

# Los Alamos

NATIONAL LABORATORY

## memorandum

*Russian Nonproliferation Programs*

To/MS: Jane Smith, ALDNW, MS A000

From/MS: John Doe, NIS/RNP, K001

Manny Doe,ESA-DO, P002

Phone/FAX: 5-0000/7-0000

Symbol: RNP:00-256(U)

Date: 26 September, 2000

# EXAMPLE

### **SUBJECT: REQUEST FOR APPROVAL OF TRAVEL TO VIENNA**

The purpose of this memorandum is to request ALDNW approval for John Doe and Manny Doe to participate in the concurrent meetings of the Joint Steering Committee and Joint Coordinating Group under the Agreement Between the Government of the United States and the Government of the Russian Federation on the Exchange of Technical Information in the Area of Nuclear Warhead Safety and Security. These concurrent meetings will take place the week of 30 October in Vienna, Austria. The Co-Chair of the U.S. Coordinating Group has requested the participation of these persons. See attached letter.

John Doe, the U.S. Chair of Technical Working A, organized and led a highly successful Workshop at VNIIEF in June. His participation in the Vienna meetings is essential in order to develop appropriate follow on activities to this Workshop in support of U.S. national security objectives. Jane Smith is the Los Alamos member of the U.S. Coordinating Group, and is the U.S. Executive Secretary for the Agreement. His participation is essential in order to provide to continuity with past experience under the Agreement, and to help shape the direction of future cooperation with Russia in this important area of nuclear warhead safety and security. Note that all exchanges under this Agreement are unclassified, and are subject to thorough advance review.

A DP B&R code has been cited for this travel. The funding for John Doe's travel will be derived from the ESA Division Office overhead account. The funding for Manny Doe's travel will be derived from the RNP overhead account, and will not utilize any DP program resources.

\_\_\_\_ This travel IS approved by ALDNW.

\_\_\_\_ This travel IS NOT approved by ALDNW

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Joan Smith, Associate Laboratory Director for Nuclear Weapons

Distribution:

J. Doe, ESA-DO, P000  
RNP File, K001