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**SAMPLE MEMORANDUM - REQUEST FOR PRESIDENTIAL COMMISSIONING AS A FOREIGN SERVICE OFFICER**

TO: Chief, Labor and Employee Relations Division (M/HR/LERPM)  
Room , SA-

SUBJECT: Presidential Commissioning as a Foreign Service Officer

If I am judged eligible and suitable for commissioning as a Foreign Service Officer, the following information should be used in the granting of such commission:

(a) My legal state of residence is

(b) I desire to have my name on my commission as follows:

\_\_\_\_\_ (Please Type or Print)

(Signature)