



United States Department of State

Washington, D.C. 20520

UNCLASSIFIED//NODIS

03/02/2020

**INVITATION FOR UNDER SECRETARY HALE (P)**

(SBU) **Event:** Test

(U) **Role:** Host

(U) **Date/Time:** 03/10/2020

(U) **Possible Conflicts:** Test

(U) **Host:** UNDER SECRETARY HALE (P)

(U) **Location:** Test

(U) **Date Received:** 02/01/2020

(U) **Date Response Required:** 03/05/2020

(SBU) **Details:** Test

(U) **Media/Press:** Camera Spray

(SBU) **Recommendation:** Test - eidt, edit again

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

- ☐ Accept the invitation
- ☐ Delegate the invitation to: COORDINATOR SALES (J)

Attachment(s):

2020, Invitation Memos

All Audiences, U.S. Department of State

Test User

03/02/2020

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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

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]