|  |  |  |  |
| --- | --- | --- | --- |
|  | TODAY'S DATE: | DATE | INITIALS |
|  | SUBJECT: |  |  |
|  | DIRECTOR |  |  |
|  | DEPUTY DIRECTOR |  |  |
|  | ADMIN OFFICER |  |  |
|  | ADMIN CHIEF |  |  |
|  | ADMIN SUPPORT ASST |  |  |
|  | ARD |  |  |
|  | ARF |  |  |
|  | ARH |  |  |
|  | ARI |  |  |
|  | ARS |  |  |
|  | AR-2 |  |  |

**O-ORIGINATOR**

**X-FOR SIGNATURE**

**A-APPROP. ACTION/APPROVAL**

**I-FYI/INITIALS**

**R-RETURN**

**C-COMMENT/CHOP**

**F-FILE COPY**

**COMMENTS:**