

1102643-02

152

SECRETARY OF DEFENSE CORRESPONDENCE ACTION REPORT	
This form must be completed and forwarded to the Correspondence Control Division (CCD), WHS Room 3A948. Suspense Desk: (703) 679-9287 FAX Number: (703) 695-1219 Email: suspense_desk@osd.pentagon.mil	
Action Agency	
Suspense Date	
1. ACTION TAKEN (Check one)	
<input type="checkbox"/> a. ACTION HAS BEEN COMPLETED (Copy attached)	
<input checked="" type="checkbox"/> b. REQUEST EXTENSION OF SUSPENSE DATE TO 02/28/2002 (Justify below)	
<input type="checkbox"/> c. INTERIM REPLY HAS BEEN SENT (Copy attached) EXTEND SUSPENSE TO (Justify below)	
<input type="checkbox"/> d. REQUEST CANCELLATION (Justify below)	
<input type="checkbox"/> e. REQUEST TRANSFER TO (Justify below /include POC Name & Phone Number)	
<input type="checkbox"/> f. REQUEST DOWNGRADE TO (Justify below)	
2. JUSTIFICATION	
02/002333/Per Action Officer (LtCol Reed), request an extension to be granted in order to research/coordinate this task.	
3. REPORTING AGENCY	
a. ACTION AGENCY WHA/ISA	c. APPROVING AUTHORITY (Service Secretary/Under Secretary/ASD/Military/Executive Assistant Level)
b. NAME OF ACTION OFFICER LtCol Charles Reed	Signature <u>Otto W. Voss, Jr.</u> COL USMC MIA332 ASD/ISA
c. TELEPHONE NO. 703-697-9301	Date Signed FEB 20 2002
d. DATE 20 Feb 2002	5. ACTION TAKEN (For EXSEC/Correspondence Control Division Use Only)
4. CCD CONTROL # U02643/02	a. EXT <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved
	b. CANX <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
	c. DWNGRD <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
	d. TRANSFER <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
	e. OTHER (Specify)
	Signature <u>James A. Johnston</u>
	Date Signed 2/26/02

SD FORM 391, Jan 2000

PS MIA

COLUMBIA

(4 FEB 02)

S U02643-02



CORRESPONDENCE CONTROL DIVISION
SUSPENSE CONTROL DESK

Date: 21 June

TO: EXECUTIVE SECRETARY

1. Reference OSD No. 115542 attached.
2. Action was assigned to 1157 for 115.
3. Suspense date is: 21 June original sus _____.
4. 1157 has requested an:
 - (A) Extension until 21 June
 - B. Cancellation _____
 - C. Downgrade to _____
 - D. Transfer to _____
 - E. Action Complete. See attached.

For reason indicated on attached SD Form 391.

VIR
[Signature]
Signature of C&D Duty Officer

Comments: