G-6
INTERNAL 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	OFFICE 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 AND SIGNATURE
			IN	OUT	CONCUR	NON CONCUR	
		AC/S / DIRECTOR					
		DEP AC/S / DEPUTY					
		ADMIN					
		OPSO					
		COMM CHIEF					
		ITO/HR					
		IPRAS					
		BUDGET					
		MITSC					
		CYBER					
		TELECOMM					
		MAINT & SUPT					
		EKMS					

"FOR OFFICIAL USE ONLY"

Reset Form