HEADQUARTERS SUPPORT BATTALION ROUTE SHEET

X - ORIGINATOR OR OFFICE AFFIXING ROUTING SHEET
A - APPROPRIATE ACTION
B - GUIDANCE
C - SIGNATURE
D - COMMENT
E - RECOMMENDATION
F - CONCURRENCE
G - INFORMATION

H - RETURN TO _____
I - INITIAL
J - DISPOSITION
K - DECISION
L - RETENTION
M - APPROVAL
R - REVIEW
O - OTHER _____

ROUTING - USE NUMBERS TO SHOW ORDER OF ROUTING

DATE	ADJ TR #

SUBJECT

REFERENCE

NATURE OF ACTION ROUTINE OR URGENT	ORIGINATOR (Initials)	DUE DATE (If any)	REFERENCES HELD BY (Name, Grade, Office Code, Telephone Extension)

RTG	CODE	ADDRESSEES	DATE		INITIALS		REMARKS & SIGNATURE
			IN	OUT	CONCUR	NON CONCUR	
		CO					
		XO					
		SGTMAJ					
		ADJUTANT					
		ADMIN CHIEF					
		CLERK					

"FOR OFFICIAL USE ONLY"

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