

## Department of Labor

2903.602

potential competitive sources (see FAR 7.1 and FAR 10).

### **2903.104-7 Violations or possible violations of standards of conduct.**

(a) The Senior Procurement Executive is the individual designated to receive the contracting officer's report of violations.

(b) The HCA or designee must refer all information describing an actual or possible violation to the Associate Solicitor for Legislation and Legal Counsel, the Senior Procurement Executive, and Inspector General staff.

### **Subpart 2903.2—Contractor Gratuities to Government Personnel**

#### **2903.203 Reporting suspected violations of the Gratuities clause.**

Contractor gratuities offered to Government personnel are subject to the restriction under the Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR part 2635.

#### **2903.204 Treatment of violations.**

Any suspected violations of FAR subpart 3.2 and the clause at FAR 52.203-3, Gratuities, must be reported to the Office of the Inspector General. The authority to determine whether a violation of the Gratuities clause by the contractor, its agent, or another representative, has occurred and the appropriate remedies are delegated to the HCA.

### **Subpart 2903.6—Contracts With Government Employees or Organizations Owned or Controlled by Them**

#### **2903.601 Policy.**

In addition to restrictions placed on current Federal government employees, 18 U.S.C. 207 places some restrictions on contracting with former officers, employees, and elected officials of the executive and legislative branches. Under these prohibitions, contracts with former employees are prohibited for a period of one year from the date of severance of duties, unless an exception is granted as set forth in 2903.602.

#### **2903.602 Exceptions.**

(a) In accordance with FAR 3.602, only when there is a most compelling reason to do so, is the Assistant Secretary for Administration and Management authorized to except a contract from the policy in FAR 3.601, after the Procurement Review Board and the agency ethics official have reviewed and recommended approval of the exception. However, when time does not permit, the Assistant Secretary for Administration and Management may unilaterally approve an exception. The exception and information supporting the exception must be provided to the contracting officer for their official records.

(b) When an exception under this subpart is requested, it is submitted through the director of the cognizant program office to the HCA. In the procurement request, the director must describe the basis for the exception from the restrictions of FAR 3.601.

(c) Except as allowed in paragraph (a) of this section, the Department of Labor may enter into a negotiated contract or an amendment to an existing contract with former employees of DOL within one year of separation (or with firms in which former employees are known to have a substantial interest) only after review and recommendation for approval by the agency ethics official, the Procurement Review Board, and written approval by the Assistant Secretary for Administration and Management.

(d) Approval of a decision to grant an exception as provided in this section must be documented by a written findings and determination prepared by the requesting official for signature by the Assistant Secretary for Administration and Management. The determination and findings must document compliance with FAR 3.603, FAR 9.5 and DOLAR 2909.5; specify the compelling reason(s) for award; and be placed in the contract files and the files of the Policy Review Board.

**PART 2904—ADMINISTRATIVE MATTERS**

**Subpart 2904.8—Government Contract Files**

**Subpart 2904.8—Government Contract Files**

**2904.800-70 Contents of contract files.**

Sec.

2904.800-70 Contents of contract files.

APPENDIX A TO PART 2904.

AUTHORITY: 5 U.S.C. 301, 40 U.S.C. 486(c).

(a) The reports listed in appendix A to this part are applicable to the Department of Labor.

(b) HCAs must be responsible for establishing standard contract files for their contracting activities. The HCA must provide one or more representative contract files to the Director, Division of Acquisition Management Services, as requested for comment.

APPENDIX A TO PART 2904

Title of report	Reference	Date due	Submitted to
Report of Proposed Federal Construction*.	29 CFR 1.4 .....	Annually; 20-Aug .....	ESA Davis Bacon.
Contractor Report of Government Property*.	FAR Chapter 45; .....	Annually; 31-Oct .....	Business Operations Center.
Major Preference Program Goals and Achievements Report*.	DLMS 2 1000 .....	By the 20th of each month ....	Office of Small Business Programs.
A-76 & FAIR Act Inventory .....	FAIR ACT & OMB MEMO .....	June 30th of each year .....	Office of Competitive Sourcing.
SF 294, Subcontracting Report for Individual Contracts.	FAR Subpart 19.7; .....	Semi-annually; .....	Contracting Officer.
	SF 294 .....	April 30; 30-Oct .....	Office of Small Business Programs.
SF 295, Summary Subcontract Report.	FAR Subpart 19.7; .....	Semi-annually March 30; September 30.	Contracting Officer.
Value Engineering Report* .....	OMB Circular A-131 .....	Annually; 7-Dec .....	Office of Acquisition and Management Support Services.
Report on Federal Support to Universities, Colleges, and Nonprofit Institutions.	Section 3(a)(7) of the National Science Foundation (NSF) Act.	Annually; O/A 15-May .....	Upon request From National Science Foundation.
Procurement Forecast Initial and Update.	Pub. L. 100-656; .....	Sept 15 (Init.) and Apr 15 (Update).	Division of Acquisition Management Services.

For those reports with an (\*), if there was no activity for the period being reported, a negative response for the period must be submitted to the requisitioning office.

[69 FR 22991, Apr. 27, 2004]