(date)

MEMORANDUM FOR [title of immediate supervisor]

SUBJECT: Disqualification Statement – Financial Interest

This is to notify you that I have financial interests in the following entities that are either current DoD contractors, or companies that are seeking to do business with DoD:

[name interest and type—e.g., IBM stock]

As such, I will not participate personally and substantially in any particular matter that has a direct and predictable effect on the financial interests of the companies listed above for the duration of my tenure as the [insert position title], unless I first obtain a written waiver, pursuant to 18 U.S.C. § 208(b)(1), or qualify for either the exemption at 5 C.F.R. § 2640.203(b) or another regulatory exemption, pursuant to 18 U.S.C. § 208(b)(2).

In the event that I am assigned a matter which may have a direct and predictable effect on these interests, I will immediately inform you and make the necessary arrangement to ensure I am not involved.

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Printed/Typed Name of Employee Signature

cc: Ethics Counsel