|  |  |  |  |
| --- | --- | --- | --- |
|  | 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:**