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SAMPLE MEMORANDUM - COMMISSIONING OF FOREIGN SERVICE OFFICERS

MEMORANDUM FOR THE SECRETARY

SUBJECT: Commissioning of Foreign Service Officers

The attached list contains the names of USAID members of the Service who are eligible for appointment and/or commissioning as career members of the Service under Sections 302 and 312 of the Foreign Service Act of 1980.

I recommend that the President nominate the named persons for appointment and commissioning as Foreign Service Officers, Consular Officers and Secretaries in the Diplomatic Service of the United States.

Each of the persons recommended herein currently holds a security clearance under Executive Order 10450, "Security Requirements for Government Employment."

(USAID Administrator)

List of Members to be Appointed and Commissioned