



The Family Liaison Office

Direct Communication Project

Support Services - Marriage:

Revised Notification Procedures for Marriage to Foreign Nationals

All personnel cleared for access to sensitive information are reminded that 3 FAM 4100, Appendix B, requires written notification to the Department of intention to marry a foreign national at least 120 days prior to the anticipated marriage date. The purpose of these requirements is to identify situations in which security risks to the employee or the Department may exist. Failure to provide the required notification on intent to marry may result in disciplinary action, an adverse impact on the employee's career and/or loss of security clearance.

Overseas: Foreign Service employees serving aboard must notify the Ambassador or Principal Officer at his/her post of assignment in writing of their intent to marry a foreign national. Ordinarily, this is done through the Administrative or Human Resources Office. The DCM or Administrative Officer should counsel the employee and prepare a counseling memorandum of conversation in accordance with 3 FAM 4100, Appendix B, Part 629.2-5.

In the U.S.: Foreign Service employees assigned in the U.S. must inform HR/CDA/CC (Continuity Counseling, Room 2328 MS, phone 202-647-4049) in writing of their intent to marry a foreign national. A CDO in that office will counsel the employee and prepare the counseling memorandum of conversation in accordance with 3 FAM 4100, Appendix B, Part 629.2-5. The employee must then provide a copy of the counseling memorandum of conversation to his/her bureau Executive Office or human resources officer along with the other required documents listed below.

Civil Service employees must notify their Executive Office in writing of their intent to marry a foreign national. A human resources officer will counsel the employee and prepare the counseling memorandum of conversation along with documents listed below.

Effective immediately, Human Resources Offices overseas and Executive Offices in the Department should forward the following completed documents to DS/ICI/PSS, 4th Floor, SA-3, Attn: Routing Station, within five days of receipt of a notification of intent to marry a foreign national.

Notice of intent to marry

Counseling memorandum of conversation:

Points to be covered are

- a. The effect of the marriage might have on the employee's career or future assignments in the Service/Department.
- b. Employee's continued effectiveness in representing the United States.
- c. Problems that might arise with regard to the employee's continued access to classified material.
- d. Continued employment of the employee if the spouse/intended spouse, cohabitant or partner in the relationship, is employed by a foreign government or an instrumentality of a foreign government.
- e. For Foreign Service personnel: a medical examination and clearance of the spouse is required within 90 days of a marriage for review and determination of medical clearance level and eligibility for medical coverage.

SF-85P (Questionnaire for Public Trust) and SF-85P-S (Supplemental Questionnaire for Selected Positions) completed by intended spouse

Family bio sketch by the intended spouse - including living parents, siblings, grandparents, aunts/uncles, and giving address and occupation for each

Copies of all relevant divorce decrees.

All submissions must be complete before forwarding to DS/ICI/PSS. Processing cannot begin until all the required paperwork is received. Incomplete forms will be returned to the relevant Human Resources or Executive Office.

Foreign financial interests, foreign government connections, foreign military service, contacts with foreign citizens, etc. are among the factors that will be considered in the evaluation process and the assignment process. If there are any questions on this subject, please contact Ms. Wanda Barnett, DS/ICI/PSS, 202-663-0684.

AID, USDA, and USDOC personnel should consult 3 Fam 4100, appendix B, and their agency human resources officers for guidance in this regard.