

MEMORANDUM FOR THE RECORD

SUBJECT:

DATE:

TO:

FROM:

RE:

1. SUMMARY:

2. DETAILS:

3. CONCLUSIONS:

4. RECOMMENDATIONS:

5. ACTION:

6. COMMENTS:

7. APPROVAL:

8. DISTRIBUTION:

9. ATTACHMENTS:

10. REFERENCES:

11. NOTES:

12. SIGNATURE:

13. DATE:

14. INITIALS:

15. REVIEW:

16. APPROVAL:

17. DISTRIBUTION:

18. ATTACHMENTS:

19. REFERENCES:

20. NOTES:

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23. INITIALS:

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