

MEMORANDUM FOR PROGRAM MANAGER (OR PEO IF PROGRAM MANAGER)

From:

To:

Subj: NOTICE OF ACCEPTANCE OF EMPLOYMENT AND PERMISSION TO
WORK FOR DEFENSE CONTRACTOR WHILE ON TERMINAL LEAVE

1. I have accepted post-government employment with .
2. Accordingly, I request that you recuse me from taking any Government action relative to the interests of , its subsidiaries and affiliates. I shall refer any matters involving to you for appropriate action.
3. has requested that I assume duties beginning on . This will require me to engage in outside employment while in a terminal leave status. Therefore, I request permission to engage in employment with from until my transfer to retired status on . I also request recusal from any official duties involving .

(YOUR SIGNATURE BLOCK)

From:

To:

1. Approved. It is incumbent upon you to ensure that your employment during terminal leave does 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 employed.
2. Should any questions arising regarding the propriety of your employment you are to immediately seek the advice from the NAVAIR Staff Judge Advocate.

(PROGRAM MANAGER OR PEO SIGNATURE)

Copy to:

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Subordinates