HEADQUARTERS BATTALION ROUTING SHEET

1.

2. Operations Code

X - ORIGINATOR OR OFFICE AFFIXING ROUTING SHEET
A - APPROPRIATE ACTION
B - GUIDANCE
C - CONCURRENCE/COMMENT
D - DECISION
E - RECOMMENDATION
F - INITIAL
G - GUIDANCE
H - RETURN TO:
I - INFORMATION
J - DISPOSITION
K. RETENTION
S. SIGNATURE
O. OTHER

3. SUBJECT:

4 RTG	5. OPR CODE	6. ADDRESSEES	7. DATE		8. INITIALS	
			IN	OUT	CONCUR	NON CONCUR
		Commanding Officer				
		Executive Officer				
		Sergeant Major				
		Adjutant				
		Administrative Chief				
		S-3 Officer				
		S-4 Officer				
		Career Planner				
		SACO				
		HQBN Clerk				
		Headquarters Company				
		Commander				
		First Sergeant				
		Headquarters Company Clerk				
		Service Company				
		Commander				
		First Sergeant				
		Service Company Clerk				

9. NATURE OF ACTION REQUIRED	ORIGINATORS INITIALS	DUE DATE (If any)
ROUTINE		
URGENT		

10. REFERENCES HELD BY (Name, Grade, Office Code, and Telephone ext.):

11. REMARKS AND SIGNATURE:

1. **Background**:

2. Recommendation:

HQBN MCBH 5216/2