

Notice of Ethical Obligations Associated with Position

Memorandum

Date: September 7, 2017

To: Prospective New Employee

From: Principal Deputy Chief Counsel and Deputy Designated Agency Ethics Official

Subject: Notice of Ethical Obligations Associated with Position

The Federal Aviation Administration (FAA) is committed to the highest ethical standards to protect the government's integrity and ensure public trust. As an FAA employee, you will be - (i) covered by the criminal conflict of interest statutes and the Standards of Ethical Conduct for Employees of the Executive Branch; (ii) required to complete initial ethics training within 3 months of your appointment; and, (iii) because this position is covered by the Office of Government Ethics' financial disclosure requirements, required to complete a new entrant confidential financial disclosure report within 30 days of your appointment.

For any questions or additional information on the above ethics requirements, you may contact the FAA's Ethics Office, AGC-900, at 202-267-0504 or email Karen Martin, Ethics Program Administrator, at karen.martin@faa .gov.

SELECTEE SIGNATURE

Date