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**ROUTING AND TRANSMITTAL SLIP**

SUBJECT:


FOR/TO	FROM	DATE	SENDER'S LAST NAME AND INTINAL	REMARKS	Write the NUMBER of action being requested
					[1] Approval/Signature
					[2] Appropriate staff action
					[3] Comment/Recommendation
					[4] Study/Investigation
					[5] Reply direct to writer
					[6] Reply for signature of SILG/USEC
					[7] Report due for apre of SILG/USEC
					[8] Rewrite/Redraft/Retype
					[9] Notation & Return
					[10] Notation & Forward to
					[11] Information/Reference
					[12] See SILG/USEC/ASEC
					[13] Prepare speech/Msg/Remarks
ADDITIONAL REMARKS					[14] Request feedback to SILG/USEC
					[15] ATTN to HWN of SILG/USEC/A
					[16] Dispatch to addressee
					[17] File
					[18] Re-route
					[19] Additional remarks

THIS FORM SHALL NOT BE DETACHED FROM THE DOCUMENT WHERE THIS IS ATTACHED