

Foreign Government Employment

Retirees seeking any civil employment with a foreign government agency -- or any instrumentality of that foreign government agency – must apply for permission ahead of time or risk losing military retirement pay. Prospective employees should be aware of the rules regarding foreign government employment, whether or not compensation is received.

[Air Force Instruction 36-2913](#), Request for Approval of Foreign Government Employment of Air Force Members, outlines the rules and necessary paperwork, as well as application instructions. The application includes the [Foreign Government Employment Memo](#), [Foreign Government Employment Questionnaire](#), and [SF 312, Nondisclosure Agreement](#) (please include the full Social Security number on the SF 312).

Applicant submits the following:

- ✓ **Foreign Government Employment Memo**
 - Template available
 - Ensure accuracy of all information required
- ✓ **Foreign Government Employment Questionnaire**
 - Template available
 - Ensure accuracy, completeness and correlation of responses for all questions
- ✓ **SF 312 and Nondisclosure Agreement**
 - Template available as this is a State Department "must -have" requirement
 - Ensure all blocks are completed (with the exception of the organization block)
 - Applicant cannot be their own witness or accept on behalf of 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 form

Mail completed package to:

Active-duty retiree application packages must be mailed to: AFPC/DPFFF, ATTN: BRIGIT HENDRIX, 550 C Street W, JBSA-Randolph TX 78150.

Retired members of the Reserves or Air National Guard application packages must be mailed to: ARPC/DPAMR, 18420 E. Silver Creek Ave, Bldg. 390 MS 68, Buckley AFB CO 80011.

Upon receipt at AFPC, the program administrator will perform the following:

- Scan document into a single Adobe file
- Conduct a personnel records check either through ARMS or a NARA request
- (NARA is mailed to AFPC so it takes extra time)
- Requests an OSI Country Check
- Requests an OSI Background Check
- Records any discovered derogatory data and attaches to application
- Submits package to AFPC/DPF for senior-level review
- Upon receipt of completed review, compiles application and electronically submits to SAF/MRB

Upon receipt, SAF/MRB conducts a detailed legal review and sufficiency study before either requesting more details or submitting to the State Department. If more detail is required, an email will be sent to the applicant for clarification. Responses not returned within 30 days will result in the termination of the FGE application and the retiree will have to re-submit before accepting foreign government employment

If the legal review is satisfactory, the application is forwarded to the State Department for review and either approval/disapproval. If the State Department requires additional information, the same process as with SAF/MRB will be used. Once approved/disapproved by the State Department, a notification letter will be routed through SAF/MRB to AFPC/DPFFF to the applicant and a copy maintained in the file

Approval is good for three years and the applicant is responsible for notifying the AFPC/DPFFF program administrator of any employment changes or modification

Active-duty questions can be emailed to afpc.retiree@us.af.mil. (Please do not email Personal Identifiable Information)