DEPARTMENT OF STATE
EXECUTIVE SECRETARIAT
UNCLASSIFIED
(Classification/Downgrader)

ACTION ASSIGNED TO: S/WCI 2002 JAN 1

ACTION REQUESTED:

- FORMAL STATE TO ___MEMO STARS-UP
- STATE TRANSMITTAL FORM TO NSC OVP
- WITH DRAFT REPLY FOR SIGNATURE
- WITH COMMENT/RECOMMENDATION
- TRAVEL AUTHORIZATION

--- HIGH PRIORITY ITEM ---

- PREPARE A CROSS-HATCH CABLE REPLY FOR PRESIDENT/VICE PRESIDENT.
- SEND A COMEBACK COPY OF OUTGOING STATE CABLE AND ORIGINAL WH/OVP CORRESPONDENCE UNDER COVER OF A TRANSMITTAL FORM (NSC OR OVP).
- IF NO REPLY NECESSARY, RETURN ORIGINAL WH/OVP CORRESPONDENCE UNDER COVER OF A TRANSMITTAL FORM WITH AN EXPLANATION IN REMARKS AS TO WHY NO REPLY IS NECESSARY.

- PROVIDE INFO COPY OF DIRECT REPLY ON BEHALF OF ____, ALONG WITH ORIGINAL INCOMING WH/OVP CORRESPONDENCE UNDER COVER OF A TRANSMITTAL FORM.

- RECOMMENDATION FOR ____ UNDER COVER OF AN ACTION MEMO WITH REPLY FOR SIGNATURE
- (FOR SCHEDULE ITEMS ONLY): RECOMMENDATION FOR ____ UNDER COVER OF AN ACTION MEMO WITH REPLY FOR SIGNATURE. OR IF DECLINED: DIRECT REPLY ON BEHALF OF ____
- DIRECT REPLY ON BEHALF OF ____ FOR APPROPRIATE HANDLING
- WITH REPLY FOR SIGNATURE BY ____ FOR YOUR INFORMATION
- PROVIDE INFO COPY OF DIRECT REPLY TO S/ES-CR+

REMARKS/SPECIAL INSTRUCTIONS:

UNITED STATES DEPARTMENT OF STATE
REVIEW AUTHORITY: FRANK E SCHMELZER
DATE/CASE ID: 24 SEP 2004 200303827

CLEAR WITH:


FROM: Lander, Petra S/ES-CR
EXT: 7- 0940
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