MEMORANDUM

TO: S/ES - Maura Harty

FROM: S/ES-O - Senior Watch Officer

1. S/ES Front Office to prepare tasking of this WASHFAX.

2. S/ES-IA (Room 7241) to prepare tasking of this WASHFAX.

3. S/ES-CR (Room 7512) to prepare tasking of this WASHFAX. (White House Correspondence ONLY!
   Immediately alert Barbara Hambrick (7-5292)
   Indicate name of person alerted if Barbara is unavailable.
   (AFTER HOURS check box 1 for S/ES tasking and alert Deputy on duty)

4. Copy for your information. Fax distributed to addressee(s).

5. Codeword Washfax distributed by INR. Attached is a copy of the coversheet only. Codeword attachment available at INR station (in Ops) for three days after date stamped above.

In addition, I have sent advance copies to these offices/bureaus:

S AF S/P
D EAP DS SWCI
P EUR EB L U/NW
E NEA ECA NP VC
G SA H PM
M WHA IIP PRM
T AC INL S/NIS
R CA INR S/NIS

cc: SWO

Revised 06/17/01

Watch/Guidence, Forms Samples/OS Forms/Fax Covers and Cheatsheets/WH Washfax Pink Sheet.doc

UNCLASSIFIED  DOS-001056