

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

<b>FROM: (Name, org. symbol, Agency/Post)</b> <i>Jtc Wan</i>	Room No.—Bldg.
	Phone No.

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