

ROUTING AND TRANSMITTAL SLIP

Date *31 March 1982*

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>JTC Jackson,</i>		
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 *Bob,*
 Have read the enclosed descriptions of training process. Although this document needs expansion it serves nicely to provide direction for training. This needs to be shared with *Rob, Tom, Jerry* and will serve as a basis for developing individual training for each operational person. Also provides guidance for some future in service training.

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

FROM: (Name, org. symbol, Agency/Post) *W.C. HARTZELL* Room No.—Bldg. *5*
 Phone No. *5126*