

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Correspondence				
FROM:		EXTENSION		NO.
Director of Logistics				DATE 19 May 1966
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Deputy Director for Support				<p>NOTE: Memos for the signature of the Director of Logistics should show the From line as: Director of Logistics, NOT the originating office.</p> <p>Subject and To lines should be filled in. Classification should be checked at top and bottom.</p> <p>DO NOT fill date line in. This will be stamped when memo is signed.</p> <p>FOR TRAINING PURPOSES ONLY</p>
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				