Quality
Quality

Correspondence & Communication...

Route To:
ENTER THE DATE IN THE NEXT CODE'S "DATE IN" BOX AS YOU FORWARD

CODE	INIT	ACTION	DATE IN	DATE OUT
ORIGINATOR		D		

Subject/Instruction:

Originator's Due Date:

COMMENTS/REMARKS/RETURNS:

ACTION CODES:
I = INFO A = ACTION S = SIGNATURE R = RETAIN RT = RETURN D = DRAFT

Point of Contact/Originator:	Code:	Phone:	Date:

ADMIN USE ONLY

DATE IN	DATE OUT	SER	COPIED	FILED	MAILED

QUALITY CORRESPONDENCE

We Achieve QUALITY by Eliminating Risk in Routing...

Proper Routing Requires Teamwork!

	DIV HD	EA	DEPT HD	051	052	05	02	01	00
LEAVE (Enlisted)	X		X			X			
LEAVE (Officer)	X		X			X		X	X
SPECIAL REQUEST CHITS	X	X	X			X			
AWARDS	X	X	X			X		X	X
FITREP/EVAL	X	X	X			X		X	X
MESSAGE	X	X	X		X	X	X	X	X
INSTRUCTION	X		X	X		X	X	X	X
GENERAL CORRESPONDENCE	X	X	X	X		X	X	X	X

Note: Not all routing is restricted to this matrix. Consult Admin or Chain of Command for specific project routing not covered above.

STANDARD ADMIN/FRONT OFFICE ROUTING

051	CORRESPONDENCE	A/R/RT		
052	MESSAGES	A/RT		
05		A/S/RT		
02	CIVILIAN	I/A/S		
01	MILITARY	I/A/S		
00W		I/A		
00		S		

LEGEND FOR FOLDERS

FOLDER COLOR	PRIORITY	USE FOR
RED	4-8 hours	Hot Issues (Hand carry)
YELLOW	2 days	Correspondence Messages
BLUE	3-5 days	General Correspondence
GREEN	Routine - 2 days Priority - 1 day Immediate - 3 hours	Message Traffic
TAN	15 - 60 days	Personnel Issues (FITREPS, Evals, Awards)
GRAY	7-30 days	Instructions and Notices