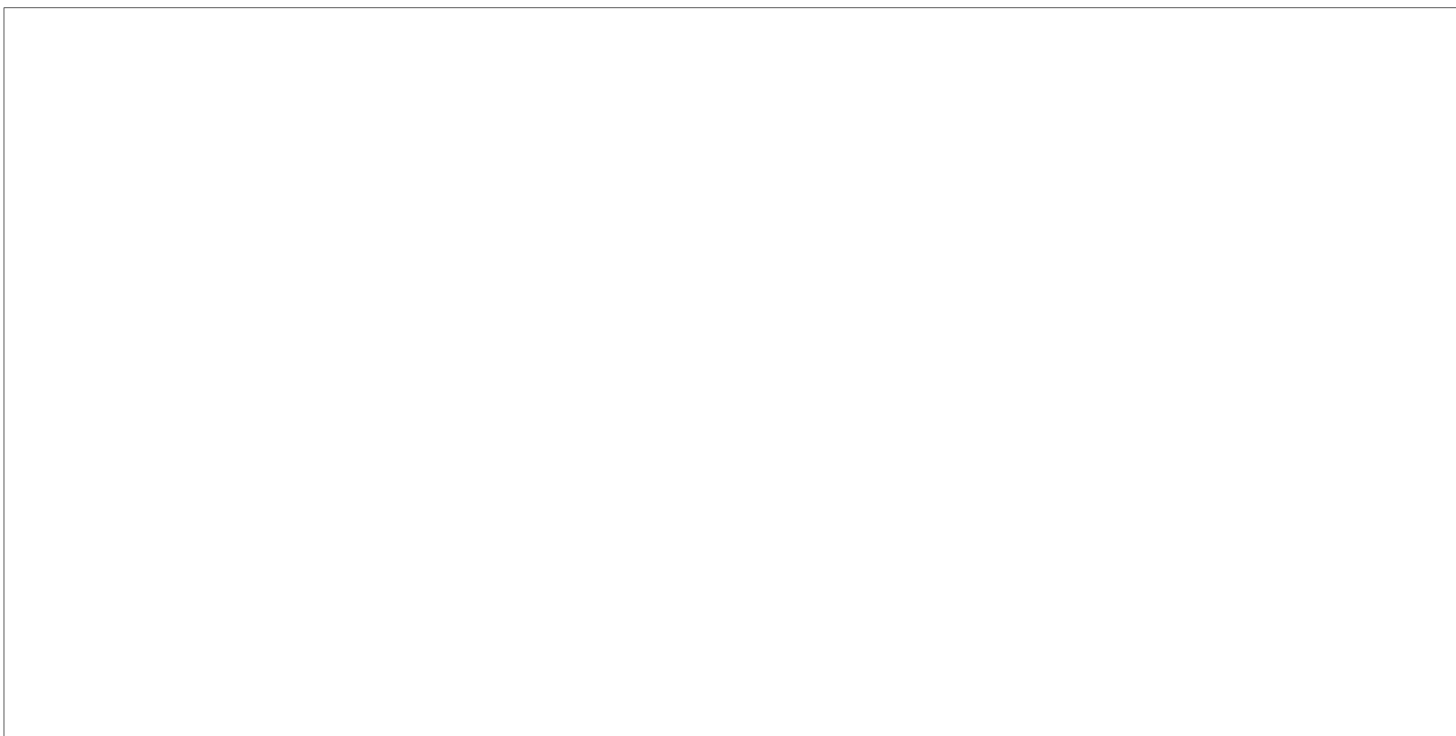


RELEASE IN PART B5

From: Mills, Cheryl D <MillsCD@state.gov>
Sent: Wednesday, April 4, 2012 10:32 PM
To: H
Subject: FW: Changes to clearance process/templates

From: Otero, Maria
Sent: Wednesday, April 04, 2012 4:53 PM
To: Burns, William J
Cc: Mills, Cheryl D
Subject: Changes to clearance process/templates

Bill:



B5

Best,
Maria

*Under Secretary of State
for Civilian Security, Democracy and Human Rights
Department of State
2201 C St. NW Room 7261
Washington DC 20520
202 - 647-6240*

From: Perkins, Joan C
Sent: Wednesday, April 04, 2012 9:17 AM
To: TTL-1A
Subject: changes to clearance process/templates

Colleagues:

We want to bring to your attention two changes in requirements for formatting/clearing paper for the Secretary, Deputy Secretaries, Under Secretary for Political Affairs, and the Counselor.

The Line will no longer require the clearance of a parent Under Secretary's office when one of its constituent bureaus has cleared (for example, J clearance if DRL cleared the paper, or E clearance if ENR cleared). The Line will continue to require D(B), D(N), and P clearance for all papers, but other Under Secretaries' clearances will be required only if they have an equity in a particular issue. This change is part of an effort to streamline the clearance process, and allow bureau drafters to move quality paper to principals more efficiently and quickly.

Additionally, we have updated our templates on Infolink to include paragraph classification markings for all papers. Thanks in advance for helping us comply with this important government-wide requirement.

Best regards,

Joan C. Perkins
Deputy Director of the Line (S/ES-S)
202-647-9936