

MEMORANDUM FOR SEE DISTRIBUTION

Date

FROM: Your name and organization

SUBJECT: Notice of Disqualification

1. Pursuant to the requirements the *Joint Ethics Regulation* (JER, Section 2-204, DOD 5500.7-R), this is my written Notice of Disqualification since I have a financial interest in the following organization(s) because of my intentions to seek employment with (it/them) and may end up negotiating for employment and arriving at an understanding with respect to future employment:

**[Fill in names of contractors you are seeking employment with here]**

2. Pursuant to law (18 U.S.C. Section 208) and regulation (5 C.F.R. Sections 2635.402(c) 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). This means that I cannot act directly or through others in deciding, approving or disapproving such official matters, and I cannot 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 \_\_\_\_\_name of appropriate person\_\_\_\_\_, for action.

4. Additionally, I acknowledge that I may not use inside information to further a private gain for myself or others. To avoid any impropriety in this regard, I will not knowingly obtain any inside information on matters which may affect the financial interests of the above named entity(ies), unless or until this disqualification is lifted or removed.

5. I will inform you immediately if I am no longer seeking or negotiating employment with (these persons) or company(ies), in which case disqualification is no longer needed.

Your Signature Block

DISTRIBUTION:  
Supervisor  
Commander