

Employment Conflicts Identification Questionnaire

Instructions: Please complete this questionnaire by typing your responses into this document and e-mailing your response to our office at KSC-Ethics-Advisor@mail.nasa.gov. If you prefer, you may print out this form and mail it to our office (CC-A/ATTN: Dawn Feick) with your typed or hand-written responses.

This questionnaire will be used by attorneys in our office to conduct a conflict of interest analysis on your particular situation. We will then use this analysis to provide you with personalized ethics advice and guidance.

If you have any questions regarding this questionnaire, please contact our office via the email address above or by phone at 867-9223.

GENERAL INFORMATION
Name:
Title:
Grade:
Mail Code:
Phone Number:
Supervisor's Name:

FORMER EMPLOYMENT OF NASA EMPLOYEE For new employees only
1. Before NASA for whom did you work? (If self-employed, describe the nature of the business.)
2. Separation Date:
3. In which division and/or unit of this company were you employed?
4. What was your official title?

<p>5. Describe your primary job duties/functions. Attach a position description if available.</p>
<p>6. If your job involved any NASA contracts or NASA-related work, please describe. (If you do not know which NASA contract, describe your NASA-related work). Include a description of any goods or services your former employer provided to NASA contractors and subcontractors.</p>
<p>7. Describe all benefits you will receive as a result of employment or retirement from your former employer (<i>e.g.</i>, salary, bonuses, benefits).</p>
<p>8. Beyond your regular pay did you receive any compensation by your former company? (<i>e.g.</i>, severance payment) Please include the value.</p>
<p>9. Please provide a description of your retirement package with your former employer. The description should include any company securities, whether held in a 401(k) or any other arrangement, and whether the retirement plan is otherwise tied to company profit or performance.</p>

10. Do you own any stock or stock options with your former employer? If so, please describe.

YOUR NASA DUTIES

1. Describe in detail your job duties including major tasks, projects, or assignments. Include an estimate of the percentage of your time spent on particular duties.

2. Describe how your job involves contractors, subcontractors, and other non-NASA entities.

3. If you are involved in the award fee process for any NASA contract, please describe your involvement. Include any opportunity you have for input, regardless of whether your input is solicited formally or informally.

4. If you are involved in the monitoring, evaluating, or reporting of any contractors' day-to-day performance or other activity as part of your official duties, please describe your involvement. Include any observations, evaluations, or reporting you may make to your management or any other organization.

5. Describe any day-to-day interaction you may have with your family member in the performance of your official duties.

Family Member for Whom You are Requesting an Analysis

Name:

Relationship to you:

EMPLOYMENT OF FAMILY MEMBER

1. What company employs your family member? (If self-employed, describe the nature of the business.)
2. In which division and/or unit of this company is your family member is employed?
3. What is your family member's official title?
4. Describe your family member's primary job duties/functions. Attach your family member's position description if available

<p>5. If your family member's job involves any NASA contracts or NASA-related work, please describe. (If you do not know which NASA contract, describe the work your family member does that is related to NASA). Include a description of any goods or services your family member's employment division/unit to NASA contractors and subcontractors.</p>
<p>6. Describe all benefits your family member receives as a result of employment (e.g., salary, bonuses, benefits).</p>
<p>7. Is your family member eligible to receive any compensation or recognition which may be affected by company or unit performance? Please include potential bonuses, awards, or any other thing of value.</p>
<p>8. If your family member has a retirement plan with his or her employer or any firm holding or seeking NASA contracts or subcontracts, please describe. Please note whether the plan is a defined benefit plan or a defined contribution plan. The description should include any company securities, whether held in a 401(k) or any other arrangement, and whether the retirement plan is otherwise tied to company profit or performance.</p>
<p>9. If your family member participates in any profit sharing plan, please describe.</p>
<p>10. Does your family member own or receive any rights in stock or stock options in his or her company? If so, please describe.</p>