MEMORANDUM FOR *[SUPERVISOR’S NAME/TITLE]*

SUBJECT: Disqualification Statement (Seeking Post-Government Employment)

I anticipate commencing employment discussions with the non-Federal entities listed below. If in my current position, I am required to file a Public Financial Disclosure Report (OGE Form 278), in accordance with section 17 of the Stop Trading on Congressional Knowledge Act of 2012 (“STOCK Act”), (and if I am a confidential financial disclosure filer I am not subject to the Stock Act) this is my official notification that I am seeking post-Government employment with the following non-Federal entities:

[*INSERT NAME(S) OF ENTITY(IES)]*

I am disqualifying myself from participating personally and substantially in any particular matter that would have a direct and predictable effect on the financial interests of the covered parties in accordance with 18 U.S.C. § 208 (a criminal statute), 5 C.F.R. §§ 2635.604 and 606. I am taking the following steps to ensure that I do not participate in any particular matter affecting the entity or entities listed above:

(1) I request that you refrain from assigning me duties that involve participation in any particular matters involving the entity or entities listed above.

(2) I request that you screen all matters directed to my attention that involve any persons or organizations outside the Federal Government and determine whether such matters involve the entity or entities listed above. Ethics officials within the Standards of Conduct Office (SOCO) are available to assist in determining if there is any uncertainty as to whether I am disqualified from participating.

(3) If you determine that a matter directly or indirectly involves one of the entities listed above, then I request that you assign the matter to someone else in the office for action or assignment, without my knowledge or involvement.

This disqualification remains in effect until further notice. In the event of changed circumstances, such as rejecting the possibility of employment with one of the entities listed above or the passage of a two-month period during which I have receive no indication of interest in employment discussions from the entity or entities listed above, I will consult an ethics official, update this memorandum, and notify everyone concerned.

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Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

cc: [Insert local ethics office POCs]