Blount Island Command Route Sheet

2. ACTION CODES (ROUTING - Use numbers to show order of routing)

X - ORIGINATOR OF OFFICE ROUTING SHEET
A - APPROPRIATE ACTION
C - COMMENT
F - CONCURRENCE
D - DECISION
E - DISPOSITION
G - GUIDANCE
I - INFORMATION
N - INITIAL
R - RECOMMENDATION
L - RETENTION
T - RETURN TO: _____
S - SIGNATURE
O - (OTHER) FORWARD TO NEXT

3. SUBJECT

NATURE OF ACTION ROUTINE		ORIGINATOR	DUE DATE		INITIALS		NATURE OF ACTION	ORIGINATOR'S INITIALS
4. RTG	5. CODE	6. ADDRESSEES	IN	OUT	CONCUR	NON CONCUR	ROUTINE	
		Commanding Officer					URGENT	
		Deputy Director					REFERENCES HELD BY (Name, Grade, Office, Telephone Ext)	
		Head, Norway Branch						
		Director, Logistic Division						
		Deputy Director Logistic Division						
		Chief, Logistic Division						
		Director, Operations Division						
		Deputy Director Operations Division					**REMARKS & SIGNATURE:**	
		Chief, Operations Division						
		Director, IMO						
		Head,S6						
		Associate Counsel						
		Plans Branch						
		Business Manager						
		PM AT/FP						
		ATO						
		Supply						
		Maintenance						
		NSE						
		COR						
		Head, PortOps						
		MSC						
		CO, HQ Company						
		1stSgt						
		AdminO/ADJ/LegalO						
		Admin Chief						
		Medical						
		Security						
		Organic Supply						
		Training						
		PAO						
		Environmental/Safety						
		Fiscal						
		Contracts/Purchasing						

Please submit documents for the Commanding Officer or Deputy Director's signature/information in a folder with a Blount Island Route Sheet attached to the front of the folder. Ensure the route sheet is completed with subject, "reference held by", sender's initials, date prepared, due date, nature of action and point of contact's phone number. Specify the routing order and action required in the appropriate blocks. Complete the "Return to" portion of the sheet. Provide a synopsis of the enclosed document, and make a recommendation for approval or disapproval as appropriate. This synopsis should give details regarding the background of the document, and why you have made your recommendations for approval/disapproval.