

T3.1.3 Fundamental Principles

A Fundamental Principles

1 Standards of Conduct for FAA Employees Revised 9/2020

2 Gifts and Bequests Added 1/2022

B Clauses

C Procurement Forms Revised 1/2022

D Procurement Samples Added 1/2022

E Procurement Templates Added 1/2022

F Procurement Tools and Resources Added 1/2022

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### **T3.1.3 Fundamental Principles**

#### **A Fundamental Principles**

##### **1 Standards of Conduct for FAA Employees** Revised 9/2020

- a. Transactions relating to the expenditure of funds require the highest degree of public trust and an impeccable standard of conduct. The general rule is to strictly avoid any conflict of interest or even the appearance of a conflict of interest in FAA-contractor relationships.
- b. The Contracting Officer (CO), other procurement team members from the service organization, and anyone directly involved in conducting a procurement are to comply with 5 CFR § 2635, Standards of Ethical Conduct for Employees of the Executive Branch, and 18 U.S.C. §§ 201-209, 216.
- c. Letters of commendation to contractors or their employees must be reviewed by the Office of the Chief Counsel.
- d. FAA personnel should consult their cognizant legal counsel about any questions or issues pertaining to standards of conduct.

##### **2 Gifts and Bequests** Added 1/2022

Under 49 U.S.C. 326, the Administrator has the authority to accept any conditional or unconditional gift or donation of money or property, real or personal, or of services for the FAA. Property accepted under this authority and proceeds from the sale of that property must be used, as nearly as possible, under the terms of the gift. Typically, a gift is characterized by the following criteria:

- (1) a unilateral transfer to the Government, with or without conditions;
- (2) the FAA is not obligated to provide anything in return; and
- (3) there is no continuing relationship with the donor.

For more information on processing of gifts and bequests, please refer to Chapter 6.19 of the FAA Financial Manual at <https://ksn2.faa.gov/faq/financialmanual/SitePages/FinancialManualHome.aspx> (FAA only).

#### **B Clauses**

[view contract clauses](#)

**C Procurement Forms** Revised 1/2022

Document Name

**D Procurement Samples** Added 1/2022

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