

**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.”
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.”

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

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

SIGNATURE BLOCK

(Note: Your actual signature is required. You may not put//signed//)