



United States Department of State

*Bureau of Human Resources
Office of Employee Relations
Room H-236, SA-1
Washington, D.C. 20520*

OBITUARY INFORMATION

Many of your loved one's colleagues and friends may want to be notified of his or her death, and may wish to contact you or family members.

If you would like an obituary to appear in **State Magazine**, you may write to the magazine at: Department of State, HR/ER/SMG, SA-1, Room H-236, Washington, D.C. 20522-0102. The magazine will publish obituaries up to five months after a person's death.

If you write, please include the following: the full name of the deceased; date and place of death; cause of death, unless you wish to withhold that information, whether the deceased was Foreign or Civil Service; year of retirement; colleges attended and degrees received; military service; any employment or volunteer work after State; significant awards; and the names of survivors. You may wish to include an obituary from a local newspaper to augment this information.

You may also wish to include a recent photo. The photo can be either black-and-white or color, as long as the clarity is sharp. It can also include other people, if there is a good close-up of the deceased. If you would like the photo returned, please state that in your request and be sure to include your telephone number and address. You will receive the photo about one month after it appears in the magazine.

State Magazine does not publish obituaries for employees of the Agency for International Development (AID), unless they also worked for State. If the deceased worked for AID, please contact AID's publication, Front Lines, at (202) 712-4059.

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