

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Correspondence

FROM:

Chief, Procurement Division

EXTENSION

NO.

DATE

19 May 1966

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Officer

2. Deputy Director of Logistics

3. Director of Logistics

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

**NOTE:** Memos addressed to the Director of Logistics should be routed through the Executive Officer and the Deputy Director of Logistics as shown on the left side.

Subject, From, and Date lines should be filled in. Classification should be checked at top and bottom.

FOR TRAINING PURPOSES ONLY