



STAFF SUMMARY

DATE

TO	FROM	
SUBJECT	ACTION OFFICER (SIGNATURE)	SUSPENSE
	TYPED NAME, RANK & PHONE	

REASON FOR ACTION:

FACTS/DISCUSSION

RECOMMENDATION:

COORDINATION

OFFICE	SIGNATURE	CONCUR	NONCONCUR

ENCLOSURES	APPROVED (SIGNATURE)	DISAPPROVED (SIGNATURE)
	TYPED NAME AND RANK	TYPED NAME AND RANK