

(SBU) The Secretary's Meeting with USA & US Territories Testasfasd asdfasdf asdfasdf
Tuesday, November 9, 2021, 5
asfdasdf [asdfasdf]

LAST INTERACTION: sdafadsf

PARTICIPANTS

United States
asdfasdf

USA & US Territories
asfdsdaf

KEY OBJECTIVES

1. (SBU) asdfasdfasdf

- (Unclassified) asdfasdf
- (Unclassified) asdfasdf
- (Unclassified) sdfasfd

- (Unclassified) asdfasdf
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WATCH OUT FOR/IF RAISED

1. (Unclassified) afdasdf: asdfasdf

- (Unclassified) asdfasd
 - (Unclassified) asdfads
- 3f2237ae-869b-49e9-aa8f-fa28a4d57b28 asdfasd 3f2237ae-869b-49e9-aa8f-fa28a4d57b28 adfads

2. (Unclassified) adf: asdf

- (Unclassified) asdfadsf
- (Unclassified) asdfsd
- (Unclassified) asdfasdf
- (Unclassified) asdfasdfdas

Approved: [Bureau] – [Name] [Enter initials of approving principal]
Bureau's front office MUST approve the memo.

Drafted: [Bureau/Office] – [Name], ext. 7-1234 and home/cell: ###-###-####
The drafter must include his/her full name, telephone extension, and after hours contact information.

Cleared: D: [name] [required clearance]
P: [name] [required clearance]
S/P: [name] [required clearance]
Other clearances as necessary, depending on subject matter covered.

Types of clearances

(OK)	[Means they cleared]
(Info)	[Means paper was sent for informational purposes only]
(Info by Request)	[Only if specified by clearer]
(No response)	[Means clearance was requested but not received by deadline]