



United States Department of State

Washington, D.C. 20520

CLASSIFICATION

(Type Date After A/S Signs)

DECL:

Action memoranda are **one page** in length.

ACTION MEMO FOR THE SECRETARY [UNDER SECRETARY]

FROM: (Bureau) – (Name)

SUBJECT: Circular 175: Request for Authorization to [Negotiate] and/or [Conclude] and/or [Terminate] the [X Agreement] with [Country]

Recommendation(s)

That you authorize the [negotiation] and/or [conclusion] and/or [termination] of [X Agreement] with [Country], on the basis of the text at Tab 2, subject to the concurrence of [relevant bureaus, e.g. EAP/OES/PM/L] and [relevant agencies] in any changes to the text.

Approve _____ Disapprove _____

Background

A short summary of the principal features of the proposed agreement, the policy benefits and risks to the USG, as well as any potential problems that may arise and possible solutions to those problems.

If the agreement requires further discussion, additional background on the agreement can be provided as attachments. ADD at end: "Additional information, including information that must be provided in a C-175 action memo, is included at Tab A."

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Classified by: (Bureau)(Name)

E.O. 12958, Reason:(justification)

Attachments:

Tab 1 – Additional Background

Tab 2 – Proposed text of agreement

Tab 3 – Memorandum of Law [to be prepared by Office of the Legal Adviser]

NOTE: The following MUST be addressed either on the first page of the memorandum or in the “Additional Background” section:

1. Congressional Consultations

11 FAM 724.3(c)

The action memorandum indicates what arrangements, if any, have been made and/or are planned as to: (1) congressional consultation and (2) opportunity for public comment on the treaty or agreement being negotiated, signed, or acceded to.

2. Environmental Documentation

11 FAM 724.3(g)

An action memorandum dealing with an agreement that has a potential for adverse environmental impact should contain a statement indicating whether the agreement will significantly affect the quality of the human environment.

3. Budgetary Implications

11 FAM 724.3(d)

The action memorandum shall indicate whether a proposed treaty or agreement embodies a commitment to furnish funds, goods, or services beyond or in addition to those authorized in an approved budget; and if so, what arrangements are being planned or carried out concerning consultation with the Office of Management and Budget (OMB) for such commitment.

4. Significant Regulatory Action

11 FAM 724.3(e)

The action memorandum shall indicate whether a proposed treaty or agreement embodies a commitment that could reasonably be expected to require (for its implementation) the issuance of a “significant regulatory action” (as defined in section 3 of Executive Order 12866); and if so, what arrangements are being planned or carried out concerning timely consultation with OMB.