

THINGS TO KNOW BEFORE YOU GO

1. The Ethics Office is here to help

Call: **202-482-5384** or email: ethicsdivision@doc.gov.

2. You are still a Federal employee

Until you actually leave (are on the rolls), you remain subject to all ethics laws and regulations, including the rules on gifts, disqualifications, and outside activities.

3. When you seek a new job, you may need to limit your Government duties

You are “seeking employment” when:

- you contact a prospective employer (or an agent does with your knowledge) or
- you are contacted by a prospective employer (and you do not reject the overture).

4. You need to recuse yourself from some duties when seeking employment

You must not work on any matter that will affect the interests of a prospective employer.

TYPE AND STATUS OF JOB APPLICATION	GENERAL POLICY MATTERS (such as a policy or regulation or legislation)	SPECIFIC-PARTY MATTERS (such as a grant, contract, or lawsuit)
Unsolicited application (but no response yet)	You MAY participate	RECUSE from participation
Interest in you from prospective employer (and you do not reject)	RECUSE and we recommend you file 3-day notification now	RECUSE and we recommend you file 3-day notification now
Statement of no further interest (by either side)	You MAY participate	You MAY participate

5. Once you begin negotiations, you must file a notice with an ethics official

You are *negotiating* for employment when you enter into a two-way discussion about possible employment; within 3 business days you must send a notice (by sending an [“Employment Negotiation” form](#) or email identifying the prospective employer and that you will comply with disqualification requirements to an ethics official at ethicsdivision@doc.gov).

6. You must file a termination Financial Disclosure Form when you leave

Within 30 days of leaving the Government you must file a termination financial disclosure report (OGE Form 278e) through Integrity.gov.

7. After you leave, you will still be subject to some restrictions

Information on post-employment restrictions can be found at: [Post-Employment Rules](#).