

Date

ROUTING AND TRANSMITTAL SLIP

TO: <i>(Name, office symbol, room number, building, Agency/Post)</i>	Initials	Date
1.		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Note: Delete this note after reading. In this Free Text area **DO NOT PRESS TAB** use CTRL+TAB to insert a tab in this area. You can insert blank lines by hitting enter/return. Also, SPELL CHECK can be used in this area only. Scroll down to the next section.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: <i>(Name, org. symbol, Agency/Post)</i>	Room No. - Bldg.
	Phone No.