**NAVAL SUPPORT ACTIVITY**

**MONTEREY**

*CORRESPONDENCE ROUTE SLIP*

|  |
| --- |
|  **SUBJ: Subject** |
| **N-CODE** | **IN** | **DATE****OUT** | **INITIALS** | **DATE:**  | **ROUTING NO.** |
| **CONCUR** | **NON-CONCUR OR COMMENTS** |
| **CO** |  |  |  |  |
| **FROM:**  |
| **Deputy** |  |  |  |  |
| **SEL** |  |  |  |  | **TO:**  |
| **EA** |  |  |  |  | **RETURN TO:**  |
| **AO** |  |  |  |  |
| **DH/N#** |  |  |  |  |
| **XXX** |  |  |  |  | **DATE ACTION REQUIRED:** |
| **XXX** |  |  |  |  |
| **XXX** |  |  |  |  |
| **5-21-2012 13-24-09Comments:**Use PII version ONLY if the folder contains PII (otherwise, use standard routing sheet)Include offices in the routing chain prior to DH/N-Code as neededAdmin will enter the routing numberSend softcopy editable Word document to Admin Asst and AO for editing / re-printingInclude supporting documents in left pocket of folder (excerpts from Instructions, letters, etc)Provide justification for anything requested “ASAP” “Expedite” or action required within less than 5 business days |