

# **SECRETARY OF DEFENSE CORRESPONDENCE ACTION REPORT**

This form must be completed and forwarded to the Correspondence Control Division (CCD), WHS Room 3A948. Suspense Desk: (703) 697-9287 FAX Number: (703) 695-1219 Email: [suspense\\_desk@osd.pentagon.mil](mailto:suspense_desk@osd.pentagon.mil)

Action Agency

PA

Suspense Date

4/25/2005

276

## **1. ACTION TAKEN (Check one)**

- ☐ a. ACTION HAS BEEN COMPLETED (Copy attached)
- ☐ b. REQUEST EXTENSION OF SUSPENSE DATE TO  (Justify below)
- ☐ c. INTERIM REPLY HAS BEEN SENT (Copy attached) EXTEND SUSPENSE TO  (Justify below)
- ☐ d. REQUEST CANCELLATION (Justify below)
- ☐ e. REQUEST TRANSFER TO  (Justify below /include POC Name & Phone Number)
- ☐ f. REQUEST DOWNGRADE TO  (Justify below)

## **2. JUSTIFICATION**

## **3. REPORTING AGENCY**

<p>a. ACTION AGENCY</p> <div style="border: 1px solid black; padding: 2px;">PA</div>	<p>e. APPROVING AUTHORITY (Service Secretary/Under Secretary/ASD/Military/Executive Assistant Level)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Signature</td> <td style="width: 40%;">Date Signed</td> </tr> <tr> <td style="height: 30px;"></td> <td style="border: 1px solid black;"></td> </tr> </table>	Signature	Date Signed		
Signature	Date Signed				
<p>b. NAME OF ACTION OFFICER</p> <div style="border: 1px solid black; height: 20px;"></div>					

<p>c. TELEPHONE NO.</p> <div style="border: 1px solid black; height: 20px;"></div>	<p><b>5. ACTION TAKEN</b> (For EXSEC Correspondence Control Division Use Only)</p>					
<p>d. DATE</p> <div style="border: 1px solid black; height: 20px;"></div>	<p>a. EXT <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>b. CANX <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>c. DWNGRD <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>d. TRANSFER <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p>					
<p><b>4. CCD CONTROL #</b></p> <div style="border: 1px solid black; padding: 2px;">OSD 06896-05</div>	<p>e. OTHER (Specify) <input style="width: 100%;" type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Signature</td> <td style="width: 40%;">Date Signed</td> </tr> <tr> <td style="height: 30px;"></td> <td style="border: 1px solid black;"></td> </tr> </table>		Signature	Date Signed		
Signature	Date Signed					

## SECRETARY OF DEFENSE CORRESPONDENCE ROUTING SLIP

Action Agency: ASD (Public Affairs)  
Action Required: APPROPRIATE ACTION  
Coordinate With: USP  
References:  
Remarks: COORDINATE WITH USP, MR. FEITH.  
Document Type: INCOMING  
Special Instructions

Suspense Date: April/25/2005

Routing Date: April/12/2005

OSD CONTROL #: OSD 06896-05

### INFORMATION DISTRIBUTION

#### OFFICE

EXECUTIVE SECRETARY  
UNDER SECRETARY FOR POLICY  
EXECUTIVE SECRETARY REAR



**EMBASSY OF COLOMBIA**  
Washington, DC

SECRET

2005 APR 12 AM 7:19

# FAX

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To: The Honorable Donald Rumsfeld & Mrs. Rumsfeld

From: Embassy of Colombia

Date & Time: 4/12/2005 3:23:17 AM

Pages: 1

Re: Invitation to a reception at the Embassy of Colombia  
\*\*\*\*\* Formal Invitation Will Follow \*\*\*\*\*

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The Ambassador of Colombia  
and Mrs. Luis Alberto Moreno  
request the pleasure of the company of

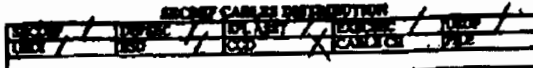
The Honorable Donald Rumsfeld & Mrs. Rumsfeld

to celebrate the opening  
of the exhibition of Colombian Artist

Fanny Sanin

on Thursday, April 28th,  
from 7:00 p.m. to 8:30 p.m.

R.S.V.P.  
202 387 8338 ext.310  
amc@colombiaemb.org



Business Attire  
1520 20th Street NW  
Washington, D.C.

OSD 06896-05