

SECTION A - GENERAL

TO:			FROM:				
DATE RECEIVED		ACTION OFFICE(S)		SUSPENSE DATE(S)		REGISTER OR CONTROL NO.	
CONTROL LOG OR FILE NO.	CLASSIFICATION	NUMBER OF COPIES	DESCRIPTION (Type, File Ref., Unclassified Subject or Short Title and Number of Indorsements/Incls)			DATE OF DOCUMENT	ORIGINATOR

SECTION B - ROUTING

TO	COPY NO.	DATE	I ACKNOWLEDGE RECEIPT OF THE MATERIAL DESCRIBED HEREON	
			PRINTED NAME	SIGNATURE
1.				
2.				
3.				
4.				
5.				

SECTION C - DESTRUCTION CERTIFICATE (Check appropriate block)

MATERIAL DESCRIBED HEREON HAS BEEN:				PAGE OR COPY NO
<input type="checkbox"/> DESTROYED <input type="checkbox"/> TORN IN HALF AND PLACED IN A CLASSIFIED WASTE CONTAINER (AR 380-5)				
OFFICE SYMBOL	DATE	PRINTED NAME OF CUSTODIAN OR REP	SIGNATURE	
DESTRUCTION RECORD NO.	DATE	PRINTED NAME OF CERTIFYING/DESTR. OFF.	SIGNATURE	
PAGE OR COPY NUMBER	DATE	PRINTED NAME OF WITNESSING OFFICIAL	SIGNATURE	

SECTION D - REPRODUCTION AUTHORITY

NUMBER OR COPIES TO BE REPRODUCED	AUTHORIZED BY	DATE
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SECTION E - RECEIPT/TRACER ACTION (Check appropriate block)

<input type="checkbox"/> RECEIPT OF DOCUMENT(S) ACKNOWLEDGED <input type="checkbox"/> DOCUMENT(S) HAVE NOT BEEN RECEIVED <input type="checkbox"/> TRACER ACTION: SIGNED RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED.		
DATE	PRINTED NAME, GRADE OR TITLE	SIGNATURE

COMMENTS