



Sample Outside the Mission Action Memo

The Global Community Liaison Office created this Outside the Mission Action Memo as a sample of what information is typically required. Please consult with post's Human Resources Officer or equivalent position to obtain the memo template used at post.

Note, GCLO is not a participant in post's Outside the Mission approval process.

For more information contact GCLO's Family Member Employment Team at GCLOAskEmployment@state.gov.



United States Department of State

Washington, DC 20520

CLASSIFICATION

Month DD, YYYY

Action Memo for Chief of Mission

THRU: *Name, Human Resource Officer*

FROM: *Eligible Family Member Name*

SUBJECT: Request Authorization for Outside Employment under 3 FAM
4125

Recommendation:

That you authorize the request for Outside Employment.

Decision:

☐ Approve ☐ Disapprove ☐ Discuss

Background:

(U) 3 FAM 4125 requires that a spouse or family member of a U.S. direct hire may accept any outside employment or undertake other outside activity as described in section 3 FAM 4123 in a foreign country unless such employment (1) would violate the law of the country, (2) would require a waiver of diplomatic immunity deemed unacceptably broad by the Chief of Mission, or (3) could otherwise damage the interests of the United States as determined by the Chief of Mission.

CLASSIFICATION

(U) I, *family member name*, spouse of *Direct Hire's name*, with *Direct Hire's agency*, hereby request approval to work in the capacity as: Position Title, Company, Work Location. Include a brief description of the position and company.

Approved:

[Section] - *Human Resource Officer Name, Title [Initials]*

I confirm the drafter received guidance on this paper's intent, objectives, topics, scope, and structure. ☐ Yes ☐ No

Drafted:

Eligible Family Member Name

Cleared:

Section	Name	Clearance Status
<i>SECTION</i>	<i>Name</i>	<i>(OK) / (Info by Request) / (Info)</i>