

AW allyson
04/07/2020 test

LAST INTERACTION: test

PARTICIPANTS

test	test
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TALKING POINTS

1. test
test

2. test:

- test
- test
- test

WATCH OUT FOR/IF RAISED

1. test
testt

Attachment(s):
Briefing Checklists
All Audiences, U.S. Department of State
allyson
04/07/2020

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]

UNCLASSIFIED//NOFORN

Classified by: (bureau) (full title) (name)
E.O. 13526, Reason(s): 1.4 (justification section), (justification section), and (justification section)
Declassify on: 04/07/2020

(Info by Request)
(No response)

[Only if specified by clearer]
[Means clearance was requested but not received by deadline]