

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2913**

**1 JULY 2020**



**Personnel**

**REQUEST FOR APPROVAL OF  
FOREIGN GOVERNMENT  
EMPLOYMENT OF AIR FORCE  
MEMBERS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 36-29, *Military Standards*, and Title 37, United States Code (USC), Section 908. This publication applies to all Regular Air Force (RegAF), Air Force Reserve (AFR) and Air National Guard (ANG) officers and enlisted receiving retirement pay. This publication is written through collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard Bureau (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1). This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 USC Section 9013, Secretary of the Air Force. The applicable Privacy Act System of Record Notices F036 AFPC P, *Separation Case Files (Officer and Airman)*, F033 ARPC B, *Locator or Personnel Data*, and F036 AF PC C, *Military Personnel Records System* are available at <https://dpcl.d.defense.gov/Privacy/SORNS/>. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier

numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items.

### ***SUMMARY OF CHANGES***

This document has been substantially revised; users should completely review all sections. This publication has been reorganized and drafted with "plain language" and now includes tiering as required by AFI 33-360. Major changes include annual statutory reporting requirements to Congress on retired general officers added by the National Defense Authorization Act of FY 2020, updates to organizations and office symbols, and revised application procedures and responsibilities for the applicant, Air Force Personnel Center (AFPC), Air Reserve Personnel Center (ARPC), Air Force Office of Special Investigations (AFOSI), Defense Finance and Accounting Service (DFAS), Office of the Secretary of the Air Force (SecAF), and Secretary of State (SecState).

## CHAPTER 1

### OVERVIEW

**1.1. Conditions of Foreign Government Employment.** Article I, Section 9, Clause 8 of the United States Constitution reads: “No Title of Nobility shall be granted by the United States; and no Person holding any Office of Profit or Trust under them, shall, without the Consent of the Congress, accept of any Present, Emolument, Office, or Title, of any kind whatever, from any King, Prince, or foreign State.” 37 USC § 908 delegates to the respective Service Secretaries, and to the SecState, the Constitutional authority of the Congress to approve employment by foreign governments of members of the uniformed services. Consistent with that authority, the Air Force has identified members who are eligible and ineligible to request employment with a foreign government or entity. Eligible members must receive joint approval of the SecAF and the SecState prior to accepting employment with a foreign government or entity **(T-0)**.

1.1.1. Eligible Members. The following officer and enlisted members are eligible to apply for approval.

1.1.1.1. Retirees (Regular and Retired Reserve).

1.1.1.2. Ready Reserve members once approved for reassignment in accordance with AFI 36-2110, *Total Force Assignments*, to Inactive Status List Reserve Section.

1.1.1.3. Inactive Reserve members (Standby Reserve members on the Inactive Status List).

1.1.2. Ineligible Members. The following officer and enlisted members are not eligible to apply for approval and prohibited to accept employment with a foreign government or entity.

1.1.2.1. Active duty members, to include ANG or AFR service members serving in Active Guard Reserve status.

1.1.2.2. ANG members.

1.1.2.3. Ready Reserve members that are not assigned to the Inactive Status List or have not yet been approved for transfer to the Inactive Status List.

1.1.2.4. Standby Reserve members assigned to the Active Status List.

### 1.2. Definition of Terms.

1.2.1. “Office of Profit or Trust” includes all members of the uniformed service (officers, enlisted, and reserve component members).

1.2.2. “Foreign government employment” is any civil employment with a foreign government, whether or not payment of wages is received. The decisive test to determine the existence of an employer-employee relationship is whether the employer has the right to control and direct the employee; specifically, in the performance of his or her work and in the manner in which the work is to be done.

1.2.3. “Emoluments” is the profit arising from office or employment, namely, that which is received as compensation for services or which is annexed to possession of office, including salary, consulting and other fees, proportionate profit-sharing, and gratuities, except as

authorized by Congress. For example, compensation in the form of honoraria, travel expenses, household goods shipments at the employer's expense, housing allowances, and gifts from a foreign State in excess of limited gifts permitted by the Foreign Gifts and Decorations Act (Title 5 United States Code Section 7342) are "emoluments."

1.2.4. A "foreign State" includes both national and sub-national governmental units, as well as any organization owned or operated by a foreign government at any level (federal, regional, or local). In order to determine whether a foreign entity is a "foreign State" for purposes of the Emoluments Clause, the following factors are considered:

1.2.4.1. Whether a foreign government has any active role in the management of or influence over the decision-making entity;

1.2.4.2. Whether a foreign government, as opposed to a private intermediary, makes the ultimate decision regarding the gift or emolument; and

1.2.4.3. Whether a foreign government is a substantial source of funding for the entity.

## CHAPTER 2

### ROLES AND RESPONSIBILITIES

**2.1. Assistant Secretary of the Air Force (Manpower and Reserve Affairs) (SAF/MR).** By delegated authority from SAF/MR to act on applications pursuant to 37 U.S.C. 908 under Headquarters Mission Directive 1-24, para A1.286, SAF/MR further delegates this authority to the Director, Air Force Review Boards Agency (SAF/MRB).

**2.2. Director, Air Force Review Boards Agency, Assistant Secretary for Manpower and Reserve Affairs (SAF/MRB).** Per Headquarters Air Force Mission Directive (HAFMD) 1-24 Addendum C, *Re-Delegation of Direction and Authority to Act on Certain Applications and Complaints HAFMD 1-24, Assistant Secretary of the Air Force (Manpower and Reserve Affairs)*, paragraph 4.1.6, the Director, Air Force Review Boards Agency, will approve or disapprove the application **(T-1)**.

2.2.1. The Director, SAF/MRB will forward approved application requests to the SecState for action (approval or disapproval) **(T-1)**.

2.2.2. On receipt of a decision of approval from the SecState, the Director, SAF/MRB will issue a memorandum for AFPC/DPFFF or ARPC/DPAMR approving the application for employment. On receipt of a decision of disapproval from the Director, Air Force Review Boards Agency, or from SecState, the Director, SAF/MRB will issue a memorandum for AFPC/DPFFF or ARPC/DPAMR disapproving the request for employment. **(T-1)**.

2.2.3. On receipt of a finding from SecAF Inspector General that a member engaged in foreign government employment without the required approval (see [paragraph 2.12](#) below), the Director, SAF/MRB will issue a memorandum to DFAS directing recoupment of the amount of compensation earned, in accordance with DoD 7000.14-R, *Department of Defense Financial Management Regulation (T-0)*. Normally, DFAS will withhold retired pay in an amount equal to the amount of compensation received from the foreign government (See [paragraph 2.11](#)) **(T-0)**.

2.2.4. Pursuant to changes made to 37 USC 908(c) in the National Defense Authorization Act of FY 2020, each year the services must submit a report through the Department of Defense to the Senate Armed Services Committee on each approval under the statute for a retired general officer issued during the previous year. After receiving this report from AFPC/DPFFF and ARPC/DPAMR, SAF/MRB should consolidate and report this data to OSD Assistant Secretary for Legislative Affairs **(T-0)**.

**2.3. Air Force Review Boards Agency (AFRBA).** The SAF/MRB, Office of the Secretary of the Air Force for Manpower and Reserve Affairs, will forward the application to the Director, Air Force Review Boards Agency for review and approval or disapproval **(T-1)**.

**2.4. Inspector General.** On SecAF's authority, the Office of the Air Force Inspector General will initiate an investigation of members who are alleged to have engaged in foreign government employment without SecAF and SecState approval **(T-1)**. The Inspector General will determine, by a preponderance of evidence, whether the member engaged in foreign government employment without the required approval **(T-1)**. The Inspector General will determine how

much compensation is subject to recoupment (T-1). The Inspector General will forward the Report of Investigation to the Director, SAF/MRB for action (T-1).

**2.5. Air Force Personnel Center Airman and Family Sustainment Branch (AFPC/DPFFF) or Air Reserve Personnel Center Reserve Service Programs Branch (ARPC/DPAMR).** Depending upon the applicant's status at the time of request, AFPC/DPFFF (for AF retirees, including AF reservists receiving retired pay) or ARPC/DPAMR (retired reserve members awaiting pay and members assigned to the Inactive Status List Reserve Section) will verify the status of the applicant (T-1).

2.5.1. Their application is submitted to AFOSI, who examines the applicant's personnel record for derogatory information and forwards the application package to the Director, Air Force Review Boards Agency (SAF/MRB) for consideration (T-1). SAF/MRB makes a final decision on the application and returns the package to the originating office (AFPC/AFRC) to send one copy of the decision to the applicant and, if approved, one copy each to DFAS and the US Department of State (T-1).

2.5.2. Pursuant to changes made to 37 USC 908(c) in the National Defense Authorization Act of FY 2020, each year AFPC/DPFFF and ARPC/DPAMR must submit a report on each approval under the statute for a retired general officer issued during the previous year. AFPC/DPFFF and ARPC/DPAMR should report this data to SAF/MRB (T-0).

**2.6. Director, Air Force Personnel Center Airman and Family Care (AFPC/DPF) or Director, Air Reserve Personnel Center Assignments (ARPC/DPA).** The Director or Deputy Director, Airman and Family Care (holding a grade no lower than O-6, or civilian equivalent or the next O-6 (or above) or civilian equivalent in that chain of command) or the Director or Deputy Director, Assignments, will review the application package for completeness and forward to the Director, SAF/MRB for action (T-1).

**2.7. Air Force Personnel Center Judge Advocate (AFPC/JA) or Air Reserve Personnel Center Judge Advocate (ARPC/JA).** If derogatory or concerning information is developed during the personnel or criminal investigative reviews, AFPC/JA or ARPC/JA (as applicable) will provide a legal review of the application prior to review by the Director, AFPC Directorate of Airman and Family Care or ARPC/DPAMR (T-1).

**2.8. Air Force Office of Special Investigations (AFOSI).** Will conduct a background check of the applicant and will prepare a country counterintelligence memorandum for AFPC/DPFFF or ARPC/DPAMR and make a recommendation to command (T-1).

**2.9. Defense Office of Hearings and Appeals.** A member who chooses to challenge a determination by DFAS denying all or part of a waiver of an Emoluments Clause debt may appeal to the Claims Division of Defense Office of Hearings and Appeal. A member with a claim or waiver application must file it through DFAS (T-0). Oral hearings are not granted and requests for reconsideration and appeal decisions are based on the written record.

**2.10. Defense Finance and Accounting Service (DFAS).** In the event a member accepts employment with a foreign government without first obtaining approval from the SecAF and the SecState, DFAS will, on notification by the Director, SAF/MRB, suspend the member's retired pay. This suspension is up to the amount of the foreign salary or other emoluments received if the foreign salary is less than or equal to the member's retired pay. If the member earned compensation (salary or other emoluments) during a period of unauthorized employment in

excess of the amount of retired pay accrued during the same period, DFAS will collect the amount of retired pay distributed during the period of the violation (T-0).

2.10.1. Debt Satisfaction. On recoupment of the debt, DFAS will issue a notification memorandum to the member and to the Director, SAF/MRB (T-1).

2.10.2. Waiver Authority. DFAS may grant a waiver for all or part of an Emoluments Clause debt of \$10,000 or less. Waiver requests for debts in excess of \$10,000 are forwarded to the Defense Office of Hearings and Appeals.

**2.11. Office of the Staff Judge Advocate (at all levels of command).** Advises eligible applicants seeking foreign government employment regarding the legal requirements and restrictions related to employment by foreign governments and entities (T-1).

**2.12. Installation Security Manager.** The Security Manager will assist the member in completing the Standard Form 312, *Classified Information Nondisclosure Agreement* (T-1).

**2.13. Force Support Squadron/Military Personnel Flight (MPF).** The MPF is the office of primary responsibility for each Air Force (AF) member seeking administration information and assistance. The MPF will direct the applicant to this AFI, the [www.retirees.af.mil](http://www.retirees.af.mil) website and refer the applicant to the Staff Judge Advocate (T-1).

**2.14. Applicant.** Only eligible individuals, as defined in [paragraph 1.1.1](#), who seek approval for employment by a foreign government or other foreign entities will submit the application to the AFPC's Airman and Family Sustainment Branch (AFPC/DPFFF) using guidance and forms from [www.retirees.af.mil](http://www.retirees.af.mil) (T-1). Retired Reserve members awaiting pay and members assigned to the Inactive Status List Reserve Section will apply to the ARPC Reserve Service Programs Branch (ARPC/DPAMR) (T-1).

## CHAPTER 3

### APPROVAL OF FOREIGN GOVERNMENT EMPLOYMENT OF AIR FORCE MEMBERS

**3.1. Advance Approval Requirement.** Active duty (RegAF, AFR and ANG serving as Active Guard Reserve) may not obtain advance approval for employment by foreign governments and entities **(T-1)**. Members of the Ready or Standby Reserve (AFR and ANG) are ineligible unless they are assigned to the Inactive Status List or until they are reassigned to the Inactive Status List **(T-1)**. Retired AF members and retired members of the Air Reserve Command may lawfully accept compensated civil employment from a foreign government only if they obtain advance approval from both the SecAF and the SecState.

**3.2. Duration of Approval.** Approval for the member to accept employment by a foreign government or entity will expire three years from the date granted or upon any change in member's conditions of employment, whichever comes first **(T-0)**.

**3.3. Required Resubmittal of Requests.** An AF member approved for employment by a foreign government or entity must submit a new request six months prior to three years from the date approval was granted. At any time the member changes employers, or upon a material change in member's conditions of employment from those detailed in the application originally submitted by the member and approved by the SecAF and SecState **(T-1)**.

**3.4. Requests for approval must contain the following information:**

3.4.1. Memorandum for AFPC/DPFFF or ARPC/DPAMR **(Attachment 2)**. The memorandum must provide the following:

3.4.1.1. 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 AF member **(T-1)**. Include the name of the employer, the location of employment, the foreign government, and the duty title of the position sought **(T-1)**.

3.4.1.2. A statement declaring that the member is unaware of any reason why employment by a foreign government would be inadvisable or reflect unfavorably on the U.S. **(T-1)**.

3.4.1.3. A statement explaining whether the member will receive compensation for duties performed, and if so, the nature and projected amount of that compensation **(T-1)**.

3.4.1.4. A statement explaining whether foreign citizenship is required or planned **(T-1)**.

3.4.1.5. A statement declaring that the member will not be required to execute an oath of allegiance to the foreign government **(T-1)**.

3.4.1.6. A statement declaring that the member understands that retired pay equivalent to the amount received from the foreign government will be withheld if the member accepts employment with a foreign government before receiving approval **(T-1)**. Amounts of retired pay withheld from a member of the Uniformed Services who accept foreign employment without Congressional consent, as required by the U.S. Constitution, should be treated as though the member has no entitlement to them and should not be "held in

trust” for the member pending possible future Congressional consent to their receipt **(T-1)**.

3.4.1.7. AFR members only: a request for reassignment to Inactive Status List Reserve Section (Reserve Section Code RB) **(T-1)**.

3.4.2. Foreign Government Employment Questionnaire (**Attachment 3**). Questions regarding member’s employment, citizenship, and access to classified information must be answered for the U.S. Department of State’s vetting process **(T-1)**. Type the questions and answers on plain bond paper; do not use official letterhead **(T-1)**.

3.4.3. SF 312, *Classified Information Nondisclosure Agreement*. The member must contact the nearest military installation to complete the entirety of this form (available at <http://gsa.gov>), including the Security Debriefing Acknowledgment, with a Security Manager **(T-1)**.

3.4.3.1. The member may submit a copy of an SF 312 received prior to retirement vice executing a new form, so long as the SF 312 is complete and contains the Security Debriefing Acknowledgment.

3.4.3.2. Where to Submit Requests. The member’s status at the time of requesting approval controls where the package is submitted.

3.4.3.2.1. Retirees Including Reservists Receiving Retired Pay. Obtain information on [www.retirees.af.mil](http://www.retirees.af.mil) and send to: AFPC/DPFFF, 550 C Street West, JBSA-Randolph, TX 78150-4713.

3.4.3.2.2. All Other Eligible Retired and Reserve Members. Submit requests on myPers (then search Foreign Government Application) or send to: ARPC/DPAMR, Buckley AFB, CO 80011.

**3.5. Air Force Review Boards Agency Actions (SAF/MRB)**. While each case will be considered on its own merits, the Foreign Government Employment Review Board and the Director, SAF/MRB will consider the following factors when determining whether a foreign government employment request should be approved or denied **(T-1)**.

3.5.1. Has AFPC/DPFFF or ARPC/DPAMR confirmed the applicant’s retired status?

3.5.2. Has AFPC/DPFFF or ARPC/DPAMR provided a derogatory data check on the applicant?

3.5.3. Has AFOSI provided a signed background check identifying any potential criminal history on the part of the applicant or other derogatory information?

3.5.4. Has the review by AFOSI flagged any issues of concern regarding the applicant’s integrity and loyalty to the U.S.?

3.5.5. Regardless of the good faith and loyalty of the applicant, does the proposed employment relationship have the potential to embarrass the U.S.?

3.5.6. Has the AFOSI completed a counterintelligence review of the country or countries specified in the applicant’s request, and provided a signed analysis attesting to whether there are any known threats associated with the applicant’s employment by that country or those countries?

3.5.7. If there is information that some of the activities of the foreign government or government-controlled entity would be considered contrary to U.S. interests, is there a reasonable possibility that the AF could be viewed as tacitly facilitating those activities?

3.5.8. Does the proposed employment relationship or its terms or conditions create the potential for the exercise of undue influence by a foreign government upon the applicant?

3.5.9. Does the foreign employer require acquisition of foreign citizenship or an oath to a foreign government?

3.5.10. The Director, Air Force Review Boards Agency will issue a written decision memorandum approving or disapproving the request. **(T-1)**.

3.5.11. A decision memorandum approving the applicant's request will be sent to the Secretary of State for action (approval or disapproval) **(T-1)**.

3.5.12. A decision memorandum disapproving the applicant's request will be sent to AFPC or ARPC, as appropriate. AFPC or ARPC will notify the applicant of the disapproval **(T-1)**.

3.5.13. The Foreign Government Employment Review Board's support staff (SAF/MRB) will assemble the record of processing, to include the application package and the decision memorandum of the Director, Air Force Review Boards Agency to record the true and complete history of the application **(T-1)**.

### **3.6. Foreign Government Employment Review Board.**

3.6.1. The Director, SAF/MRB will review the board's recommendation and issue a written decision memorandum approving or disapproving the request **(T-1)**.

3.6.1.1. Approved decision memorandums issued by the Director, SAF/MRB are sent to the Secretary of State for action (approval or disapproval) **(T-0)**.

3.6.1.2. Disapproved decision memorandums issued by the Director, SAF/MRB are sent to AFPC or ARPC, as appropriate. AFPC or ARPC will notify the applicant of the disapproval **(T-1)**.

3.6.2. The Foreign Government Employment Review Board's support staff (SAF/MRB staff) will assemble the record of application, to include: (1) the application package; (2) the decision memorandum of the Director, Air Force Review Boards Agency; (3) legal review (done by SAF/MRB's staff); and (4) any other material determined by the Board Chair, or the Director, Air Force Review, to record the true and complete history of the proceedings **(T-1)**.

**3.7. Briefing Requirement.** In accordance with Department of Defense Instruction 1332.35, *Transition Assistance Program for Military Personnel*, retiring AF members are referred to a legal representative or an ethics official to ensure they understand restrictions on post-government (military) employment imposed by statute and regulation.

3.7.1. A legal representative or ethics official ensure retiring AF members are briefed during the pre-separation briefing regarding the requirement for advance approval of foreign government employment and the consequences of failing to obtain approval **(T-1)**.

3.7.1.1. In addition, during the General Officer Transition Assistance Program, the SecAF General Counsel's Ethics Office will brief general officers regarding Post Military

Service Employment restrictions to include the emoluments Clause restriction **(T-1)**. Once briefed, a completed Statement of Understanding will be signed by the general officer **(T-1)**. AF General Officer Management Office will then coordinate with the affected general officer to obtain the Foreign Government Employment Acknowledgement and ensure inclusion in the member's automated personnel record **(T-1)**.

3.7.1.2. All members will use the DD Form 2648, *Service Member Pre-Separation/Transition Counseling and Career Readiness Standards Electronic Form for Service Members Separating, Retiring, Released from Active Duty*, to acknowledge the requirement for a foreign government employment briefing, including members of the Air Reserve Command **(T-0)**.

3.7.1.3. The pre-separation counselor will ensure *Section XI-Remarks*, Block 48, annotates receipt of the foreign government employment briefing with the inclusion of the following statement: "My signature in Block 26 indicates I am aware I am not to obtain Foreign Government Employment without the explicit approval of the AF and State Department." The member must sign and date block 42, Service Member Signature & Date **(T-1)**.

3.7.1.4. AFPC/DPFFF will include information concerning the foreign government employment advance approval requirement and potential impact on retired pay in the online retirement briefing **(T-1)**.

### **3.8. Records Management.**

3.8.1. A signed DD Form 2648, will be maintained in retired members' official personnel records to document receipt of pre-separation counseling on foreign government employment **(T-1)**.

3.8.2. The SAF/MRB will maintain a copy of applicant foreign government employment request packages, to include the decision memorandum and all supporting documents, for a period of five years **(T-1)**.

3.8.2.1. The SAF/MRB, AFPC, and ARPC will develop AF Inspection System controls to self-assess and report compliance with foreign government employment application review and recoupment **(T-1)**.

3.8.3. AFPC/DPFFF and ARPC/DPAMR will maintain a copy of foreign government employment request packages for a period of three years **(T-1)**.

3.8.4. DFAS will maintain a copy of foreign government employment recoupment actions for a period of three years **(T-1)**.

JOHN A. FEDRIGO, SES, SAF/MR  
Principal Deputy Assistant Secretary  
(Manpower and Reserve Affairs)

**ATTACHMENT 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

*AFPD 36-29, Military Standards, 11 April 2019*

*AFI 36-2110, Total Force Assignments, 5 Oct 2018*

*AFI 33-322, Records Management and Information Governance Program, 23 March 2020*

*AFI 33-332, Air Force Privacy and Civil Liberties Program, 12 January 2015*

*AFI 33-360, Publications and Forms Management, 1 December 2015*

*AFI 36-2110, Total Force Assignments, 5 October 2018*

*DoD 5400.11- R, Department of Defense Privacy Program, 14 May 2007*

*DoD 7000.14-R, Department of Defense Financial Management Regulation, \* December 2019*

*DoDI 1332.35, Transition Assistance Program (TAP) for Military Personnel, 26 September 2019*

*Title 50, App USC, Section 456(j)*

*Title 10 United States Code Section 9013*

*Title 10 United States Code Section 12302*

*Title 10 United States Code Section 12301*

*Title 10 United States Code Section 261*

*Title 38 United States Code Section 101*

*United States Constitution, Article I, Section 9, Clause 8, The Foreign Emoluments Clause*

*Title 37 United States Code Section 908*

*Title 5 United States Code Section 7342*

*Title 5 United States Code Section 552a*

***Addresses***

*AFPC/DPFFF (AFPC, Airman and Family Sustainment Branch)*

*AFPC/JA (AFPC, Judge Advocate)*

*550 C Street West Suite 25*

*Joint Base San Antonio TX 78150-4723*

*ARPC/DPAMR*

*ARPC/JA*

*1840 E. Silver Creek Ave, Bldg 390,*

*Buckley AFB CO 80011*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

DD Form 2648, *Service Member Pre-Separation/Transition Counseling and Career Readiness Standards Electronic Form for Service Members Separating, Retiring, Released from Active Duty*

SF 312, *Classified Information Nondisclosure Agreement*

***Abbreviations and Acronyms***

**AF**—Air Force

**AF/A1**—DCS, Manpower, Personnel, and Services

**AF/RE**—Chief, Air Force Reserve

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOSI**—Office of Special Investigations

**AFPC**—Air Force Personnel Center

**AFPC/DPF**—Director, Air Force Personnel Center Airman and Family Care

**AFPC/DPFFF**—Air Force Personnel Center Airman and Family Sustainment Branch

**AFPC/JA**—Air Force Personnel Center Judge Advocate

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Reserve

**ANG**—Air National Guard

**ARPC**—Air Reserve Personnel Center

**ARPC/DPA**—Director, Air Reserve Personnel Center Assignments

**ARPC/DPAMR**—Air Reserve Personnel Center Reserve Service Programs Branch

**ARPC/JA**—Air Reserve Personnel Center Judge Advocate

**DD Form**—Department of Defense Form

**DFAS**—Defense Finance and Accounting Service

**DoD**—Department of Defense

**MPF**—Military Personnel Flight

**NGB/CF**—Director of the Air National Guard

**RegAF**—Regular Air Force

**SAF/MRB**—Air Force Review Boards Agency

**SecAF**—Secretary of the Air Force

**SecState**—Secretary of State

**USAF**—United States Air Force

**USC**—United States Code

### *Terms*

**Active Military Service**—Title 38 United States Code Section 101.

**Active Status**—All Reserve, except those on an inactive status or Retired Reserve. Active status Reservist may train for points or pay and be considered for promotion.

**Air Force Reserve (AFR)**—All Reserves of the Air Force except those units, organizations, and members assigned to the Air National Guard of the United States.

**Air National Guard (ANG)**—A reserve component of the USAF consisting of all federally recognized units, organizations, and members of the ANG of the several states, the District of Columbia, and Commonwealth of Puerto Rico, who, in addition to their status as ANG members, are Reserves of the Air Force in the same grades in which enlisted or appointed and federally recognized. Membership in the ANG is acquired by the enlistment or appointment in the federally recognized ANG of a state and concurrent enlistment or appointment as a Reserve of the Air Force in the same grade.

**Discharge**—Complete severance from the active military service. The discharge includes a reason and characterization of service.

**Enlisted Member**—A person in an enlisted grade within the USAF.

**Judge Advocate**—An officer of the Judge Advocate General's Corps of the Army or the Navy; an officer of the AF or the Marine Corps who is designated as a judge advocate; or an officer of the Coast Guard who is designated as a law specialist.

**Officer**—A commissioned officer of any component.

**Ready Reserve**—Units and individual reservists liable for active duty as outlined 10 USC § 12301 (Full Mobilization) and 10 USC § 12302 (Partial Mobilization). This includes members of units, members of the Active Guard Reserve Program, Individual Mobilization Augmentees, Individual Ready Reserve, and the Inactive National Guard.

**Release from active duty**—End of active duty status. This term applies to Airmen of the Regular Air Force who are transferred to a Reserve component to complete their military service obligations and to Airmen of Reserve components who revert to inactive status in their Reserve organizations.

**Retired Reserve**—All reserve members who receive retirement pay on the basis of their active duty and/or reserve service; those members who are otherwise eligible for retirement pay but have not reached age 60 and who have not elected discharge and are not voluntary members of the Ready Reserve or Standby Reserve.

**Separation**—A general term that includes administrative discharge, resignation, release from active duty, release from custody and control of the Armed Forces, dropping from the rolls of the Air Force, retirement, transfer to a reserve component, and dismissal. Often used synonymously with “discharge.” See also discharge.

## ATTACHMENT 2

SAMPLE MEMORANDUM REQUESTING FOREIGN GOVERNMENT  
EMPLOYMENT

## Appropriate Letterhead/Plain Bond Paper

(date)

MEMORANDUM FOR Air Force Personnel Center Airman and Family Sustainment Branch or  
(Air Reserve Personnel Center Reserve Service Programs Branch)

FROM: (Applicant Name and Mailing Address)

SUBJECT: Request for Approval of Foreign Government Employment

1. In accordance with 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 Air Force Instruction 36-2913 of the Air Force Instruction:

(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, “\_\_\_\_ (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, “\_\_\_\_ (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.”

(d). Selected Reserve members only; a request for reassignment to Inactive Status List Reserve Section (Reserve Section Code RB).

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

SIGNATURE BLOCK

**ATTACHMENT 3**  
**FOREIGN GOVERNMENT EMPLOYMENT QUESTIONNAIRE**

Name: (last, first, middle initial)

Physical address (include mailing if different):

Phone:

Email:

Military Retirement Date (if applicable):

Rank/Rate (at retirement):

SSN (last four digits): XXXX

Location of proposed employment:

1. Who is your proposed employer and how are they connected to a foreign government?
  
2. What is your proposed job title?
  
3. What will your job duties involve? If a job description is available, please attach.
  
4. Will you be paid for duties performed? If yes, please provide an explanation of wages (to include amount of pay) and how your level of pay will be affected by the foreign government with which you are working.
  
5. Are you a U.S. citizen?
  
6. Will you be required or are you planning to execute an oath of allegiance to the foreign government with which you are working, alter your U.S. citizenship status, or obtain foreign citizenship?
  
7. What is the highest U.S. security clearance that you have held?
  
8. What is the highest level of classified material that you have been granted?
  
9. Have you had access to Special Access Programs?
  
10. Will you be working with classified information as part of your foreign employment? If yes, please explain.

11. Have you ever worked on matters involving this foreign country as part of your uniformed service duties? If yes, please explain.

12. Have you held any positions in the uniformed service that are relevant to your employment with the foreign government? If yes, please explain.

13. Have you had access to technical data (classified, unclassified, or software) related to the design, development, production, manufacture, etc. of defense articles? If yes, please describe ways in which such information may be of use in your potential job. If applicable, has your employer or have you applied for and received an export license for the defense services that you are offering?

I hereby acknowledge that I am unaware of any reason why the above described foreign employment would be inadvisable or reflect unfavorably on the United States. I also acknowledge and understand that my retired or retainer pay may be withheld equal to the amount received from the foreign government if I accept employment before obtaining proper approval. I affirm that the above questions have been reviewed carefully and answered fully and correctly to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AUTHORITY:** Title 50, App USC, Section 456(j), Title 10 USC 9013, and Executive Order 9397. **PURPOSE:** Used by member to apply for foreign government employment.

**ROUTINE USE:** Reviewing authorities use the recorded information to make a decision to grant or deny the requested foreign government employment. Appropriate organizations also use the information, when appropriate, to withhold promotion, remove members from flying status, and affect member's utilization.

**DISCLOSURE IS VOLUNTARY:** If applicant does not furnish the required information, the application may not contain the information required to make a determination.

**PRIVACY ACT STATEMENT:** Applicant must supply required information for consideration for employment by a foreign government.