



United States Department of State

Washington, D.C. 20520

CLASSIFICATION//HANDLING RESTRICTION

UNCLASSIFIED//FISA

ACTION MEMO FOR THE DEPUTY SECRETARY

FROM: BUREAU 1 Allyson Bowers Ferreira
SUBJECT: COVID-19

BLUF: Bluf Here

Recommendation(s)

BUREAU 1

Test

SSE Style Example

President Donald J. Trump and Secretary of State Michael Pompeo met to discuss cybersecurity issues with China, in an effort to improve security. The decision makers included those in the U.S. Foreign Service, cyberspace teams, Six-Party Talks, and Government of Rwanda. The Embassy of France met with the Vice President, to discuss de-nuclearize, counterterrorism, as it related to The Hague, Georgia, and the ceasefire and nonproliferation including counter-proliferation of transatlantic and Sub-Saharan nations. The worldwide issue of the COVID-19 virus was the top issue of The President of the United States. COVID-19 is the primary issue of any meeting these days.

Deadline to Approve or Disapprove: 04/09/2020

Background

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Attachment(s):

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Type of Action:

Action Memos, AF, ASEC, Bureau of East Asian and Pacific Affairs (DOS), CHN, Coronavirus, COVID-19, Cyber Issues, Donald J. Trump, Energy, Foreign Service, FRA, GEO, information technology, KCYB, KNNP, Michael R. Pompeo, PARM, RWA, World Health Organization

04/08/2020

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Classified by: BUREAU 1 Allyson Bowers Ferreira

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

Declassify on: 04/09/2020

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

Drafted: **BUREAU 1 – Allyson Bowers Ferreira**
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]