

MEMORANDUM FOR: [Employee Name/Requestor]

FROM: [Security Office/Compliance Department]

DATE: [Date]

SUBJECT: Clearance Opinion Regarding Proposed Interaction with Foreign Officials

1. **PURPOSE:** This memorandum provides a formal security and compliance opinion regarding your request to interact with representatives of a foreign government, specifically [Name of Foreign Agency/Entity] on [Date of Event].

2. **DETERMINATION:** Based on the information provided in your disclosure form dated [Date of Disclosure], the proposed interaction is:

☐ **APPROVED** without further restriction.

☐ **CONDITIONALLY APPROVED** subject to the requirements in Paragraph 3.

☐ **NOT APPROVED** based on current security protocols.

3. MANDATORY GUIDELINES:

- Limit discussions strictly to non-classified and public-domain information.
- Do not accept gifts, favors, or hospitality exceeding [Dollar Amount] in value.
- Avoid discussions regarding internal policies, sensitive technologies, or proprietary data.
- [Insert Additional Condition]

4. **REPORTING REQUIREMENTS:** Within [Number] days following the conclusion of this interaction, you are required to submit a Contact Report detailing:

- The identities of all foreign nationals encountered.
- Summaries of topics discussed.
- Any unusual requests for information or follow-up actions.

5. **CONTACT:** Questions regarding this opinion should be directed to [Contact Person/Office] at [Phone Number/Email].

[Signature of Authorizing Official]

[Title]

[Department/Organization]