



United States Department of State

Washington, D.C. 20520

UNCLASSIFIED//RESTRICTED

02/17/2020

**INVITATION FOR UNDER SECRETARY BULATAO (M)**

(SBU) **Event:** Celebrate good times, c'mon

(U) **Role:** Host

(U) **Date/Time:** 03/27/2020

(U) **Possible Conflicts:** celebrating other good times

(U) **Host:** ASSISTANT SECRETARY FORD (T)

(U) **Location:** the party room

(U) **Date Received:** 02/14/2020

(U) **Date Response Required:** 03/06/2020

(SBU) **Details:** some details are here

(U) **Media/Press:** Closed Press

(SBU) **Recommendation:** recommendation 1

(U) **Decision (Action Required):**

- ☐ Accept the invitation
- ☐ Delegate the invitation to:

Attachment(s):

2020, Assistant Secretary, Bureau of Management (USAID), KC51, Office of the Under Secretary for Management, PNG

All Audiences, U.S. Department of State

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Classified by: (bureau) (full title) (name)

E.O. 13526, Reason(s): 1.4 (justification section), (justification section), and (justification section)

Declassify on: Month DD, YYYY



John Hunter  
02/17/2020

The drafter should include a separate page with approval, drafter, and clearance information. Classification markings and page numbers may continue onto the clearance page.

Approved: [Bureau] – [Name] [Enter initials of approving principal]  
**The drafting bureau 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]**  
 R: [name] **[required clearance\*]**  
 GPA: [name] **[required clearance\*]**  
**Other clearances as necessary, depending on subject matter covered**  
**\* R and PA clearances are required for all external non-USG meetings, even if the recommendation is decline.**

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]