individual listed in section 6 "Purchase Authority". The period of performance shall be 12 month ordering period starting when a fully executed contract is completed, with 48 possible exercisable months.

NOTE: The Government reserves the rights to make multiple awards based on received responses. The selected contractor(s) shall provide all resources necessary to perform the specific requirements as defined in Task Orders.

4 TASK ORDER REQUIREMENTS/SPECIFICATIONS

The FBI Police has two methods of attaining uniforms; (4.1) New Hires (in person uniform fitting) and (4.2) Uniform Allotment (secure on-line ordering system). Both methods are necessary to ensure officers maintain continuity and a consistent appearance that will reflect a positive image of the FBI and FBI Police.

4.1 New Hires

This task shall require the contractor's physical address to be within a fifty (50) mile radius of FBI HQ, 935 Pennsylvania Avenue, N.W., Washington, DC 20535. The FBI Police will transport between one (1) and twenty (20) officers to the contractor's location for the fitting/tailoring process of new uniforms. The contractor shall be flexible and able to provide a tailor on the day specified by the Ordering Official. The tailor will measure all new officers for a full uniform to be ordered and received on the date specified by the Ordering Official. To facilitate the tailoring process, the contractor shall provide a full set of uniform items, except for pins and patches, listed on the attached FBI Police Uniforms spreadsheet. The contractor shall provide onsite, an enclosed or private fitting/changing room.

4.2 Uniform Allotment

This contract will require a secure online custom ordering system that is capable of the following features:

- Only display contracted items in the ordering menu
- Display clear and accurate pictures of each item – including correct shoulder patch, rank patch and name strip/tag placement, etc.
- Must have allotment management and updated balances, as items are added to the cart and ultimately ordered
- Must have bulk order management and capability
- Online ordering and approval process
- Must store order history and tracking for the life of the contract, both at the individual level and the contract level
- Select administrators who can add/update/remove users, edit profiles, update allotments, etc.
- Only allow authorized FBI personnel access to ordering site (either through IP recognition or username and password)
- Capability to notify select approving official(s) via email of pending order approvals

The contractor shall meet all pick up requirements and time windows as defined by the FBI's schedule. The contractor shall prepare orders for pick up by separating each officer's order by officer's name and name of duty station to which they are assigned. The contractor shall also have the ability to alter the clothing items as ordered by the FBI (i.e. pant length). In addition, **the contractor shall have the ability to produce/reproduce an exact match of all patches and insignia and maintain sufficient stock levels, for the duration of the contract.** FBI Police shoulder patches, corporal and sergeant stripes, years of service patches, cloth badge patches and FLEX badges are to be sewn on the specific shirts and coats as specified by the FPU. It is the contractor's responsibility to facilitate to meet these requirements. Disposition of excess patches and insignia will be discussed and decided by the FBI and contract awardee.

The contractor shall have the ability to provide a report that can be filtered and sorted by item, date of order and delivery, name of officer, duty station, cost etc. This report should also include any further information that can help separate specific orders and show trends in ordering. This report would either be accessible to the FBI to run at their discretion or delivered as requested preferably in Microsoft Excel format. This report will be reviewed and approved upon contract award.

A Packing Slip shall accompany each pick up which shall contain the following information:

- Delivery Number and Invoice
- Invoice Number and Invoice Date
- Pick up date and item numbers
- Officer's name and duty station
- Unit price of each item, item number, description and quantity
- Total cost for each item(s)
- Purchase order (PO) number
- Vendor name, address, phone number
- Point of contact to include name, telephone number and email address

The contractor shall provide instructions as to how any returns/exchanges shall be handled due to receiving the incorrect item or an officer ordering the incorrect size. In addition, the contractor is responsible to provide pricing for nonstandard sizes such as 3XL, 4XL etc. The pricing matrix may be altered to allow for different pricing among sizes but may not submit a different/substitute item than what is listed.

The contractor **shall obtain FBI written approval prior to implementing any changes in item materials**. This requirement applies to design, manufacturing, timing, etc.

The contractor shall create and maintain an open issue tracking document that shall be updated and provided to the FBI on a monthly basis or as necessary.

If there are additional cost estimates, these costs shall be submitted to the FBI for consideration prior to a FBI Police Officer picking up orders. The cost shall be submitted as a separate quotation document and fully disclose a reasonable and justifiable cost breakdown. Additional cost elements that may be considered are:

- Packaging
- Special Handling
- Transportation

When issues arise that may jeopardize program timing, quality, cost, or delivery, it is the responsibility of the contractor to notify the FBI Program Manager in writing immediately.

The contractor shall communicate with the FBI about and obtain pre-approval for any changes in listed items in the attached FBI Police Uniforms spreadsheet. All issues regarding changes shall be directed to FBI Contracting Officer (CO) and Contracting Officer Representative (COR) as soon as they arise.

The contractor shall be responsible for meeting all delivery requirements (within 30 days or less), and shall be responsible for providing the FBI with timelines for each order received.

The contractor shall be responsive to the FBI's requests in order to allow the FBI to meet company and customer objectives. The contractor shall provide the FBI with a 24 hours/7 days a week emergency phone number.

5 TASK ORDER MANAGEMENT

Delivery orders issued against the contract must result in the requested deliverables, outlined in each delivery order. The FBI Police Uniforms spreadsheet is representative of the deliverables that must be delivered and/or produced under the resulting contract.

5.1 MONTHLY PROGRESS REPORTS

The contractor shall submit a Monthly Status Report (MSR) to the Government that summarizes the state of the contract during that month. The report will be unclassified and e-mail submission, to Corporal Veda Y. Clark (vyclark@fbi.gov) is encouraged. The following information will be provided at a minimum:

- Funding and spending summary
- Significant issues such as backorders, discontinued items, and unpaid invoices

6 PURCHASE AUTHORITY

Only the individual listed below may place orders against the contract for the designated office that their name is listed under. Individuals with purchase authority may be changed at the discretion of the FBI, with a modification from the Contracting Officer.

FBIHQ / QUANTICO / NEW YORK FIELD OFFICE / CJIS

Corporal Veda Y. Clark
935 Pennsylvania Avenue N.W.
Washington, DC 20535
Room M 281
202-324-8877
vyclark@fbi.gov

7 PERIOD OF PERFORMANCE

The period of performance for this contract will be a 60 month ordering period starting from the date of award:

| PERIOD | BEGIN | END |
|---------------|-----------------------|----------------------------|
| Base Year | Date of Award | 12 months after Date award |
| Option Year 1 | 12 months after award | 24 months after award |
| Option Year 2 | 24 months after award | 36 months after award |
| Option Year 3 | 36 months after award | 48 months after award |
| Option Year 4 | 48 months after award | 60 months after award |

All Out Years (OYs) are exercised at the discretion of the Government and must be awarded by an official modification.

8 TRAVEL AND OTHER DIRECT COSTS (ODC'S)

No specific requirements exist under this contract.

9 INVOICES

An original invoice shall be submitted to the COR with a copy to the CO designated in this contract. A proper invoice shall include the information required by (**FAR Clause 52.232.24 – PROMPT PAYMENT FEB 2002**) upon COR certification of receipt of services to include the following:

- Name and address of contractor
- Invoice date
- FBI delivery order number or other authorization for delivery of goods or services such as a purchase order number or other identifying number
- Vendor invoice number, account number, and/or any other identifying number agreed to by contract
- Description (for example, include contract line, sub-line number, price, and quantity of goods and services rendered)
- Shipping and payment terms established by contract, purchase order or agreement
- Taxpayer Identifying Number (TIN)
- Banking information sufficient to facilities and Electronic Funds Transfer (EFT) payment, including the nine digit bank routing transit number, depositor account number, depositor account title, account type checking/savings or lockbox)
- Name of the FBI Officer requesting the associated goods or services (on each invoice)
- Name, title, phone number and mailing address of person to be notified in the event of defective invoice

It shall be the contractor's responsibility to include the above information on each and every invoice when invoicing for full or partial services performed. If an invoice does not contain the above information, the FBI reserves the right to reject the invoice(s) as IMPROPER and notify the vendor within seven (7) days after receipt of the invoice at the designated billing office.

Resubmission of a PROPER invoice(s) will be required. Payment will be made by the FBI's Commercial Payment Unit in accordance with the Prompt Payment Act upon the COR of his/her designees' certification of receipt of services and the CO's final authorization for payment.

All invoices shall be submitted **monthly** via email to central_invoices@fbi.gov.

10 GOVERNMENT REPRESENTATIVES

10.1 CONTRACTING OFFICER REPRESENTATIVE (COR)

The COR will be identified via letter of COR delegation authority issued by the CO. The COR is responsible, as applicable, for: receiving all deliverables; inspecting and accepting the supplies or services provided hereunder in accordance with the terms and conditions of this contract; providing direction to the Contractor which clarifies the BPA effort, filling in details or otherwise furnishing information necessary to accomplish the SOW; evaluating performance; and certifying all invoices/vouchers for acceptance of the supplies or services furnished for payment.

The COR does not have the authority to alter or modify the Contractor's obligations, BPA terms, conditions, specifications, or cost. If as a result of technical discussions, it is in the Government's best interest to alter / change contractual obligations or the SOW, the CO will issue such changes.

10.2 CONTRACTING OFFICER (CO)

The CO is the appointed authority to bind the Government to the extent of the authority delegated. Direction that will modify the scope, schedule, terms and conditions, funding, or any other action that may modify the agreement as originally entered into with the Government must be provided by the CO.

This contract will be administered by (TBD):

Name:

Title:

Unit:

Address:

Phone:

Email:

11 Travel

No specific requirements exist under this contract.

12 Applicable documents

- **Attachment 1 – FBI Police Uniforms**
- **Attachment 2 – Ethics Standards Factsheet**

ATTACHMENT 1 - FBI POLICE UNIFORMS

| NO. | FOOTWEAR | COLOR | MFG PN | UNIT PRICE |
|------------|-----------------------------------------------------------------------------------------------------|---------------------|---------------|-------------------|
| 1 | Bates - Men's 8 side zip boot | Black | E02348 | |
| 2 | Bates - Women's Delta 8 side zip boot | Black | E02748 | |
| 3 | Bates - Men's Delta-6 side zip boot | Black | E02346 | |
| 4 | Bates - Men's Lites leather oxford | Black | E00932 | |
| 5 | Bates - Men's Lites high gloss oxford | High Gloss | E00942 | |
| 6 | Bates - Women's Lites high gloss oxford | High Gloss | E00731 | |
| 7 | Danner - Mens's Acadia 8", 400 gram boot | Black | 22600 | |
| 8 | HAIX - Black Eagle athletic 2.0 T high boot | Black | 330004 | |
| 9 | HAIX - Black Eagle athletic 2.1 T low boot | Black | 330016 | |
| 10 | HAIX - Black Eagle tactical 2.0 GTX low boot | Black | 340001 | |
| NO. | UNDERGARMENTS | COLOR | MFG PN | UNIT PRICE |
| 1 | Under Armour - Women's Heatgear short sleeve T-shirt, compression fit | Black - 001 | 1328964 | |
| 2 | Under Armour - Men's Heatgear short sleeve T-shirt, compression fit | Black - 001 | 1216007 | |
| 3 | Under Armour - Men's Coldgear Infrared long sleeve crew, fitted | Black - 001 | 1332491 | |
| 4 | Under Armour - Men's Coldgear leggings, fitted | Black - 001 | 1320812 | |
| 5 | Under Armour - Women's Coldgear Infrared tactical leggings | Black - 001 | 1343325 | |
| 6 | Under Armour - Women's Coldgear fitted long sleeve crew | Black - 001 | 1353351 | |
| 7 | 5.11 Tactical - Utili-T crew neck T-shirt (3 Pack) | Black - 019 | 40016 | |
| 8 | 5.11 Tactical - Men's Undergear, short sleeve T-shirt, loose fit | Black - 019 | 40007 | |
| 9 | 5.11 Tactical - Men's Undergear, short sleeve T-shirt, compression fit | Black - 019 | 40005 | |
| 10 | Blauer - Turtleneck, long sleeve with FBI Police in gold letters sewn on neck | Dark Navy | 8100X | |
| 11 | Blauer - Turtleneck dickey with FBI Police in gold letters | Dark Navy | 8109X | |
| 12 | Mocean - Padded chamois brief with fly - men's | Black | 1551 | |
| 13 | Mocean - Padded chamois brief women's | Black | 1550 | |
| NO. | SHIRTS | COLOR | MFG PN | UNIT PRICE |
| 1 | Fecheimer/Flying Cross - Men's long sleeve shirt, 75% polyester 25% wool | LAPD Navy | 07W84 | |
| 2 | Fecheimer/Flying Cross - Women's long sleeve shirt, 75% polyester 25% wool | LAPD Navy | 107W84 | |
| 3 | Fecheimer/Flying Cross - Men's short sleeve shirt, 75% polyester 25% wool | LAPD Navy | 57R84 | |
| 4 | Fecheimer/Flying Cross - Women's short sleeve shirt, 75% polyester 25% wool | LAPD Navy | 157R84 | |
| 5 | 5.11 Tactical - Men's Taclite TDU short sleeve shirt, ripstop fabric | Dark Navy (724) | 71339 | |
| 6 | 5.11 Tactical - Men's Tactical TDU long sleeve shirt | Dark Navy (724) | 72054 | |
| 7 | 5.11 Tactical - Women's Taclite PDU class B short sleeve shirt | Midnight Navy (750) | 61168 | |
| 8 | 5.11 Tactical - Women's Taclite PDU class B long sleeve shirt | Midnight Navy (750) | 62366 | |
| 9 | 5.11 Tactical - Performance Polo shirt, short sleeve (Firearm Instructor) | Black (019) | 41060 | |
| 10 | 5.11 Tactical - Tactical Performance Polo shirt (Firearm Instructor) | Black (019) | 42056 | |
| 11 | Mocean - long sleeve polo shirt with 1/2" reflective strip on sleeve and reflective POLICE on back | Navy/Black | 354 | |
| 12 | Mocean - short sleeve polo shirt with 1/2" reflective strip on sleeve and reflective POLICE on back | Navy/Black | 355 | |
| 13 | Blauer - Fleece lined v neck sweater | Dark Navy | 225 | |
| 14 | Elbeco - Paragon Plus Poplin long sleeve shirt (Women's) | White | P801 | |
| 15 | Elbeco - Paragon Plus Poplin long sleeve shirt (Men's) | White | P877 | |
| NO. | PANTS | COLOR | MFG PN | UNIT PRICE |
| 1 | 5.11 Tactical - Men's tactical pant, cotton | Khaki (055) | 74251 | |
| 2 | 5.11 Tactical - Men's TDU pant, polyester/cotton | Dark Navy (724) | 74003 | |
| 3 | 5.11 Tactical - Women's TDU pant, polyester/cotton | Dark Navy (724) | 64359 | |
| 4 | Fecheimer/Flying Cross - Women's Justice pant with freedom flex waist band | LAPD Navy | 47289W | |
| 5 | Fecheimer/Flying Cross - Women's serge weave wool blend pant | Navy | 47290 | |
| 6 | Fecheimer/Flying Cross - Men's polyester wool trousers with flex waist band | Navy | 47280 | |
| 7 | Fecheimer/Flying Cross - Men's Justice pant with route book pocket | LAPD Navy | 47780 | |
| 8 | United Uniform - Ultraflex zip off bike patrol pant | Black | 12037 | |

ATTACHMENT 1 - FBI POLICE UNIFORMS

| NO. | HEADWEAR | COLOR | MFG PN | UNIT PRICE |
|------------|-------------------------------------------------------------------------------------------------------------|--------------------------|---------------|-------------------|
| 1 | Keystone Uniform Cap - LAPD style | Navy | R10 | |
| 2 | Keystone Uniform Cap - LAPD style, Lieutenant with gold braid and band | Navy | R13 | |
| 3 | Keystone Uniform Cap - LAPD style, Captain with gold braid, strap, button and scrambled eggs | Navy | R13 | |
| 4 | 5.11 Tactical - Adjustable uniform hat, one size, w/ FBI Police cloth badge sewn on front | Dark Navy | 89260 | |
| 5 | Blauer - Lined Watch cap with windstopper, universal size, w/ FBI Police embroidered on front, gold letters | Dark Navy | 125XCR | |
| 6 | Blauer - Watch cap, fleece, universal size w/ FBI Police embroidered on front, gold letters | Dark Navy | 125 | |
| 7 | Blauer - Reversible hat cover | Yellow/Black | 107 | |
| 8 | Flexfit - Wooly combed twill cap | Dark Navy | 6277 | |
| 9 | Rothco - Polar fleece balaclava | Black | 5580 | |
| NO. | PINS | COLOR | MFG PN | UNIT PRICE |
| 1 | VH Blackinton - FBI collar pins, push style clutch back, 1/2", 3 cut out letters | Gold Plate | CB311 5 CP 3 | |
| 2 | VH Blackinton - Serving since bar, clutch back | Gold Plate | J6 | |
| 3 | VH Blackinton - Name plate, push style clutch back, 1 line, 2 1/2"x5/8" | Gold Plate | J3 | |
| 4 | VH Blackinton - Smooth Captain collar Bars | Gold Plate | A1140 | |
| 5 | VH Blackinton - Small Smooth Captain epaulet Bars | Gold Plate | A1975 | |
| 6 | VH Blackinton - Smooth Lieutenant collar Bar | Gold Plate | A1141 | |
| 7 | VH Blackinton - Small Smooth Lieutenant epaulet Bar | Gold Plate | A1973 | |
| 8 | VH Blackinton - Embossed Major collar Leaf pins | Gold Plate | A1143 | |
| 9 | VH Blackinton - Embossed Major epaulet Leaf pins | Gold Plate | A1984 | |
| NO. | PATCHES | COLOR | MFG PN | UNIT PRICE |
| 1 | Fababric Patches - FBI Police shoulder patch | Black w/ Gold Letters | | |
| 2 | Fababric Patches - FBI Police K9 shoulder patch | Black w/ Gold Letters | | |
| 3 | Fababric Patches - FBI Police cloth badge patch | Black w/ Gold Letters | | |
| 4 | Fababric Patches - FBI Police K9 cloth badge patch | Black w/ Gold Letters | | |
| 5 | Fababric Patches - FBI Police BIKE TEAM cloth badge patch | Black w/ Gold Letters | | |
| 6 | Fababric Patches - Sergeant Chevron | Black w/ Gold Letters | | |
| 7 | Fababric Patches - Corporal Chevron | Black w/ Gold Letters | | |
| 8 | Fababric Patches - Private First Class Chevron | Black w/ Gold Letters | | |
| 9 | Fababric Patches - Name tape | Black w/ Gold Letters | | |
| 10 | Fababric Patches - Years of service (1 stripe = 2 years, 1 star = 10 years) | Black w/ Gold Letters | | |
| NO. | OUTERWEAR | COLOR | MFG PN | UNIT PRICE |
| 1 | United Uniforms - Bike jacket, water proof, zip off sleeves, reflective POLICE on back | Navy | 9540 SM | |
| 2 | Blauer - TAC shell jacket | Dark Navy | 9820 | |
| 3 | Blauer - Soft shell fleece jacket | Dark Navy | 4660 | |
| 4 | Blauer - B-Dry reversible rain jacket | Hi-vis/yellow with black | 233R | |
| 5 | 5.11 Tactical - Patrol rain pant | Black | 48057 | |
| 6 | Fecheimier/Flying Cross - Men's Legend poly/wool single breasted dress coat | LAPD Navy | F1 34891 | |
| NO. | ACCESSORIES | COLOR | MFG PN | UNIT PRICE |
| 1 | Kimberly Clark - Nemesis Polarized Shooting Glasses | Smoke Gray | 28635 | |
| 2 | Hatch - Specialist neoprene shooting gloves | Black | NS430 | |
| 3 | Perfect Fit - ArmorFlex neoprene duty gloves with 3M insulate | Black | PFU-3 | |
| 4 | Damascus - half finger bike patrol gloves | Black | DC290 | |
| 5 | Gloves for professionals - Men's leather glove with thinsulate | Black | 7314 | |
| 6 | 5.11 Tactical - leather casual belt | Black | 59501 | |
| 7 | Gall's - Tie, clip on 20" long with button holes | Black | UA494 | |
| 8 | Hamburger Woolen - Plain tie clip | Gold | TC-5 | |

ATTACHMENT 2

CONTRACTOR & FBI EMPLOYEES...ETHICS STANDARDS FACTSHEET

| PURPOSE: To provide a General Statement of Ethics Rules and Considerations Contract Employees Should be Aware of in Dealing with FBI Personnel and the Public | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Gifts | <ul style="list-style-type: none"> • Generally, FBI employees <u>may not</u> accept gifts from contractors of cash or over \$20. • Contract employees <u>may not</u> take up an office collection, or provide more than \$20 toward an authorized collection for an FBI employee. • FBI employees may never solicit any gift from contract employees. • Contractors may provide funds, equivalent to FBI employees, for food shared in an office. |
| Offenses | <ul style="list-style-type: none"> • FBI and contract employees are accountable under Bribery and Procurement Integrity laws. • FBI employees are bound to report actual/apparent conflicts of interest and other misconduct. • Contract employees may be contractually bound to report conflicts or other misconduct. • FBI and Contract employees generally <u>may not</u> disclose FBI Information, including classified, Privacy Act protected, law enforcement sensitive or procurement information to those outside the FBI without FBI permission. Criminal and civil fines may apply to violations. |
| Government Property | <ul style="list-style-type: none"> • FBI employees may use Government property for their personal use under <u>very</u> limited circumstances. This authorization does <u>not</u> apply to contractors unless authorized by contract. • Contract employees are <u>not</u> authorized to use an FBI gym and similar services. • Contractors may be authorized to travel in Government vehicles (like shuttles, or approved travel in BUCARs and other Government conveyances). See your COTAR. • FBI employees may be authorized by their supervisor to travel in contractor vehicles under certain circumstances. Other travel provided by a contractor may be a prohibited gift. |
| Misuse of Position | <ul style="list-style-type: none"> • FBI employees may only work for an FBI contractor after receiving written FBI approval. • FBI employees <u>may not</u> use their position to influence a contract employee to give them, or their family, friends and groups they are associated with, <u>any</u> benefit. • Contract employees may not receive preferential treatment from the FBI in investigations, hiring or any other official matters. • Contractor employees who become FBI employees may be restricted in working on matters they were previously involved in for their private company. |
| Office Rules & Behavior | <ul style="list-style-type: none"> • Contract employees may be prevented from displaying political stickers, buttons and such election items in the Federal workplace, like their FBI employee counterparts. • Contract employees are generally ineligible for Government performance awards. • Although contractors are not subject to most Government ethics rules, acts committed by contractors that would be an ethical violation for Government employees may subject them to contract action (e.g., contractors should not: create the impression they are FBI employees for their own benefit, make false statements or participate in Government matters they have a financial interest in, without disclosing that interest). • FBI employees generally <u>may not</u> authorize a contract employee to attend social events on Govt time (e.g., office parties, open houses, family or sports day events, training and receptions). • Contract employees may not engage in fundraising efforts in the office. |
| ?? | <ul style="list-style-type: none"> • Contract employees should seek ethics advice from their company representative. • FBI employees should seek ethics advice from their designated Divisional ethics counselor (in HQ), from their Chief Division Counsel (Field Offices) or the OGC-General Law Unit. |

Prepared by the FBI Ethics Program, Office of Integrity and Compliance, POC Mike Waters 202-324-0959 (2-25-09)

My signature on this document indicates that I have read, fully understand and will comply with the ethics standards contained on this factsheet. Name: _____

Date: _____

Signature: _____