



United States Department of State

Washington, D.C. 20520

CLASSIFICATION//HANDLING RESTRICTION
UNCLASSIFIED//ORCON

02/17/2020

ACTION MEMO FOR THE DEPUTY SECRETARY

FROM: BUREAU 3 John Hunter
SUBJECT: Take Action

BLUF: Bluf Action

Recommendation(s)

BUREAU 3

summary of recommended action

Recommended action

Deadline to Approve or Disapprove: 02/21/2020

Background

- background
- recommendation alignment
-
- differences in stakeholders
- additional resources

Attachment(s):

-

Type of Action:

2020, PNG

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.

CLASSIFICATION//HANDLING RESTRICTION

Classified by: BUREAU 3 John Hunter

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

Declassify on: 02/21/2020

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

Drafted: BUREAU 3 – John Hunter
Photo:



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]