



Contractors in the Workplace Overview

Presented to: Concord Crossroads Employees



Last Updated 11 June 2015

Purpose



- To provide guidance regarding appropriate behavior and how C3R contractors must function in the government workplace.
- This guidance shall be followed by all employees that are working on federally sponsored contracts in the course of their daily business, both in written and in oral communications.



Government & contractor relationships



- The importance of understanding the nature of the relationship.
- Contractor personnel must abide by a different set of rules.
- Most problems arise out of the government contractor relationship in the area of personal services versus non-personal services.



Personal services vs. non-personal



Personal services:

- Personal service is categorized by an employer-employee relationship.
- Generally this is considered a direct hire.
- Personal services contracts trigger certain rights and responsibilities.

Non-personal services:

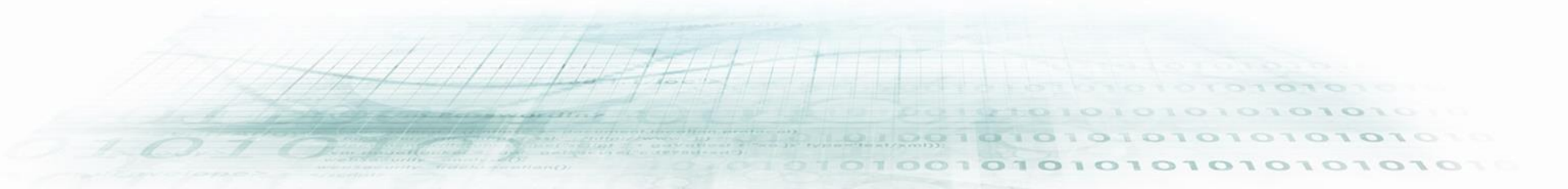
- Personnel providing the services are not subject to the supervision and control usually prevailing in relationships between the government and its employees.
- Contracts for services, specifies details in an SOW or task order and pays for the work products, not individual performance.

Obtaining personal services by contract, rather than by direct hire circumvents the established laws.

C3R policy for government workplace



- C3R employees will not conduct themselves in a manner to be misinterpreted as a government employee.
- C3R employees are not authorized to act on behalf of the government either oral or written.
- C3R employees will identify themselves as C3R employees in all oral and written communications.
- C3R employees will possess and wear an identification badge provided by C3R with name, photo, and company.



C3R contractors in the workplace



What the government says:

Some Do and Don'ts

- Contract employees are not federal employees.
- Identify contractor employees as such with distinctive security badges, by including their company's name in their email address, and otherwise ensuring that our employees and members of the public understand their status.
- Respect the employer-employee relationship between contractors and their employees and do not interfere with it, pressuring the contractor to use “favorite” employees, or insisting on particular personnel actions.
- Avoid incumbent contractor unfair competitive advantage by including its employees in meetings to discuss aspects of the re-competition, or by accidentally allowing the contractor’s employees to overhear or gain access to the planning information.
- Resolve inappropriate appearances created by close relationships between federal and contractor employees.

Example: If a federal employee develops a close personal relationship with the contractor’s site manager, that federal employee probably should not be assigned or continue as the Contracting Officer Representative (COR)

C3R contractors in the workplace



Examples of written and oral communications methods

Written communications:

- A written communication includes any and all memoranda, letter, emails, publications, abstracts, manuscripts, etc.
- The standard “signature block” for written correspondence will be the following:

Name

Title (Position), C3R or Concord Crossroads LLC

Program Name (and/or additional titles)

Address (if applicable)

Telephone Number

Example:

Claude A. Wood

Senior Military Analyst/Program Manager, C3R

Office location

Street address

Military base or city and state

Telephone number

Email address NIPR

Email address SIPR

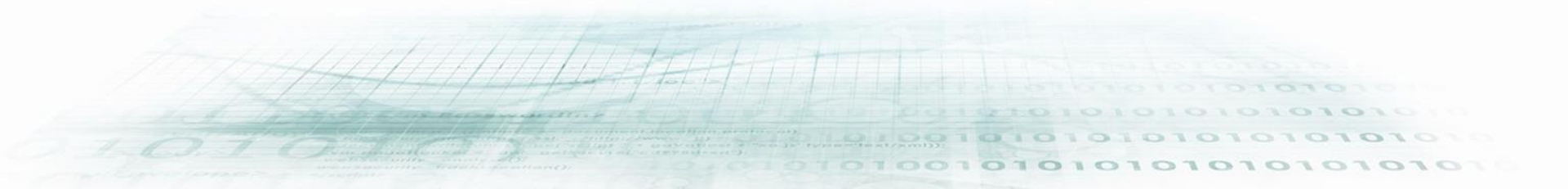
Oral communications

Telephone: when answering the telephone, the C3R employee will utilize one of the following phrases or its substantial equivalent:

- “(Hello) this is ‘Name’ with C3R/Concord Crossroads LLC on the ‘Program Name’ for the “Federal Agency”

Or

- “Hello this is ‘Name’ with C3R/Concord Crossroads LLC , ‘Position Title’ with ‘Program Name’



C3R contractors in the workplace



Conferences, Meeting, etc. introductions: when participating, conducting, or hosting the C3R employee will utilize a phrases or equivalent:

- “I am ‘Name’ with C3R/Concord Crossroads LLC, I serve as the ‘Position Title’ for the ‘Program Name’ or ‘Section/Department’”



Summary

What the government expects:

- Contractor personnel are not government employees.
- Respect the employer-employee relationship between contractors and their employees.
- Identify possible conflicts of interest for contractors personnel.
- Resolve inappropriate relationships between federal employees and contractor employees.
- Ensure contractor personnel are identified in dealings with other employees

C3R contractors in the workplace



Concord Crossroads LLC must comply with federal laws to ensure C3R employees are aware of and comply with the requirements. Our policy provides the actions that will be taken by employees to adequately identify themselves as non-government employees.

