

MEMORANDUM FOR PROGRAM MANAGER(OR PEO IF PROGRAM MANAGER)

From:

To:

SUBJ: REQUEST FOR DISQUALIFICATION OF DUTIES

1. My (approved)(contemplated) date of (retirement)(resignation) is_____. I contemplate entering into employment discussions prior to leaving Federal service. To avoid possibility of a conflict of interest and to permit an orderly transition of responsibilities, request that I be excluded from, and relieved of, all matters and responsibilities regarding (name of company(ies)).
2. I will conduct all employment discussions (during off-duty time).

(YOUR SIGNATURE BLOCK)

From:

To:

1. Approved. It is incumbent upon you to ensure that your employment discussions do not create a conflict of interest, or the appearance of such a conflict. You will not take part in your government capacity, through decision, approval, disapproval, recommendation, giving advice, investigation, or otherwise, in any government matters involving a company or organization with which you are discussing employment.
2. Should any questions arising regarding the propriety of your employment discussions you are to immediately seek the advice from the NAVAIR Staff Judge Advocate.

(PROGRAM MANAGER OR PEO SIGNATURE)

Copy to:

AIR-09J

Subordinates