

20 August 2009

## INFORMATION PAPER

**SUBJECT:** Attendance of DA Personnel and Contractor Employees at the Fort Belvoir Garrison Organization Day 2009.

1. **Purpose.** To provide guidance on DA personnel and contractor employees' participation in the Fort Belvoir Garrison Organization Day 2009.

### 2 **Facts.**

a. DA Personnel (including military personnel and federal civilian personnel). Military and civilian personnel attending an Organization Day, determined to be an official function by their supervisor, may be considered on duty if the event is designated as an alternate place of duty.

#### b. Contractor Employees.

(1) Contractor employees are subject to the contract between the government agency and the contractor. The contract clearly defines a contractor employee's scope of employment, to include work product, schedule and compensation. There is no authority in law, regulation, or contract that allows a government employee to change the terms and conditions of a contract so that contractor employees are compensated while not performing work as described in their contract.

(2) Contractor employees may participate in official activities such as organization days if the following conditions are met:

- (a) They are invited by the government and the contracting officer is consulted;
- (b) The contractor supervisor, not the government supervisor, approves; and
- (c) The contractor employees are in a leave or other non-billing status.

(3) Care should be taken not to inadvertently create the appearance of pressure on contractor supervisors to permit contractor employees to participate in official activities. It should be stressed to contractor supervisors that it is their decision whether to permit the contractor employee to attend since they will be in a leave or other non-billing status.

(4) Contractor employees are not eligible to receive trophies or other awards at Organization Day. Government employees may not solicit contractor employees for internal office fundraising for official events such as organization days. However, contractor employees may voluntarily participate in internal office fundraising campaigns (i.e., bake sales, raffles).

Mr. Jason B. Smith/805-5013