March 27, 2012

TO: All Mission Staff

FROM: Ambassador Mark M. Boulware

SUBJECT: Executive Office's Standard Operations Procedures and Correspondence Guide

The enclosed guide provides standard formatting procedures for preparation of correspondence, documents for the Executive Office approval, signature and standard operating procedures. Please call x4500 if you have any comments or questions.

TABLE OF CONTENTS

OVERVIEW

Executive Office Flow (click here)

1) Procedures for Talking Points, Speeches and Remarks

Formats:
A. Speech & Remarks
B. Talking Points

2) Meeting Deadlines

3) Scheduling and Front Office Weekly Meetings

APPOINTMENTS/EVENTS

1) Making the Initial Request

2) Preparing Guest Lists)

3. Your Arrival and departure of Events hosted by the Ambassador and Spouse

4) Request for Appointments with Ministers

5) Preparing a Schedule for VIP and Site Visits for the Ambassador

COMMONLY USED SAMPLE MEMORANDA AND CORRESPONDENCE

1) All Purpose Memorandum

2) Action Memorandum
Style 1: Decision Memo
Style 2: Mtg. requests

3) Briefing Memorandum

4) Generic Letter
For the Ambassador's Signature
DCM/Charge's Signature

5) Transmittal Letters from the Ambassador to Ministers

6) Sample Letter to a Minister

7) Dipnote: Request for an appointment with a Minister

8) Sample of Speeches and Remarks

9) Sample of Talking Points

10) Sample of VIP Schedule and Site Visits for the Ambassador

CORRESPONDENCE (NOT FREQUENTLY USED)

1) Format for Congressional Letters

2) Letter to a Governor

OVERVIEW

***Executive Office Paper Flow*:**

All correspondence (cables/diplomatic notes/letters) intended for the Ambassador, requiring approval and signature, must be initially cleared by the DCM. A hard copy of all correspondence is to be given to the OMS for the DCM's clearance. After the DCM approves, the correspondence will be passed on to the Ambassador. Please ensure that all other required clearances are obtained prior to obtaining the DCM's clearance, unless otherwise directed by the Executive Office. Please submit a classified cover sheet for classified correspondence. Flag urgent items and any messages to be relayed to the DCM or Ambassador by noting your comments onto a post-it-note and affix it to your document. Drafters should include a drafter's page indicating the drafter and clearers and type "ok" next to the person's name when cleared by him/her. **(click for sample)**. ***Back to Home Page***

Protocol/Translator Office:

Please do not task the protocol/translator office. All tasking should come from the front office Office Management Specialist for the Protocol Office.

Dipnotes:

Dipnotes should be drafted by the control officer in English and instructions should be followed as mentioned above in the Executive Office Paper Flow.

***Re-submissions with Changes*:**

When re-submitting a hard copy of correspondence to the Executive Office for clearance or approval, which contains changes made by the Ambassador and/or DCM, always attach the original document with the handwritten changes. ***Back to Home Page***

Letters for the Ambassador's Signature tasked to you by the DCM or Ambassador:

Please be sure to attach a copy of the incoming letter, tasker or relevant background information when submitting to the front office for the DCM's clearance and the Ambassador's signature. Correspondence to be signed by the Ambassador should be prepared on the Ambassador's letterhead in Times New Roman 12 font. ***(click here for sample)..*** If the letter is to a Minister, clear here for the sample letter to the Minister. *Back to Home Page*

Speeches:

If you have invited the Ambassador or DCM to give remarks, please prepare marks highlighting the details of the program and what needs be addressed. Speeches should be submitted in English for both the Ambassador's and the DCM's review absolutely no later than three working days prior to the scheduled event. The PAO and the DCM should

clear remarks before the Ambassador sees it. After all clearances and approval have been obtained, it will be transmitted to the Protocol Office for translation. Remember to provide the phonetic spelling for any names in speeches where the pronunciation is not obvious and do not use abbreviations without following the rule for using acronyms. Factor in the time it takes for clearing, approving and translating in meeting the deadline for submission of the final version of the speech to the Ambassador. Speeches should be done in Times Roman font 16 and double spaced, on plain bond paper. ***(Click Here for Sample)***. ***Click for Sample of Talking Points)*** ***"Back to Home Page"***

Meeting Deadlines

Notetakers: Unless otherwise requested by the Ambassador or Deputy Chief of Mission, outgoing reporting cables on the Ambassador's meetings should be submitted to the DCM within 24 hours after the meeting. If a meeting took place on a Friday, plan to submit the cable the following Monday. ***Back to Home Page***

Briefing Memorandum: When a request for a meeting has been approved by the Ambassador, a briefing memorandum should be submitted to the Ambassador no later than 2:00 p.m. two days before the scheduled event. ***(Click Here for Sample)*** ***Back to Home Page.***

Action Memorandum:
When requesting a meeting, prepare an action memorandum. Try to avoid last minute scheduling. Requests for the Ambassador's participation should be made as soon as you become aware of the event. ***(Click Here for Sample).*** *An action memorandum can also be used for the Ambassador's decision for recommendations or suggestions you would like to present to him. Please see attached sample.* *(Click for Sample)* *Back to Home Page.*

To avoid a scheduling conflict: Check with the Executive Office OMS to identify a time and date for the event -- even if you have already spoken to the Ambassador or DCM. ***Back to Home Page.***

Scheduling Front Meetings & Front Office Standard Weekly Meetings:

Please make note of Front Office's standard meetings and plan to be there. You should schedule your meetings around them in order to avoid being absent. Refer below for front office standard weekly meetings.

FO meeting schedule (2).xlsx

In addition, try to avoid scheduling last minute meetings. The Control Officer who is arranging a meeting with local officials and the Ambassador or DCM, should submit an Access Request to the Regional Security Office, Janet Miller via e-mail, greet them at Post 1 and escort them to the Front Office if the meeting is to be held in the Front Office.

If the meeting is at the CMR, you can meet the Ambassador at his residence. If it's a VIP, you should be there 15 minutes before the meeting starts. (Click Here for Access Form).

Preparing Guest Lists

Whenever possible, solicit suggestions from other sections regarding appropriate guests, but please submit a consolidated list. The control officer or section head is responsible for gathering names from other sections and submitting an accurate consolidated list. ***Back to Home Page***

Guest lists should always include the title (i.e., Mr.; Mrs.; Dr.; Ambassador; Major; Sgt. etc); first and last names; professional titles (i.e., Director of Arms Control, Chief of Fraud Unit, etc.); Company/Organization, Address, Phone Nos., Contact, Categories. Please do not use abbreviations for companies and organizations, etc. Include the total number of invitees, especially for a sit-down meal. The information provided on the guest list is essential in obtaining the DCM's and Ambassador's approval. It is also shared with Embassy personnel and it prepares staff members who have been invited to appropriately greet official guests. If spouses are invited, please include full name of spouse if possible. ***Back to Home Page***

Proposed guest lists and invitations should be cleared by the DCM and then the Ambassador before finalizing. Please do not extend invitations to additional guests once the list has been approved without Front Office's approval. ***Back to Home Page***

Invitations should go out at least two weeks prior to scheduled events. You should, therefore, plan well in advance to meet this deadline. A final copy of the guest list should be provided to the RSO, the Ambassador, DCM, invitees from the Embassy, and the front office OMS a day before the scheduled event. ***Back to Home Page***

For sit-down events such as dinners or luncheons, submit the final guest list 4 days in advance to the Ambassador's OMS or protocol assistant in order to provide the number of guests to the Ambassador's residence manager for planning purposes. You should inquire if guest has any dietary restrictions and language abilities for a sit-down meal. Work closely with the RSO to include access onto the compound and parking arrangements. ***Back to Home Page***

Your Arrival and departure of Events hosted by the Ambassador and Spouse:

You should arrive at the venue of an event hosted by the Ambassador 15 minutes before it starts and depart when the last guest leaves. Receiving an invitation is a command performance and you should plan to be there, unless an emergency or directed otherwise by the DCM or Ambassador. You should interact with local and dipcorps officials.

Requesting Meetings with Ministers

Please be advised that requests for appointments with the President, Prime Minister, Minister of Foreign Affairs, and the President of the National Assembly should be done by diplomatic note through our Protocol Office. The control officer should prepare a

dipnote in English containing all the participants and the nature of the meeting. The English version should be cleared by the DCM prior to providing the final version to the Protocol Office for translation. ***(Click here for sample Dipnote)***. Appointment request for all other ministers, not listed above, is normally a telephone request and a letter maybe requested by the Minister's office **(Click here for Sample letter. to Minister)**. All appointments requests for ministers should be cleared and approved by the DCM and Ambassador for their guidance and recommendations of issues to be raised or their possible attendance. ***Back to Home Page***

Preparing a Schedule for VIP or a site visit for the Ambassador

In preparation of VIPs' and the Ambassador's site visit, a Control Officer will be appointed by the DCM or Ambassador to handle all of the logistics. The Control Officer should work together with appropriate offices on security, transportation, use of the VIP lounge, and appointments. For VIPs, countdown meetings should be arranged periodically to ensure clarity of delegated tasks and should include the DCM. Be sure to check with the DCM and the Ambassador prior to constructing an agenda for their direction. Please clarify if the Ambassador or DCM wishes to host an event or offer lodging at her/his residence. To assist you in arranging a successful VIP visit, attached is a defined sample of a VIP schedule.

The sample of the VIP schedule can also be used as a model for site visits for the Ambassador as well. ***(Click for Sample of VIP Schedule)***

Back to Home Page

Back to Home Page

SAMPLE OF VIP SCHEDULE

(MR./MRS. DR./AMB ETC) NAME OF VISITOR
PROFESSIONAL TITLE
OFFICE/DEPARTMENT
AGENCY/COMPANY/ORGANIZATION

Control Officer: _____ (Name)
Cell: Phone Number, Home: Extension; Office: Number
E-mail: ----------

Sunday, November 12 Travel to Ndjamena

15:30	**Pick up of Control Officer (enter Name)** *Pick up at her residence for the airport (VIP Lounge)* *Staff Van: (enter name)* *(Driver: Mor Faye Ndiaye, Cell # 636-9175, 008-CD-1427)*
16:10	**Ambassador Boulware and (officer) Depart EMR for Airport (VIP Lounge)** *Movement: Ambassador's Vehicle: Amb. Boulware and Control Officer's name*
16:40	**Arrive N'Djamena via AF 590** (*Total flight time with layovers)* ***Greeted by*** *Ambassador Boulware, (Control Officer Name) at VIP Lounge* ***Expediter****: (Name) Phone No.* _____ *Staff Note: Upon landing, a VIP van will pick you up at the aircraft and take you to the VIP lounge. Expediter will handle passports and luggage.* *For expediter: Provide any notation for the Expeditor*
17:00	**Depart VIP Lounge for EMR** *Movement:* ***Ambassador's vehicle****: VIP's name and Amb. Boulware - List all passengers in the Ambassador's Vehicle* ***Staff Van:*** *List all passengers* *(Driver: (Name of Driver & phone # and -Lic Plate designated for the trip)* *Staff Van stays with Control Officer.*
17:30	**Arrive EMR**

~18:30 **Private Dinners at EMR with Amb. Boulware**

~ **RON at EMR**

Monday, November 13

07:30 Private Breakfast with Amb. Boulware at Venue

08:15 **Depart EMR for Consular Leadership Development Conference (CLDC) site**
Venue:
Movement: Limo: List participants
Staff Van picks up (name of control officer at her residence at (time)
Staff Van: List of Participants
Driver: _____ Cell #_____ Lic Plate)
******Motorcade Escort joins the party at EMR at 07:15***

08:50 **Arrive at Venue**
Greeted by _____
POC: Site Officer: _____ (name & cell #637-8290

10:50 **Depart Venue Meeting with Minister of the Interior**
Movement: Limo: list passengers
Staff Van: List Passengers
(Driver: assigned driver, Cell # ----------, Lic Plate-CD-1427)

10:55 **Arrive at Ministry of the Interior**

11:00-11:45 **Meeting with Minister of the Interior (name of Minister) to Discuss Border Security and Migration Issues**
U.S. Attendees: List attendees (include name and professional title
Notetaker: (control officer or assigned officer)
Interpretation: Yes (provide an interpreter)
Media: if any
Site Officer: Assigned Officer, cell No.
Press Site Officer: if needed

~20:30 **Private Dinner/Down time**
EMR

22:50	**Depart EMR for Airport** *Movement: Limo: VIP and Amb. Boulware* *Staff Van: List Participants*
	Staff note: Luggage and passport pick up at 22:00 *Staff Van picks up Control Officer at 22:00 ert EMR*
23:10	**Arrive at VIP Lounge** *A/*
23:55	**Depart N'Djamena AF 590**

<u>Contact Numbers</u>:
Control Officer -- XXXXXXXXXXX Home: XXXXXX; Cell: XXXXXXXXXX
Hotel #??????????????????
RSO: J
Medical:
Embassy Phone
Duty Officer: XXXXXXXXXX home: XXXXXXXX; XXXXXXXX
Site Officers: Home XXXXXXX; Cell: XXXXXXX

Back to Home Page

SAMPLE ALL-PURPOSE MEMORANDUM

CLASSIFICATION DATE:
ACTION MEMORANDUM

TO: The Ambassador

THROUGH: DCM - Todd Holmstrom

FROM: SECTION/AGENCY - Name

SUBJECT:

If this is at the Ambassador or Deputy Chief of Mission's request, please mention this at the beginning of your memo and attach any relevant notes or memoranda. If this memorandum is classified, please include the classification above the word Memorandum and at the bottom of page 1, as well as in the header and footer of all subsequent pages.

(Dazzle with concise, elegant prose laying out facts and providing incisive analysis. Use sub-headings or tics, as you need them.)

If you have a recommendation, lay it out as follows:

Recommendation: That you...

Approve: _____

Disapprove _____

See me to discuss _____

CLASSIFICATION

Drafted: SECTION: Name, telephone extension
Cleared: SECTION: Name

Classified by: Name, Reason
DECL: Date

Back to Home Page

Back to Home Page

Style 1: REQUEST FOR APPOINTMENT WITH AMB OR DCM (Style)

DATE:

CLASSIFICATION
ACTION MEMORANDUM

TO: The Ambassador

THROUGH: DCM - Todd Holmstorm

FROM: SECTION/AGENCY - Name

SUBJECT:

REQUEST: Give name, title -- Specify whether a courtesy call, a briefing, an interview, a speech, a proposed trip, or other.

PURPOSE: Explain briefly why the Ambassador should do this, linking the event to MPP goals, as appropriate. Specify the key objectives of the event, using tics or bullets:

BACKGROUND: Essential information. If it is a request for a meeting, advise if the Ambassador has met before and the last time they met. If it's an event, will any press be there. If so, which points would the section like the Ambassador/DCM to make; what is the context of the event (subject, actual scenario); what is it that he is supposed to do; how can he get out early if it is a long event.

DATE: Proposed timeframe for the appointment

LOCATION: Proposed location.

PARTICIPANTS: Full name, Title, Organization (include Embassy participants).

ACTION OFFICER: Name, telephone extension

SPECIAL REQUIREMENTS: Chairs, microphones, interpreters, etc.

PAYMENT/FUNDING SOURCE: Ambassador's representational funds/Other funds

RECOMMENDATION: That you call on/visit (who, where) on (date) at (location).

Approve _____ Disapprove_____

Let's discuss further: _____

ATTACHMENTS: Where applicable, attach biography, original request, and other background information to bolster your recommendation.

Drafted: SECTION: Name, telephone (initials)

Cleared: SECTION: Name (initials) (ok. – cleared)

Back to Home Page

Style 2 . *REQUEST FOR APPOINTMENT, TRIP OR EVENT*
(USE FONT TIMES ROMAN 14)

CLASSIFICATION DATE:
ACTION MEMORANDUM

TO: The Ambassador

THROUGH: DCM - Todd Holmstorm

FROM: SECTION/AGENCY - Name

SUBJECT:

REQUEST:

Give name, title -- Specify whether a courtesy call, a briefing, an interview, a speech, a proposed trip, or other.

PURPOSE:

Explain briefly why the Ambassador should do this, linking the event to MPP goals, as appropriate. Specify the key objectives of the event.

BACKGROUND:

Essential information: If a meeting, say who requested it and why. If they have met before, say when he/she last met with the Ambassador. If an event, will any press be there. If so, which points would the section like him to make; what kind of audience will be there; who is going to be there that he needs to know about; what is the context of the event (subject, actual scenario); what is it that he is supposed to do; how can he get out early if it is a long event.

DATE:

Proposed timeframe for the appointment

LOCATION:

Proposed location.

PARTICIPANTS:

Full name, Title, Organization (include Embassy participants).

ACTION OFFICER:

Name, telephone extension

RECOMMENDATION:

That you call on/visit (who, where) on (date) a (location).

Approve _____ Disapprove_____

ATTACHMENTS: Where applicable, attach biography, original request, and other background information to bolster your recommendation.

CLASSIFICATION

Back to Home Page

Drafter: SECTION: Name, telephone extension
Cleared: SECTION: Name

Classified by: Name, Reason
DECL: Date

Back to Home Page

SAMPLE BRIEFING MEMORANDUM

CLASSIFICATION December 28, 2011
BRIEFING MEMORANDUM

TO: The Ambassador

THRU: DCM - Todd Holmstorm

FROM: SECTION/AGENCY - Name

SUBJECT: Your Meeting with (Full name),
(Full title), on (date), at (time), (location)

OBJECTIVES/PURPOSE:

Explain briefly why the Ambassador should do this, linking the meeting to MPP goals, as appropriate. Specify the key objectives of the meeting, using tics or bullets.

BACKGROUND:

PARTICIPANTS:

Name/title of all attendees and who will be note taker if needed.

ATTACHMENT: Checklist (or Talking Points)

BIOGRAPHY: Attach a biography if available.

Drafted: SECTION: Name, telephone extension
Cleared: SECTION: Name

Classified by: Name, Reason
DECL: Date

CLASSIFICATION

Back to Home Page

SAMPLE GENERIC LETTER FOR AMBASSADOR'S SIGNATURE

Date

N'Djamena, Chad

Mr. George W. Jones
1555 West 3rd Street
Los Angeles, CA 22222

Dear Mr. Jones:

Thank you very much for your letter of June 19, 2002 requesting an appointment with me. Unfortunately, at the time of your visit I will be out of Chad and will be unable to see you. I am very sorry as I am very interested in your organization and the work you do. I hope I may take the liberty to suggest that you see our Community Liaison Office, Mrs. Jane Doe. I have forwarded your letter on to her and am confident she can assist you. You should be hearing from her shortly. If you wish to contact her directly, you may call 1-868-622-6371, x2506.

Good luck in your new business venture. I hope that the next time you are in Chad we can get together.

Sincerely,

Mark M. Boulware
Ambassador

cc: Jane Doe

Back to Home Page

Back to Home Page

SAMPLE GENERIC LETTER FOR DCM/CHARGE'S SIGNATURE

Date

N'Djamena, Chad

Mr. George W. Jones
1555 West 3rd Street
Los Angeles, CA 22222

Dear Mr. Jones:

Thank you very much for your letter of June 19, 2002 requesting an appointment with me. Unfortunately, at the time of your visit I will be out of Chad and will be unable to see you. I am very sorry as I am very interested in your organization and the work you do. I hope I may take the liberty to suggest that you see our Community Liaison Office, Mrs. Jane Doe. I have forwarded your letter on to her and am confident she can assist you. You should be hearing from her shortly. If you wish to contact her directly, you may call 1-868-622-6371, x2506.

Good luck in your new business venture. I hope that the next time you are in Chad we can get together.

Sincerely,

Todd Holmstrom
Deputy Chief of Mission
or
Chargé d'Affaires, a.i. (during Amb's absence)

cc: Jane Doe

Back to Home Page

Back to Home Page

TRANSMITTAL LETTER FROM STATE-SIDE VIPS

(All correspondence from State-Side VIPs to the President, ministers and the President of the National Assembly should be forward via diplomatic note along with a cover letter from the Ambassador. Please refer to the standard language of a dipnote and include the text below)

Date

N'Djamena, Chad

Dear Mr. President:

I have the honor to transmit to you the enclosed letter from the President of the United States, Barak Obama.

Please accept the renewed assurance of my highest consideration.

Sincerely,

Mark M. Boulware
Ambassador

Enclosure:
as stated.

His Excellency
Idriss Deby Itno,
The President of the Republic of Chad.

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Back to Home Page

Back to Home Page

LETTER TO A MINISTER

Date

N'Djamena, Chad

Dear Mr. Minister:

Following our telephone conversation I learned that a proposed statement on global warming arrived yesterday. Enclosed is a copy of the text for your information.

Please accept the renewed assurance of my highest consideration.

Sincerely,

Mark M. Boulware
Ambassador

Enclosure:
as stated.

His Excellency
Emmanuel Nadingar,
Prime Minister,
The Republic of Chad.

Back to Home Page

Back to Home Page

DIPNOTE: TRANSMITTING CORRESPONDENCE TO MINISTERS

No. 35

The Embassy of the United States of America presents its compliments to the Ministry of Foreign Affairs and African Integration of the Republic of Chad and has the honor to request that the Ministry forward the enclosed letter from _____ regarding _____ to _____.

The Embassy of the United States avails itself of this opportunity to renew to the Ministry of Foreign Affairs and African Integration of the Republic of Chad the assurances of its highest consideration.

Embassy of the United States of America,

N'Djamena, March 3, 2012.

Back to Home Page

Back to Home Page

DIPNOTE: REQUESTS FOR APPOINTMENTS WITH MINISTERS

No:

The Embassy of the United States of America presents its compliments to the Ministry of Foreign Affairs and African Integration of the Republic of Chad and has the honor to respectfully request a meeting with _____, to meet with _____ to discuss _____. Please advise the Embassy of _____ availability to receive Ambassador Boulware.

The Embassy of the United States avails itself of this opportunity to renew to the Ministry of Foreign Affairs the assurances of its highest consideration.

Embassy of the United States of America,

N'Djamena, February 10, 2012.

Back to Home Page

Back to Home Page

SAMPLE REMARKS/SPEECH

Mark M. Boulware
Ambassadeur des États-Unis d'Amérique au Tchad
International Visitor Programme

mecredi, Février 29, 2012

- **Monsieur le Secrétaire Général de l'Enseignement Secondaire,**
- **Chers élèves,**
- **Chers parents,**
- **Mesdames et Messieurs les journalistes,**

C'est un réel plaisir pour moi de vous rencontrer aujourd'hui pour vous parler du programme « Youth Leadership » et pour vous encourager et vous souhaiter bonne chance. Ce programme sera, pour vous, une grande aventure qui, en plus d'être amusante et passionnante, devrait vous aider à développer les compétences de la vie que vous pourrez partager avec vos amis et votre communauté.

Le Département d'Etat américain a lancé le Programme « Youth Leadership » en 2010 en vue de relever la capacité de leadership parmi les défenseurs jeunes et adultes de l'Afrique.

Le Président des Etats-Unis, Barak Obama, et notre Secrétaire d'Etat, Hillary Clinton, reconnaissent l'importance vitale de la jeunesse dans le développement et le progrès de ce continent. Et je supporte, moi aussi, entièrement cette philosophie. Avec cela à l'esprit, nous avons développé beaucoup de programmes visant les jeunes afin de les aider, les éduquer et les encourager. Ce programme en particulier a été conçu pour développer les compétences de leadership, accroitre l'intérêt pour l'engagement civique, et l'attention sur la résolution des conflits et la communication multiculturelle. Ces objectifs seront atteints à travers des ateliers, des visites de terrain, et le service communautaire. En outre, les élèves vont vivre dans des familles américaines, ce qui leur donnera l'occasion de voir personnellement et de près comment leurs homologues vivent aux Etats-Unis. Cette année, les élèves tchadiens participeront au programme avec leurs homologues du Niger et du Burkina Faso.

En 2010, nous avions envoyé sept élèves et deux professeurs tchadiens à Washington pour prendre part à un programme administré par une ONG, Visions in Action. Ils ont participé au programme aux côtés de leurs homologues du Niger. Ces élèves sont revenus revigorés et transformés, et se sont attelés à faire un programme de suivi sur a lutte contre la corruption.

Nous attendons avec plaisir de vous rencontrer à votre retour afin d'entendre vos expériences et vos pensées sur votre séjour aux Etats-Unis, et de suivre avec avidité votre projet de l'après-programme. Vous travaillerez en étroite collaboration avec notre Service Culturel et de Presse qui vous guidera dans cette tâche.

Les membres de mon Service Culturel et de Presse sont maintenant prêts à répondre à toutes questions que poseraient les élèves, les parents ou la presse.

Je vous remercie.

Back to Home Page

Talking Points

Direction de l'Automatisation des Fichiers (DAF)
Wednesday, November 29 2006
10:30 -11:30

- The team has been pleased to work with Chad's Ministry of Interior (MOI) to provide state-of-the art fingerprint identification technology. In fact, the team reports that Chad's system is the most sophisticated fingerprint technology in all of Africa.

- Now that the system is fully operational and was commissioned this past summer (May/June), the team would like to receive its final payment, which was to have been made in September 2006.

- The team at the Ministry of Interior (MOI) has expressed its satisfaction with the team's work and the implementation of the fingerprint system.

- The team was pleased to be able to respond quickly to the MOI's request for assistance when the MOI's population database crashed in October. The team helped to restore the critical data by uplinking information from their own servers. (Note: This assistance was provided in good faith and was outside of the contracted scope of work).

Back to Home Page

Back to Home Page

FORMAT FOR CONGRESSIONAL LETTERS

Date

N'Djamena, Chad

Dear Mr. Doe (if Representative)
Dear Senator Doe (if Senator):

I am responding to your letter of (date) regarding xxxx.

(Text reply: Be as forthcoming as possible on what the Embassy has done to respond to his/her request. Keep in mind that letters on high-profile issues may become public.)

Please let us know if we can be of any further assistance. If you have any questions, please contact xxxxxxx.

Sincerely,

Mark M. Boulware
Ambassador

The Honorable
John F. Doe,
United States Senate,
Washington, D.C. 20510.

Back to Home Page

Back to Home Page

SAMPLE LETTER TO A GOVERNOR/OTHER DIGNITARY

Date

N'Djamena, Chad

Dear Governor Doe:

The date and N'Djamena, Chad should be centered under the "Embassy of the United States of America". They may be double spaced (or not) depending on the length of the letter. Margins are top - 1", bottom-1", left - 1" and right 1". Please use correct letter format and only use two blank lines between each paragraph and the salutation.

Indent paragraphs. If it is a one or two-line letter - use 1.5 spacing. It doesn't matter if it is a one or two page letter - the address at the bottom goes on the first page.

Sincerely,

Mark M. Boulware
Ambassador

The Honorable
John Doe,
Governor of _____.
The Republic of Chad.

VISITOR ACCESS FORM

SENSITIVE BUT UNCLASSIFIED MEMORANDUM

TO: **Regional Security Office**

FROM:

DATE**:**

SUBJECT: **Embassy Visitor Notice**

The Ambassador is expecting a visitor, please note the information below and assist with access onto the Embassy grounds.

Date of Visit: enter here

Time of Visit: enter here

Visitor's Names: Begin Entering here (enter both full name and Visitor's organization if more than one guests and they are not from same organization

Visitor's Organization: Enter here

Vehicle License Plate (If applicable):

Receiving Employee: , (enter name and Phone number)

Building/Office to be visited: Enter here

Please check one:

VIP Visitor.

_____ I would like Post 2 to escort my visitor to Post 1, where I will receive him/her.

_____ I will meet my guest at Post 2 and escort him/her to the Chancery.

_____I would like Post 2 to escort my visitor to CMR, where Amb will receive him.

____ I will meet my guest at Post 2 and escort him/her to my office.

S

_____

(Signature of requestor)

- All offices, other than the Chancery, must escort their respective visitor/s back to Post 2. Any employee from the receiving office can perform escort duties.
- All visitors to the Chancery can either be escorted back to Post 2 by the employee or left at Post 1 for an LGF escort off the grounds. Please advise the receptionist to contact Post 2 for the escort.
- Authorization to bring vehicles on the Embassy grounds will grant on a case-by-case basis, with RSO and COM approval.

Back to Home PageBack to Home

Miscellaneous

- Give serious thought to clearances: What other sections or agencies can help you by providing information? What other section or agency follows this issue? Whose participation will we need in implementing your recommendation? Consult with your section chief and the Executive Office when in doubt.

- Have you obtained all appropriate clearances? Be sure to always address a memo to the Ambassador through the DCM.

- ALWAYS include the following information at the end of your internal memorandum or (if it is a letter) at the bottom of a copy to be signed by the clearers:

  Drafted: SECTION: Name, telephone extension
  Cleared: SECTION: Section chief
  Other clearers: Where applicable
  Document: (Document name as saved in word processing program)

  Including this information ensures that we can quickly return an item to the drafter for revisions or attached a routing slip.

Back to Home Page

FO meeting schedule (2).xlsx

FO meeting schedule (2).xlsx