ROUTE SHEET AND OFFICE MEMO (Do Not Detach From Official Correspondence; Write/Print Legibly Or Type)

ORIGINATOR:	CODE:	BLDG/RM:	TELE:	DATE:

*INDICATE ROUTING PURPOSE BY NUMBER(S)	1. ACTION 2. COMMENT	3. CONCUR 4. FILE	5. FORWARD 6. INFO	7. PREPARE REPLY 8. RETENTION	9. RETURN 10. SIGNATURE	11.

TO CODE	PURPOSE	RELEASED		SUBJECT:
		DATE	INITIALS	DATE AND SIGN COMMENTS WITH NAME, CODE AND PHONE NUMBER / DEADLINE DATE:
				Reserved for NAVSEA Front Office Only
				COMMENTS:

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ORIGINATOR:	CODE:	BLDG/RM:	TELE:	DATE :

Code	Submitter	Comments

Reset Form