MEMORANDUM FOR [***insert supervisor title***]

SUBJECT: Disqualification Statement (Seeking Post-Government Employment)

In my current position, I am required to file a Public Financial Disclosure Report (OGE Form 278). Therefore, in accordance with section 17 of the Stop Trading on Congressional Knowledge Act of 2012 (“STOCK Act”), I am notifying you 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 listed entities in accordance with 18 U.S.C. § 208 (a criminal statute), 5 C.F.R. §§ 2635.604 and 606. I am also taking the following steps to ensure that I do not participate in any particular matter affecting these parties:

 (1) I am instructing my **[*military/administrative assistant/Deputy/Other*]** to screen all matters directed to my attention that involve any persons or organizations outside the Federal Government, and to determine whether such matters involve one of the entities listed above. I have directed my military assistants to consult an ethics counselor if there is any uncertainty as to whether I am disqualified from participating.

 (2) If my **[*military/administrative assistant/Deputy/Other*]** determines that a matter directly or indirectly involves an entity listed above, the matter will be referred to the **[*Name and Title of person with authority to act on behalf of employee*]** for action or assignment, without my knowledge or involvement.

 (3) I will advise my immediate subordinates of this disqualification, and also instruct them to direct all inquiries regarding matters involving a listed entity to **[*Name and Title of person with authority to act on behalf of employee*]**, without my knowledge or involvement.

 This disqualification remains in effect until further notice. In the event circumstances change, such as if I reject the possibility of employment with one of the listed entities, or if I receive no response two months after submitting my resume, I will consult an ethics official, update this memorandum, and notify all relevant parties.

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Signature Date

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Printed Name

cc: [Insert local ethics office POCs]