

Commanders have an affirmative obligation under the JER § 5-408 to refrain from assigning reservists to perform duties that could enable them to obtain nonpublic information or gain unfair advantage over competitors, or which present an actual or apparent conflict of interest.

1. Commanders (or designees) **must** screen reservists to ensure that no actual or apparent conflict exists between their private interests and their duty assignment.

2. Reservists have an affirmative obligation to disclose material facts in this regard. However, receiving commands cannot assume compliance and must independently screen incoming personnel to avoid conflicts of interest.

3. Screening document should elicit (at minimum) the following information:

a. Civilian employer of the reservist, location, job title, phone number;

b. Duties and responsibilities of the reservist with his/her civilian employer;

c. Government contracts held by the reservists civilian employer, as well as any pending or potential contracts;

d. Reserve assignment and job responsibilities (include office symbol);

e. Whether the reservist is being mobilized or involuntarily ordered to active duty;

f. Whether the reservist will be performing duty relating to contractual actions (and, if so, the nature of the duty); and

g. The reservist's supervisor's name, date and an affirmative (signed) statement that a conflict of interest analysis has been performed.