EFM Employment Outside the Mission Action Memo

To: Chief of Mission or Designee _____

Thru: Human Resource Officer _____

From: _____
Full Name

Subject: Request Authorization for Outside Employment under 3 FAM 4125

Date: _____

Background: 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.

I,_____, spouse of_____

with _____agency, hereby request approval to work in the capacity as:

Title: _____

Company: _____

Work Location: _____

Brief Description:

Family Member Signature:_____Date:_____

Mission Authorizations:

Approved: ☐ Disapproved: ☐ (Please select one)

Human Resource Officer Approved: _____ Date: _____

Chief of Mission/Designee Signature: _____ Date:_____