

OFFICE SYMBOL

(DATE)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Notice of Disqualification

1. This is to notify you that I have financial interests in the following organizations because I intend to seek employment with them, and may end up negotiating employment and arriving at an understanding with respect to future employment:

List the Organizations Here

2. Pursuant to law (18 U.S.C. Section 208) and the "Standards of Ethical Conduct" (5 C.F.R. Sections 2635.402(c), .502(a) and .604), I am disqualified from participating in any official matter that will have a direct and predictable effect on the financial interests of the above-listed organization(s), or to which the organization(s) is (are) or represents a party. This means that I cannot act directly or through others in deciding, approving or disapproving such official matters; nor may I recommend, investigate, advise or otherwise contribute to or influence such official matters.

3. Accordingly, any official matter that will conflict with the above-listed financial interest(s) must be handled without my knowledge or participation. If such official matter would otherwise have required my personal decision, approval or disapproval, the matter should be referred to [*identify another employee who will handle such matters; generally this employee should be superior or lateral to the employee who is disqualified*].

FIRST M. LAST NAME

Signature Block

DISTRIBUTION:

Supervisor

Subordinates

Others who should know

CF: Ethics Counselor