Ms. Rachael Leonard
Acting General Counsel and
Alternate Designated Agency Ethics Official
Office of Science and Technology Policy
725 17th Street, N.W.
5th Floor, Room 5236
New Executive Office Building
Washington, DC 20502-0001

Dear Ms. Leonard:

The purpose of this letter is to describe the steps that I will take to avoid any actual or apparent conflict of interest in the event that I am confirmed for the position of Associate Director of the Office of Science and Technology Policy.

As required by 18 U.S.C. § 208(a), I will not participate personally and substantially in any particular matter that has a direct and predictable effect on my financial interests or those of any person whose interests are imputed to me, unless I first obtain a written waiver, pursuant to 18 U.S.C. § 208(b)(1), or qualify for a regulatory exemption, pursuant to 18 U.S.C. § 208(b)(2). I understand that the interests of the following persons are imputed to me: any spouse or minor child of mine; any general partner of a partnership in which I am a limited or general partner; any organization in which I serve as officer, director, trustee, general partner or employee; and any person or organization with which I am negotiating or have an arrangement concerning prospective employment.

Upon confirmation, I will take an unpaid leave of absence from my position as Director of the Center for Science and Practice of Sustainability at the University of Texas at Austin. I will not participate personally and substantially in any particular matter that has a direct and predictable effect on the financial interests of the University of Texas at Austin, unless I first obtain a written waiver, pursuant to 18 U.S.C. § 208(b)(1), or qualify for either the exemptions at 5 C.F.R. § 2640.203(b) or (c), or another regulatory exemption, pursuant to 18 U.S.C. § 208(b)(2).

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Upon confirmation, I will resign from my position with Heldref Publications. For a period of one year after my resignation, I will not participate personally and substantially in any particular matter involving specific parties in which Heldref

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Publications is a party or represents a party, unless I am first authorized to participate, pursuant to 5 C.F.R. § 2635.502(d).

Sincerely,

Sherburne B. Abbott