

USDA OFFICE OF ETHICS – SCIENCE ETHICS BRANCH

Sample Disqualification Notification Letter

MEMORANDUM

SUBJECT: Recusal -- Stock Holdings with [name of company/corporation]

TO: Supervisor of Employee Issuing this Memorandum

FROM:

I have been advised that stock ownership may present an actual or an appearance of a conflict of interest in accordance with 18 U.S.C. 208[a]. Federal statute prohibits an employee from participating personally and substantially for the Government in any particular matter in which, to his or her knowledge, he or she has a financial interest. The Office of Government Ethics references this statute in the Standards of Ethical Conduct for the Employees of the Executive Branch, Section 2635.402.

I must disqualify/recuse myself from any official duty activities that involve the above company/corporation. I understand that I may not participate personally or substantially as a Government employee in any matters regarding the above company/corporation and any matters involving particular products of this company/corporation that are currently available or under development by this company/corporation. Furthermore, I understand that it would be appropriate for any matters specifically involving the above named company/corporation or device to be processed without consultation with me. If my action ordinarily would be required, the appropriate program manager will refer the matter to another employee. My subordinate personnel will continue to exercise the full range of their delegated duties with respect to any matter involving the company/corporation.

Signature of Employee

Date

Signature of Supervisor

Date

cc:

Agency/Area Ethics Advisor
Science Ethics Branch
Each Affected Peer/Subordinate
Appropriate Management Officials