

## FOREIGN GOVERNMENT EMPLOYMENT

Foreign government employment (FGE) is defined as *any* civil employment with a foreign government, *regardless of whether payment of wages is received*.

- **Foreign governmental** entities *include* commercial entities owned or controlled by a foreign government and foreign public universities controlled by a foreign government.
- **Foreign state** includes both national and sub-national government units as well as any organization owned or operated by a ***foreign government at any level (federal, regional, or local)***.

**Department of the Air Force Instruction 36-2913, Request for Approval of Foreign Government Employment of Air Force Members**, outlines eligibility criteria for who can request employment with a foreign government or entity, advanced approval requirements, and application instructions.

### APPLICATION REQUESTS INCLUDE:

- **Foreign Government Employment Memo**
  - Ensure accuracy of all required information
  - Signature/initials must be handwritten or digitally signed with credentials
- **Foreign Government Employment Questionnaire**
  - Ensure accuracy, completeness and correlation of responses to all questions
  - Signature must be handwritten or digitally signed with credentials
  - Attach offer of employment (if available)
- **Notice and Consent Acknowledgement Form**
  - Acknowledge consent with written/typed name and handwritten signature or digitally signed with credentials
- **SF 312, Classified Information and Nondisclosure Agreement**
  - Ensure all blocks are complete
  - List the full social security number
  - An applicant cannot be their own witness or accept on behalf of the U.S. Government (this must be a representative of the U.S. government in an active capacity)
  - Ensure a selection is made in the "have/have not" Security Debriefing Acknowledgement portion of the form

## WHERE TO SUBMIT REQUESTS:

Retirees including Reservists *receiving retired pay*, may submit via any of the below options:

- If you have a CAC enabled account, send package via email to [afpc.retiree@us.af.mil](mailto:afpc.retiree@us.af.mil) (encrypted)
- Contact [afpc.retiree@us.af.mil](mailto:afpc.retiree@us.af.mil) to request SAFE file drop off link
- Commercial email using adobe password protection to safeguard the documents) **NOTE:** Contact AFPC at [afpc.retiree@us.af.mil](mailto:afpc.retiree@us.af.mil) for instructions
- Mail to: HQ AFPC/DPFFF, 550 C. Street West, Joint Base San Antonio-Randolph, TX 78150-4713

All other **eligible Retired and Reserve members** submit application packages to: ARPC/DPAMR, 18420 E. Silver Creek Ave, Bldg. 390 MS 68, Buckley Space Force Base (SFB), CO 80011.

## APPLICATION PROCESS:

AFPC will:

- Review submitted documents for completion and correspond with member if items missed or additional information needed
- Conduct personnel records check
  - Record any discovered derogatory data and include with application
- Request an OSI background and country check
- Request AFPC/JAG provide legal review, if necessary
- Submit completed application to SAF/MRB

SAF/MRB will:

- Conduct a detailed legal review and sufficiency study
- If more detail is required, an email will be sent to the applicant for clarification
- If approved, the application will be forwarded to Department of State for final adjudication (approval/disapproval)
- If disapproved, the application will receive no further consideration and no appeal is authorized
  - AFPC will notify the applicant via email and registered mail of the disapproval

State Department will:

- Review the application package and all supporting documentation received from the various agencies to aid in decision making process
  - If the State Department requires additional information, an email will be

- sent to applicant for clarification
- Once adjudicated, a notification letter will be routed through SAF/MRB to AFPC/DPFFF who will notify the applicant of decision
  - AFPC will maintain a copy of the application and decision memo on file

**NOTE:** Current processing time can take **up to 18 months**.

**EXPIRATION OF APPROVAL AND RE-SUBMISSION REQUIREMENTS:**

- An approved FGE authorization expires **three years** from the approval date **OR** at any time when the applicant changes employers or when there is a material change / modification to the approved employment conditions
  - The applicant is responsible for notifying AFPC of any changes in writing
- The applicant must re-submit a FGE application **no later than six-months prior to expiration** of current approval if still working for the foreign government
  - For members who **apply during the six months prior to expiration** but do not receive a timely approval or denial from the SecState prior to the expiration date, may continue to work providing the conditions of the original contract have not changed