ROUTING AND TRANSMITTAL SLIP

DATE
Monday, January 11, 2021

TO: *(Name, Office Symbol, Room Number, Building, Agency/Post)*	Initials	Date
1. Superviosr (IMAG-XX)		
2. Gisela Bibbo, Executive Officer (IMAG-XO)		
3. Lawrence Kilgore, Deputy Garrison Manager (IMAG-ZB)		
4. Greta Buccellato, Garrison Manager (IMAG-ZA)		
5.		
6.		
7.		
8.		

	Action		File		Note and Return
X	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate	X	Signature
	Coordination		Justify		

REMARKS
For GM's review and approval of Telework request for Mr. John Doe, Organizational Resources Specialist, DHR

DO NOT use as a RECORD of approvals, concurrences, disposals, clearances, and similar actions.

FROM: *(Name, Organization Symbol, Agency/Post)*	Room Number - Building Rm XXXXX
John Doe (IMAG-XX), DHR	Phone Number 305-437-XXXX