

620 CONDUCT OF AMERICAN EMPLOYEES**621 General****621.1 Basic Rule of Conduct**

In addition to the specific rules set forth in 3 FAM 620, American employees are obligated to obey the laws of the country in which they are assigned, to observe the rules of moral and courteous conduct in their official and personal lives, and to conduct themselves at all times in accordance with American principles of justice and democracy.

621.2 Applicability to American Employees

Unless specifically provided otherwise, the rules of conduct set forth in 3 FAM 620 apply to all American employees of the Foreign Service. Each principal officer shall ensure that all employees under his jurisdiction have read and are familiar with the provisions of 3 FAM 620.

621.3 Applicability to Members of Families

Restrictions placed on American employees in the matter of speeches, interviews, writing for publication, official and private correspondence, participation in the activities of private organizations, political activities abroad, acceptance of gifts, and economic and financial activities (except as provided in 3 FAM 628.2-3) also shall apply to those members of the family of the employee, including the alien spouse, who normally reside with him and are dependent on him. An employee shall be held to strict accountability for the actions of such members of his family. Such members of an employee's family shall avoid expressing views which are unfriendly to or critical of the United States, its Government, institutions, or people, either to or in the presence of persons of foreign nationality. They shall, in addition, refrain from engaging in, or associating closely with, groups of people or organizations engaged in activities which are inimical or embarrassing to the Government of the United States.

621.4 Applicability to Former Employees**621.4-1 General**

Retired, resigned or separated employees are expected to refrain from engaging in activities of any kind, including writing manuscripts or giving speeches, which would be prejudicial to the foreign policy interests of the United States. (See 3 FAM 625 concerning acceptance of gifts, titles and emoluments.)

621.4-2 Disclosure of Classified Information

Retired, resigned or separated employees are reminded of the statutory prohibitions against the disclosure of classified information. (See 1 FSM II 903, 8 for applicable criminal laws.) Such former employees are further cautioned against the unauthorized use for personal gain of information obtained from official government records or documents which came into their possession or knowledge while on active duty.

621.4-3 Public Appearances and Publication of Unofficial Manuscripts

Retired employees are encouraged to make public appearances and write manuscripts for unofficial publication which constructively contribute to the interests and objectives of the Department of State and the Government. The Department will be glad to furnish, upon request, advice, assistance and copies of printed publications to retired employees who wish to obtain information on particular subjects. Where there is any doubt as to whether or not the content of a proposed speech or manuscript, particularly one dealing with a foreign relations or political affairs matter, may disclose classified information, retired employees are requested to submit a draft copy to the Department's Review Board for Unofficial Publications for review prior to publication as a safeguard for the interests of both the Government and the writer. Such manuscript, when published or released, shall bear no implication that the views, opinions or statements expressed therein have been approved by or represent the official views of the Department.

622 Relations With Americans Abroad

(See 1 FSM I 110)

622.1 Receiving American Visitors

American employees shall always accord American callers proper consideration and courteous treatment. American businessmen, tourists and others who call at Foreign Service posts shall be given the reception and assistance which they might reasonably expect.

622.2 Visitors in Whom Members of Congress Express Interest

When the Department receives a letter from a Member of Congress or other official concerning travel abroad by a person in whom he expresses interest, a copy will be forwarded to the post located in each city the traveler expects to visit. The Department's replies to such letters will state that this has been done and will contain a statement such as the following:

"As you know, our American embassies and consulates are there to serve American citizens and, if any problem should arise, I am sure your constituents will be given assistance."

Such replies will not contain the term "appropriate courtesies." In cases where the interest in the traveler is expressed otherwise than by letter, the itinerary will be forwarded to the posts concerned and the Member of Congress or other interested person will be given a reply substantially along the lines indicated above.

622.3 Complaints and Commendations

622.3-1 Every complaint made by an American to any employee at a Foreign Service post shall be brought to the immediate attention of the principal officer, or other officer designated by him, who shall be responsible for investigation of the complaints and for taking any local action deemed appropriate. The post shall report serious complaints to the Department, setting forth fully the facts developed by investigation in each case and including any statements by the employee(s) concerned. Such investigations, and reports of serious complaints, have as their purpose both the maintenance of high performance standards and the protection of Foreign Service personnel from consequences of complaints not justified by the circumstances.

622.3-2 Copies of especially significant letters received by a post commending or criticizing services rendered American firms, organization or individuals shall be transmitted to the Department in triplicate. Either a transmittal slip (marked for the Office of Personnel), or

an operations memorandum (subject: PERSONNEL), as appropriate, shall be used for this purpose. Such letters will be useful to the Department not only in furnishing pertinent information on an individual's performance, but also in evaluating public reaction to the assistance provided by the Foreign Service. The post shall indicate in the upper right-hand corner of each letter the name of the individual in whose file the letter should be placed. Letters commending more than one individual shall be submitted in quadruplicate or more, to enable a copy to be placed in the file of each individual who should receive credit. If a letter is ambiguous as to the service performed or the person commended or criticized, the post should attach to each copy of such a letter a memorandum clarifying the ambiguity. If the post wishes to have a copy of the letter sent to another agency of the Government, it may so indicate in the transmitting document, attaching an extra copy of the letter for this purpose.

623 Expression of Thoughts and Views

623.1 Speeches and Interviews

623.1-1 Authorization

Employees assigned abroad may make public speeches and hold newspaper interviews if they observe security regulations and if the principal officer approves. Employees assigned in the United States should observe regulations on speeches and newspaper interviews applicable to employees of the Department or other agency to which they are assigned.

623.1-2 Topics to be Avoided

Employees shall not allude in public speeches or newspaper interviews to disputes between governments or to active political issues in the United States or elsewhere, except by the direction or with the authorization of the Department. Employees shall not allude in public speeches or newspapers to any matter pending at any Foreign Service post except by the direction or with the authorization of the principal officer.

623.2 Writing for Publication623.2-1 Acting As Press Correspondent

Employees shall not act as correspondents for American or foreign newspapers or for press syndicates or associations unless special authorization in each case has been obtained in advance from the Secretary.

623.2-2 Authorization for Publication Under Official Title or By-Line

Chiefs of mission shall submit to the Department all written material prepared for external publication under their official titles or by-lines, in order to ensure consistency of content with official United States policy. Other employees shall submit to their chiefs of mission for approval all written material concerning United States policy or current Foreign Service or Department activities prepared for external publication under their official titles or by-lines. Chiefs of mission, at their discretion, may either approve (or disapprove) publication or refer such material to the Department for clearance. If such material results in whole or in part from research based on unpublished official records, the provisions of 3 FAM 623.2-5 shall apply.

623.2-3 Authorization for Publication by Authors Writing As Private Individuals

All books, articles and other unofficial manuscripts (fiction and non-fiction) prepared by Foreign Service employees in their capacity as individuals, or by members of their families residing with them, shall be submitted for clearance, either directly or through the post, to the Department's Review Board for Unofficial Publications, Historical Division. In order to avoid possible embarrassment to authors or to the Department or resentment on the part of publishers, in the event that changes are made in manuscripts, authors are strongly advised that negotiations in specific cases should not be undertaken with publishers or agents before submitting the manuscripts to the Board. Authors will be notified of the Board's decision with respect to clearance of manuscripts, and the manuscripts will be either returned to the authors or forwarded, upon request, to publishers or agents designated by the authors.

623.2-4 Discretionary Authority

When immediate publication of a manuscript is deemed desirable for local reasons, the principal officer may, at his discretion, authorize its publication, provided that is non-controversial in nature, is not concerned with United States policy or with Department or

Foreign Service activities, and does not fall under 3 FAM 623.2-5. A copy of any manuscript approved for publication under a principal officer's discretionary authority shall, however, be forwarded to the Department immediately under cover of an explanatory operations memorandum, subject: PUBLICATION OF UN-OFFICIAL MANUSCRIPTS.

623.2-5 Additional Review Required for Research Manuscripts

Manuscripts submitted to the Department under 3 FAM 623.2-2 or 623.2-3 which result wholly or in part from research based on unpublished records of the Foreign Service or of the Department require review by the Historical Division, Office of the Assistant Secretary for Public Affairs, in addition to other necessary clearances. The purpose of such additional review is to ensure that the manuscripts contain no material inconsistent with current United States policy and violate no security regulations. Ample time should be allowed for such additional review. (See 1 FSM II 485 regarding use of records for research purposes.)

623.3 Correspondence

In the absence of specific authorization from the Secretary, employees shall not correspond with anyone other than the proper officials of the United States in regard to the public affairs of a foreign government, active political issues in the United States, or confidential matters pending at Foreign Service posts or in the Department. Employees should not correspond directly on such matters with officials of other agencies but should send such correspondence to the Department for clearance and transmission to the interested agency. (See 1 FSM II 263.) Inquiries on the above-mentioned subjects from persons who are not employees of the United States should be acknowledged and the inquirers referred to the Department. (See 1 FSM II 266 regarding use of official-informal letters.)

624 Activities Relating to Private Organizations and Politics624.1 Definition of "Private Organization"

For the purpose of this section, the term "private organization" shall denote any group of persons or associations organized for any purpose whatever, except an organization established by the Government of the United States or in which the Department of State participates officially.

624.2 Participation in Activities of Private Organizations

In participating in the programs and activities of any private organization, American employees shall make clear that the Department has no official connection with such organization and that it does not sponsor or sanction the viewpoints which they may express.

624.3 Private Organizations Concerned with Foreign Policy

624.3-1 Limitation on Participation

When a private organization is concerned with foreign policy or international relations, either in general or in some special economic, political or cultural field, employees shall limit their connection with such organization as follows: Unless especially permitted to do so, they shall not serve as adviser, officer, director, teacher, sponsor, committee chairman, or in any other official capacity or permit their name to be used on a letterhead, in a publication, in an announcement or news story, or at a public meeting, regardless of whether their title or their connection with the Department is mentioned.

624.3-2 Request for Special Permission

Special permission to assume or continue a connection prohibited by section 624.3-1 may be granted in cases where the public interests of the Government and the Department will not be adversely affected. To request such permission, or to determine whether the provisions of section 624.3-1 are applicable to a particular case, the employee, if stationed in the Department or on leave in the United States, shall address a memorandum to the Chief, the Personnel Operations Division, Office of Personnel, setting forth all the circumstances. That officer will consult the interested divisions and will recommend approval or disapproval to the Deputy Under Secretary for Administration. Such a request from an employee in the field should be made to the Department by operations memorandum, subject: PERSONNEL.

624.3-3 Application to Principal Officers

Because of the prominence resulting from their official positions, chiefs of mission and other principal officers should recognize the particular bearing of the provisions of 3 FAM 624.3-2 upon their activities. They should restrict association with any organizations involving foreign nations and the United States to simple membership, and should not accept even honorary office in such organizations except with the specific prior approval of the Department as provided in 3 FAM 624.3-2.

624.4 Private Organizations Not Concerned With Foreign Policy

When the purpose and program of the organization do not fall within the field of foreign policy and international relations and have no connection with the field in which an employee does his official work, the employee's activity shall be limited only to the following extent:

- a. His official title or his connection with the Department may be used to identify him, as in a civic association election, but shall not be used on a letterhead, in a publication, or otherwise so as to employ the prestige of the Department to enhance that of the organization or to imply official sponsorship.
- b. When he is a representative of an association consisting of Departmental or of a group of such employees, his connection with the Department may be freely used so long as there is no implication of official sponsorship beyond what may have been officially approved by the Department.

624.5 Political Activities in Country of Assignment

American employees shall not engage in any form of political activity in the country to which they are accredited or assigned.

624.6 Political Activities in the United States

It is unlawful for an American employee to use his official authority or influence for the purpose of interfering with an election or affecting the result thereof, or to take any active part in political management or in political campaigns. Employees retain the right to vote as they choose and to express their opinions on all political subjects and candidates.

625 Acceptance of Gifts, Titles and Emoluments

625.1 Gifts from Foreign Governments

625.1-1 Prohibitions

No American employee or retired Foreign Service officer shall seek or, without the consent of Congress, receive (except as provided in 3 FAM 625.1-4) for himself, for any member of his family, or for any other person, any gift, pecuniary favor, decoration, order, medal, emolument, office or title from any foreign sovereign, or other official, foreign government, or state, province or municipality of any foreign government; or from any foreign governmental or semi-governmental agency; or from any international organization of states, notwithstanding the fact that the United States may be a participant in such international organization. No American employee of the Foreign Service shall wear any foreign decoration at any time while employed in the Service.

625.1-2 Petition to Congress

No American employee, nor any person on behalf of such an employee, nor any retired American Foreign Service employee shall petition the Congress of the United States for legislative permission to receive any foreign decoration, gift, emolument, office or title. The Secretary of State, pursuant to 5 U. S. C. 115a, will request the consent of Congress for retired employees to accept decorations, orders, medals or presents tendered them by foreign governments, which have been held for them by the Department.

625.1-3 Refusal of Gifts

When it is necessary, under the provisions of 3 FAM 625.1-1 or 3 FAM 625.2 for an employee or retired Foreign Service officer to refuse any decoration, gift, emolument, office or title, the refusal shall be made as soon, and in as gracious terms as possible, attention being invited to the fact that acceptance is prohibited by law or regulation. Employees shall take such precautionary measures as seem advisable to avoid being placed in a position where it becomes necessary to refuse such a decoration, gift, emolument, office or title. Where delivery of a gift was under circumstances rendering refusal impossible, the gift should be returned promptly to the donor.

625.1-4 Gifts of Minor Value

It is the view of the Department that the laws and regulations prohibiting employees' acceptance of gifts and honors from foreign governments and individuals are to be interpreted with due regard for the principle "de minimis non curat lex", the law does not concern itself with things which would universally be regarded as too unimportant to come within its scope. Accordingly, where there is no indication of improper interest on the part of the giver, the article has only minor intrinsic value, such as a photograph or other like memento or souvenir, is not a decoration, emolument, office or title, and refusal or return would be offensive and might injure good international relations, such a gift may be received. If there is any question or doubt, a ruling should be obtained from the Office of Protocol.

625.2 Gifts from Interested Parties

No employee nor member of an employee's family shall accept for himself, or any other person, a loan, gift, office, or emolument from any person or organization affected by the performance of his official duties or when the gift is offered with the hope or expectation of obtaining advantage or preferment in dealing with the Department for any purpose. Any employee who shall accept a gift, office, emolument or loan from any such person or organization shall be subject to appropriate disciplinary action.

625.3 Transmitting Gifts

Foreign Service employees shall not act as agents for the transmission of gifts from persons or organizations in foreign countries to the President or to Federal, state or municipal officials in the United States. However, principal officers may, according to regulations prescribed by the President, accept, and shall forward to the Office of Protocol of the Department, gifts made to the United States or to any political subdivision thereof by the Government to which they are accredited or from which they hold exequaturs. Employees shall not, without the approval of the Secretary, transmit gifts from persons or organizations in the United States to heads or other officials of foreign states.

625.4 Prohibition of Contributions or Presents to Superiors

The Act of August 15, 1876, R. S. 1784 (5 U. S. C. 113) provides:

"No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ."

625.5 Discounts

Rates or discounts offered to employees as a class may be accepted and utilized.

626 Economic and Financial Activities626.1 Activities Covered by Departmental and Foreign Service Regulations626.1-1 During Assignment or Detail Abroad

An American employee shall not transact or be interested in any business or engage for profit in any profession in any country or countries to which he is assigned or detailed abroad, in his own name or in the name or through the agency of any other person, except as approved in writing by the Deputy Under Secretary for Administration. (See section 1003 of the Foreign Service Act of 1946, and section 310 of the Organization Manual). Specifically, the following activities are prohibited:

- a. Speculation in exchange for profit.
- b. Transactions at exchange rates differing from local legally available rates, unless such transactions are duly authorized in advance by the Department.
- c. Sales to unauthorized persons (whether at cost or for profit) of currency acquired at preferential rates through diplomatic or other restricted arrangements.
- d. Transfer of funds in violation of United States foreign funds control.
- e. Action as an intermediary in the transfer of private funds from persons or firms in one country to persons or firms in another country, including the United States.
- f. Investment of money in real estate, mortgages, bonds, shares and stocks. (The purchase of a house and land for personal occupancy shall not be considered a violation of this section.) Investments in bonds of a foreign country or countries, or bonds, shares, and stocks of firms of a foreign country or countries, if made prior to knowledge of assignment or detail to such country or countries, may be retained during such assignment or detail when approved in writing by the Deputy Under Secretary for Administration. If retention is authorized, such stocks, shares, and bonds may not be sold while the employee is assigned or detailed to the country or countries unless the Deputy Under Secretary for Administration approves in writing the sale thereof.

g. Permitting use of one's name or official title as a business reference, or for the purpose of seeking contributions of any nature whatsoever.

h. Permitting use of one's name or official title in any private business transactions or in advertisements for business purposes.

626.1-2 During Assignment or Detail in the United States

An employee on assignment or detail in the United States shall be governed by the provisions of 3 FAM 1861.

626.2 Supplementary Post Regulations

American Government employees assigned or detailed for duty within the jurisdictional area of a Foreign Service post are responsible for promoting, by personal conduct, mutual understanding between themselves and foreign nationals. This understanding is furthered by a course of conduct which is not offensive to the local population and is in compliance with local laws and customs.

Since local regulations, customs and practices regarding economic and financial activities vary from country to country, each chief of diplomatic mission (or principal officer of a post not under the jurisdiction of a diplomatic mission) shall develop and promulgate such post regulations regarding economic and financial conduct of American employees as do not violate local customs, practices or regulations of the host country or countries, or the intent of section 626. Posts shall review their regulations annually for currency. Particular attention should be given to the need for regulations on:

- a. The importation and disposal of personal property;
- b. The acquisition and conversion of local currency; and
- c. The importation, operation and disposal of motor vehicles.

626.2-1. Administrative or Disciplinary Action
Required in Cases of Violation

Chief of mission (or principal officer of a post not under the jurisdiction of a diplomatic mission) shall take appropriate administrative or disciplinary action in cases where employees under their jurisdiction violate regulations and procedures governing personally owned property transactions. The severity of the action should depend on the gravity of the violation. Major or willfully repeated violations may be reported to the Department with a recommendation for reprimand or other Departmental disciplinary action in accordance with 3 FAM 790 or dismissal from the Service.

626.2-2 Suggested Control Methods

Certain methods have been found helpful at a number of posts for controlling imports and sales of personally owned property. With necessary adaptations to meet local conditions, it is recommended that posts adopt such of the following methods as will assist in achieving the desired results:

- a. Having a prescribed form which must be used in requesting free entry. The property for which free entry is requested is described on the form and the form, if approved, is placed in a control file. Thereafter, the employee's additional requests for free entry are checked against the file to see if it would be appropriate to grant the request.
- b. Requiring all employees to report all proposed sales of personal property and to obtain prior approval. If the proposed sale or method of sale is not justified, permission to sell is denied. Larger posts might establish committees composed of the chief of mission or his representative, the administrative officer and another responsible official to evaluate requests and approve or disapprove them, depending upon the individual's circumstances and the ethics of the situation, as well as the laws of the host country and the Department's regulations. The functions of the committee may be extended to cover the evaluation of requests for free entry as well.
- c. Developing and publishing standards based on ethics, the local laws, regulations of the Department, etc., for the approval of requests for free entry as well as for requests for permission to sell personal property, and giving copies of these standards to all new American employees arriving at the post.

626.2-3 Other United States Government
Agency Employees

The regulations and procedures developed in accordance with the provisions of 3 FAM 626.2-2 shall be made available by each chief of mission (or principal officer of a post not under the jurisdiction of a diplomatic mission) to the local head of each other United States Government agency installation (including military establishments) in his area of jurisdiction. Simultaneously, these other agency heads should be requested to require their employees to comply with the provisions of the mission's local regulations. If the head of any other United States Government installation refuses or fails to cooperate in this regard, a full report of the situation shall be submitted to the Department so that appropriate action can be taken.

626.3 Reports on Exchange Transactions

626.3-1 If any arrangement is made by American employees, collectively or individually, for the acquisition of foreign currency at other than the current market rate of exchange (i.e., the banks' buying rate for checks and drafts as shown in the regular monthly accounts), the facts should be fully and frankly reported in order that the Department may determine whether the practice is consistent with its policies and whether the rate obtained differs sufficiently from those regularly reported in the accounts to affect the classification of the post for the purposes of allowances. Principal officers will be expected to report any procedure that may give rise to questions of propriety. All persons receiving salaries and allowances in dollars, whether in the form of allotments or checks for deposit in the United States, or checks or drafts for negotiation abroad, shall report to their immediate supervisors if their arrangements for obtaining foreign currency differ in any material respect from the usual procedure, and officers in charge of posts should, in turn, report to the Department the details of cases where foreign currency is obtained over a period of time at rates substantially below the regular market rates.

626.3-2 In carrying out the provisions of the regulations with respect to exchange, the responsible officers may take such administrative measures as may be necessary. If principal officers deem it necessary at any time, they may require persons receiving dollar income (whether from salary, allowances, or

other sources) to sign a certificate to the effect that they have not converted any dollars into foreign currency at a rate more favorable than the official or current bank rate during any stated period, except as fully explained in a separate report to the Department. If a joint certificate in the foregoing sense is utilized, it should not be placed on or affixed to the payroll form or submitted with the accounts but should be prepared on a separate sheet and forwarded directly to the Department by operations memorandum, subject: PERSONNEL.

626.4 Extending Personal Financial Aid Abroad

American employees shall not make personal loans to American citizens or others who have no personal claim on them nor shall they obligate their personal credit for such persons either by endorsing notes, bills of exchange, or other negotiable instruments or by assuming any form of financial responsibility.

626.5 Assumption of Financial Obligations

American employees shall incur only those financial obligations which can be promptly and completely discharged. Overdue claims on employees for the payment of debts reflect adversely on the Foreign Service as well as on the employees involved and may result in disciplinary action.

627 Marriage of Foreign Service Personnel

627.1 Notification of Marriage to United States Citizen

When an employee of the Foreign Service marries a United States citizen, the principal or administrative officer shall obtain from him within 30 days after such marriage a signed original and one copy of Form DSP-34, Supplement to Standard Form 57, with Items 1, 8(a through e), 9, 14 and 19 completed. Under Item 14, both male and female employees shall list each of the employee's and spouse's blood relatives (parents, grandparents, children, brothers, sisters, uncles and aunts) who has a residence abroad, even though the relative may be temporarily in the United States. The list shall include name, relationship, nationality, and address (city and country) of each relative. Under Item 19, a female employee shall include her name before marriage, and the date of marriage, and supply other requested information. The principal or administrative officer shall forward the original copy of Form DSP-34 to the Department by operations memorandum, subject: SECURITY, and shall send the copy of the form directly to the Personnel Operations Division in the Department.

627.2 Marriage of American Employees to Aliens

627.2-1 Policy

Marriages to aliens by American Foreign Service personnel are considered generally undesirable both for reasons of security and because of the likelihood that the spouse may not become a "representative American." Normal conditions of employment in the Foreign Service ordinarily require so much overseas service that opportunity is usually lacking for a spouse, originally an alien, to spend sufficient periods of time in the United States to become a "representative American." Therefore, the general policy of the Department on marriage to aliens is as follows:

- a. No American citizen who is married to an alien will be appointed to the Foreign Service.
- b. The Department will discourage and keep to an absolute minimum marriages to aliens by persons already in the Foreign Service.
- c. An employee married to a person of foreign birth will not normally be assigned to Foreign Service posts within the country of origin of the spouse.
- d. Permission will not normally be granted to female Foreign Service employees applying for permission to contract marriage with an alien.

627.2-2 Exceptions to General Policy

Administrative exceptions to the general policy will be made only by the Director of the Office of Personnel when he has determined that such an exception will result in a net advantage to the U. S. Government. An exception to the policy against appointment of American citizens married to aliens will be considered only when there is an affirmative showing of intention on the part of the alien spouse to acquire American citizenship as soon as possible. (See 3 FAM 121.3-2).

627.2-3 Effect of Marriage to Alien

Any employee who requests permission to marry an alien will be informed by the principal officer that such marriage will in all likelihood affect his access to classified information and assignment to sensitive duties, and that these limitations could result in a diminished usefulness to the Foreign Service thereby adversely affecting his promotional opportunities. Female employees who obtain permission to marry aliens gainfully employed in the country to which they are assigned will be considered resident staff employees.

627.2-4 Request for Permission to Marry Alien

Before marriage with a person who is not a United States citizen, each American employee shall request permission from the Director of the Office of Personnel. Any American employee who marries an alien without obtaining advance permission from the Department will be subject to separation for cause under the procedure set forth in 3 FAM 760.

627.2-5 Documents to Accompany Request

A request for permission to marry an alien shall be submitted by operations memorandum, subject: PERSONNEL, accompanied by the following supporting documents:

- a. The resignation of the employee, or, if eligible for voluntary retirement, his application for voluntary retirement.
- b. Brief biographic data concerning intended alien spouse and his or her family, and a complete list of blood relatives (parents, grandparents, children, brothers, sisters, uncles, aunts) giving name, relationship, nationality, and address (city and country) of each.
- c. An unmounted photograph of the intended spouse.
- d. A statement that the intended spouse, if a woman, will become an American citizen as soon as possible.
- e. A report of investigation of the prospective alien spouse and his or her family. The local investigation will be conducted by the post security officer on the written request of the post personnel officer. The report of such local investigation and biographic data on the prospective spouse will be forwarded to the regional security officer who will schedule whatever additional investigation is required outside the United States and at the same time submit to the Office of Security the biographic data necessary for any required investigation within the United States. The regional security officer will furnish the results of the overseas investigation to the personnel officer who made the request.
- f. A statement from the principal or administrative officer indicating whether he personally knows or has personally interviewed the alien in question, and whether the proposed marriage has his approval from a security and suitability viewpoint.

627.2-6 Termination of Active Work Status

Employees whose resignations are accepted as a result of 3 FAM 627.2 shall not continue in active work status beyond the day preceding their marriage to an alien.

627.2-7 Private Secretaries of Chiefs of Missions

Chiefs of missions shall require their private secretaries to comply with the provisions of 3 FAM 627.

628 Miscellaneous Restrictions on Employees

628.1 Wearing of Uniforms

628.1-1 An American employee holding a position of responsibility in the Foreign Service shall not wear any uniform except such as may be authorized by law or such as a military commander may require civilians to wear in a theater of military operations. When American employees are authorized by law or required by a military commander of the United States to wear a uniform, care shall be taken that the uniform is worn only at authorized times and for authorized purposes. As a rule, employees shall confine themselves to wearing whatever civilian apparel is appropriate to the occasion and situation, as described in 2 FAM 331.

628.1-2 Conventional garb worn by chauffeurs, elevator operators and other miscellaneous employees shall not be considered uniforms within the meaning of this regulation.

628.2 Letters or Cards of Introduction or Recommendation

628.2-1 Making Recommendations in Official Capacity

In general, employees shall not, in their official capacity, make any recommendations in connection with the employment of persons unless the positions concerned are with the Government of the United States and the recommendations are made in response to an inquiry from a Government official authorized to employ persons or to investigate applicants for employment. A principal officer may, in answer to a letter of inquiry concerning a former employee in the Foreign Service office, state the length of time the person was employed in the Service and the fact that he performed his duties in a satisfactory manner, if such is the case.

628.2-2 Making Personal Recommendations

An employee may make a personal recommendation in connection with the employment of any person, except for employment in a position of trust or profit under the government of the country to which the employee is accredited or assigned, provided that the employee does not divulge any information concerning the person derived from official sources. When a personal card or letter of introduction or recommendation is written by an employee, precautionary measures shall be taken to prevent their being construed as official correspondence of the Department and used by an unscrupulous individual to impress officials of the Government of the United States or of a foreign government. Accordingly, neither cards showing official title or rank nor official stationery shall be used for this purpose. The letter or card may show the employee's status as an American Foreign Service officer or Reserve officer, or as an American Foreign Service employee. The utmost care shall be used in writing any card or letter of this nature, and every personal letter of recommendation shall close with the statement: "This letter constitutes a personal recommendation of the undersigned and is not to be construed as an official recommendation by the Government of the United States of America."

628.3 Preparing Candidates for Foreign Service Examinations

Executive Order 9367 of August 4, 1943, provides, in part, that no officer or employee of the Government shall directly or indirectly instruct or be concerned in any manner in the instruction of any person or class of persons with a view to their special preparation for the Foreign Service examinations. Violation of the provisions of this Executive order by any officer or employee of the Government shall be considered sufficient cause for removal from Government service.

628.4 Acceptance of Employment by Members of Family**628.4-1 General**

Members of the family of a Foreign Service officer, Reserve officer, or regular staff employee shall not transact or be interested in any business or engage for profit in any profession in the country to which the officer or employee is assigned without the expressed approval of the chief of mission, except as follows:

a. At the Post

Such family members may be employed by a post on a temporary basis under the provisions of 3 FAM 122.7-9. Family members may be employed by a post on other than a temporary basis under the provisions of 3 FAM 122.6-4.

b. For Other Government Agencies at Missions

Administrative officers at missions may authorize employment of such family members in the office of the Army, Navy, or Air Force Attaché, or in the office of other U.S. Government agencies at the post.

c. For Other Government Agencies at Consular Posts

Principal officers at consular posts may authorize employment of such family members in the office of other United States Government agencies at the post. If the principal officer so desires, he may seek the advice and consent of the chief of mission before authorizing such employment beyond a period of 3 months' duration.

d. Elsewhere Abroad

With the authorization of the principal or administrative officer at the post, such family members may:

(1) Teach or be employed in schools, hospitals, and similar establishments that are not directly supported by the local government. (See prohibition in 3 FAM 625.1-1 against acceptance of emoluments from foreign governments.)

(2) Work in cooperative commissaries.

(3) As dependent children, maintain paper routes or perform other casual, part-time duties.

In considering requests for permission for members of family to accept employment abroad, the authorizing officer should consider any adverse effects on relations between the United States and the host government, possible violation of local custom, or competition with the local labor market that might result from such employment. It should also be borne in mind that persons accepting employment abroad may not enjoy immunity from judicial processes and that they would be subject to the payment of any taxes deriving from their non-diplomatic employment.

628.4-2 Policy on Employment of Wives of FSO's and Reserve Officers

It is the Department's policy to discourage acceptance of employment abroad for profit by wives of diplomatic officers because it is considered incompatible with their diplomatic status and because it is generally recognized that an officer's success in representing his country abroad depends in a measure upon his wife's support by her participation in appropriate foreign relations activities at the post. An example of such recognition is the recent action of Congress in providing for orientation and language training of wives on the ground that wives are an integral part of the official representational unit. It is assumed that wives would have little time for employment for profit.

628.5 Public Criticism or Charges Against Another Employee

Employees shall not attack or publicly criticize any other employee of the Foreign Service. If an employee finds it necessary to criticize or prefer charges against any other employee, he shall do so only in a personal and confidential letter to the Deputy Assistant Secretary for Personnel or the Chief of the Personnel Operations Division.

629 Place of Residence

629.1 At Diplomatic Posts

Employees at diplomatic posts shall, as a rule, establish their residences at the seat of mission. However, a diplomatic representative may establish a temporary residence for himself and members of his staff at a place other than the seat of mission, which is convenient thereto and within the country in which the mission is located, provided the mission office is opened daily by an adequate office staff.

629.2 At Consular Posts

Employees at consular posts shall, as a rule, reside within the consular districts to which they are assigned, except that when such districts are contiguous to territory of the United States, employees may reside in the territory of the United States, provided the consular office is readily accessible from their place of residence.