**NOTIFICATION OF POST-EMPLOYMENT NEGOTIATION OR  
AGREEMENT AND RECUSAL STATEMENT**

Section 17 of the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) requires certain employees to file a statement notifying their agency ethics official of any negotiation for or agreement of future employment or compensation with a non-federal entity within three (3) business days after commencement of the negotiation or agreement. Employees who file this notification statement also must file with their agency ethics official a recusal statement whenever there is a conflict of interest or appearance of a conflict of interest with the entity or obtain a written waiver or an authorization as discussed in 5 C.F.R. § 2635.605.

The original of this notification and recusal is to be filed with the Office of Assistant General Counsel for Ethics and Personnel Law, GC-21. Copies must also be provided to your supervisor, the screener (if different than your supervisor), and the person to whom the work will be routed. Field employees must also file a copy with their local ethics counselor.

Please contact the Office of Assistant General Counsel for Ethics and Personnel Law, GC-21 at [Standardsofconduct@hq.doe.gov](mailto:Standardsofconduct@hq.doe.gov) with any questions.

**PRIVACY ACT STATEMENT**

Section 17 of the Stop Trading on Congressional Knowledge Act of 2012 requires that certain Executive Branch employees who negotiate for future employment with non-federal entities provide notification of the negotiation and of any required recusal. The primary use of the information on the form is to provide a record of an employee’s recusal. Additional disclosures of the information may be to a Federal, state or local law enforcement agency when the Department of Energy becomes aware of a potential violation of civil or criminal law, to a Federal agency when conducting an investigation for employment or security reasons, or to a Federal agency that is reviewing compliance with the provisions of Section 17.

**NOTIFICATION OF POST-EMPLOYMENT NEGOTIATION OR AGREEMENT**

**Name of Employee:**

**Office:**

**Title:**

**Name of Employee’s Supervisor:**

**Date Negotiation or Agreement Commenced:** *[Include date and specify if it is a negotiation or an agreement]*

**Names(s) of Non-Federal Entity or Entities*:*** *[Disclose each non-federal entity with which you are negotiating for or have an agreement regarding future employment or compensation]*

**RECUSAL STATEMENT**

For as long as I am negotiating for or have an agreement of employment or compensation with any entity listed above, I will not participate personally and substantially in any particular matter that has a direct and predictable effect on that entity, unless I first obtain a written waiver or an authorization consistent with 5 C.F.R. § 2635.605. I have directed \_\_\_name of screener\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to route all matters from which I am recused to \_\_\_\_\_name of person who will either perform or reroute the work\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date Submitted

*Please send the signed recusal statement to* [*standardsofconduct@hq.doe.gov*](mailto:standardsofconduct@hq.doe.gov)*, your supervisor, the screener (if different than your supervisor) and the person to whom the work will be routed.*