

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

- Attached note fr BG Flynn outlines OUR Requirements for The days Ahead.
- It Also serves to show how important OUR documentation is going to be.
- Obviously, I'll be calling on each of you AS we try to prepare A Respond to this note.

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

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

He Wan