May 22, 2017

Mr. David Maggi
Alternate Designated Agency Ethics Official
U.S. Department of Commerce
1401 Constitution Avenue, N.W.
Washington, D.C. 20230

Dear Mr. Maggi:

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 Assistant Secretary for Export Administration, Department of Commerce.

As required by 18 U.S.C. § 208(a), I will not participate personally and substantially in any particular matter in which I know that I have a financial interest directly and predictably affected by the matter, or in which I know that a person whose interests are imputed to me has a financial interest directly and predictably affected by the matter, 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 resign from my position as Director of Economic Partnerships for the University System of New Hampshire. 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 I know the University System of New Hampshire or one of its member institutions is a party or represents a party, unless I am first authorized to participate, pursuant to 5 C.F.R. § 2635.502(d).

I will divest my interests in Amazon, Inc. and Apple, Inc. within 90 days of my confirmation. With regard to each of these entities, I will not participate personally and substantially in any particular matter that to my knowledge has a direct and predictable effect on the financial interests of the entity until I have divested it, 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).

As a former employee of BAE Systems, I continue to participate in the BAE Systems deferred compensation and defined benefit plans. I will receive payments from the deferred compensation plan in 2018 and 2019, and I am eligible to receive a fixed annuity from the defined benefit plan upon reaching age 65. I will not participate personally and substantially in any particular matter that to my knowledge has a direct and predictable effect on the ability or willingness of BAE Systems to make these payments, unless I first obtain a written waiver, pursuant to 18 U.S.C. § 208(b)(1). Additionally, the deferred compensation plan tracks the performance of several investment funds but does not hold any underlying assets. Within 90 days of my confirmation, I will reallocate the portion of my funds currently designated to track the T. Rowe Price Health Sciences Fund to track a diversified fund within the plan. I will not participate personally and substantially in any particular matter that to my knowledge has a direct and predictable effect on the T. Rowe Price Health Sciences Fund or its underlying holdings until the reallocation of my funds out of the T. Rowe Price Health Sciences Fund is complete, unless I first obtain a written waiver, pursuant to 18 U.S.C. 208(b)(1).

I understand that I may be eligible to request a Certificate of Divestiture for qualifying assets and that a Certificate of Divestiture is effective only if obtained prior to divestiture. Regardless of whether I receive a Certificate of Divestiture, I will ensure that all divestitures discussed in this agreement occur within the agreed upon timeframes and that all proceeds are invested in non-conflicting assets.

If I have a managed account or otherwise use the services of an investment professional during my appointment, I will ensure that the account manager or investment professional obtains my prior approval on a case-by-case basis for the purchase of any assets other than cash, cash equivalents, investment funds that qualify for the exemption at 5 C.F.R. § 2640.201(a), obligations of the United States, or municipal bonds.

I will meet in person with you during the first week of my service in the position of Assistant Secretary for Export Administration in order to complete the initial ethics briefing required under 5 C.F.R. § 2638.305. Within 90 days of my confirmation, I will document my compliance with this ethics agreement by notifying you in writing when I have completed the steps described in this ethics agreement.

I understand that as an appointee I will be required to sign the Ethics Pledge (Exec. Order No. 13770) and that I will be bound by the requirements and restrictions therein in addition to the commitments I have made in this ethics agreement.

Finally, I have been advised that this ethics agreement will be posted publicly, consistent with 5 U.S.C. § 552, on the website of the U.S. Office of Government Ethics with ethics agreements of other Presidential nominees who file public financial disclosure reports.

Sincerely,

Richard E. Ashooh