I've never seen one from Margo so I would recommend following the standard format but it would be simply one page or less of text (she tends to use rather informal language) explaining that the attached memo was provided to her and she would like to coordinate based on the recommendations which we've included at the end of the memo.

Best,
Kareem.
Please draft the proposed cover memo that Margo requested to go to CBP. Also, per [redacted] request, let's edit the part of this memo [redacted].

Please send me the drafts when able but before COB this Wednesday if possible.

Thanks,

Kareem

Homeland Security

Kareem W. Shora, JD, LL.M.
Senior Policy Advisor
Section Lead, Community Engagement Section
Office for Civil Rights and Civil Liberties (CRCL)
US Department of Homeland Security (DHS)

http://www.dhs.gov/crcl

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Thanks much; this is extremely helpful, and very important.

I'd like to do the kind of meeting you suggest. Ideally, we'd send the folks at CBP this memo, with a cover memo from me. So I've done some edits; there's not much left to do, except that I don't understand the part about telephone policy. If you can clean this up, we can send it out to CBP.

Margo
From: Shora, Kareem [mailto](b) (6)
Sent: Wednesday, December 22, 2010 5:18 PM
To: Schlanger, Margo
Cc: Gersten, David; Kessler, Tamara; (b) (6) (b) (6)

Subject: Boston CBP Memo.

Margo,

Per your request during a recent meeting, attached please find a memo outlining the consistent, repeated, and comparatively widespread concerns we've been able to document from the community groups related to CBP at Boston Logan International Airport. Also attached please find the CBP Telephone Access policy referenced in the memo. Thanks to (b) and (b) (6) for their work on this effort. Please let us know if you have any questions.

Sincerely,
Kareem.

Kareem W. Shora, JD, LL.M.
Senior Policy Advisor
Section Lead, Community Engagement Section
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