

PRESIDENT BRIEF SHEET

POC/EXT.:		Date Received:	
Date:		Received by:	
Subject:			
Issue(s):	By submission of this package, the requester certifies that the gift was not solicited and the Dean/Chair certifies that there is an "official purpose" for the travel and that the traveler will travel in his/her official (paid) capacity.	Name	Initial
		PRESIDENT	
		CHIEF OF STAFF	
		VIRGINIA	
		ADMIN OFFICER	
		ADMIN LCPO	
		ADMIN LPO	
		STAFF JUDGE ADVOCATE-LEGAL (Bldg. 273)	
Action		DEAN	
Signature		CHAIR	
Approval	X	REQUESTER	
Comment			
Information Only			

Comments:
The enclosed Gift of Travel Offer is routed for: (1) Certification by the Dean and Chair that the travel is official; (2) Ethics determination by the Staff Judge Advocate; (3) Review by the Chief of Staff, and; (4) Approval by the NPS President.

Mezz Track #	
Flag Admin Track #	