

SAMPLE MEMORANDUM REQUESTING FOREIGN GOVERNMENT EMPLOYMENT

**APPROPRIATE LETTERHEAD/ PLAIN BOND PAPER OR IN DIGITAL/ELECTRONIC
FORMAT**

(Date)

MEMORANDUM FOR Air Force Personnel Center Airman and Family Sustainment Branch

FROM: (Applicant Name and Mailing Address)

SUBJECT: Request for Approval of Foreign Government Employment

1. In accordance with Department of the Air Force Instruction 36-2913, *Request for Approval of Foreign Government Employment of Air Force Members*, I am requesting approval to accept employment with (name of foreign government/foreign agency/company) as a (duty title).

2. The following information is provided, as required in Department of the Air Force Instruction 36-2913:

(a). A detailed description of the civil duties to be performed for the foreign government as defined by the prospective employer and the extent of foreign jurisdiction over the member. Include the name of the company, location of employment, the foreign government, and duty title.

(b). A statement declaring the member is unaware of any reason why employment by a foreign government would be inadvisable or reflect unfavorably on the United States. As an example, “ (insert initials) I, state your name, am unaware of any reason why employment by a foreign government would be inadvisable or reflect unfavorably on the United States.”

(c). A statement declaring the member understands retired pay equivalent to the amount received from the foreign government may be withheld if he or she accepts employment with a foreign government before receiving approval. As an example, “ (insert initials) I, state your name, understand that retired pay equivalent to the amount received from the foreign government may be withheld if I accept employment with a foreign government before receiving approval.

3. If you need further information, please contact me at (telephone number) or via email at: (email address).

Handwritten/digital certificate signature required
SIGNATURE BLOCK