

173

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: <a href="mailto:suspense_desk@osd.pentagon.mil">suspense_desk@osd.pentagon.mil</a>	
Action Agency	WHA/ISA
Suspense Date	
<b>1. ACTION TAKEN (Check one)</b>	
<input type="checkbox"/> a. ACTION HAS BEEN COMPLETED (Copy attached)	
<input type="checkbox"/> b. REQUEST EXTENSION OF SUSPENSE DATE TO (Justify below)	
<input type="checkbox"/> c. INTERIM REPLY HAS BEEN SENT (Copy attached) EXTEND SUSPENSE TO (Justify below)	
<input checked="" 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)	
<b>2. JUSTIFICATION</b>	
02/011499-Per action officer, no action required. (This is a thank you letter from the former President of Colombia.)	
<b>3. REPORTING AGENCY</b>	
a. ACTION AGENCY ISA/WHA	c. APPROVING AUTHORITY (Service Secretary/Under Secretary/ASD/Military/Executive Assistant Level)
b. NAME OF ACTION OFFICER Lt Col (b)(6)	Signature (b)(6) <span style="float: right;">Date Signed AUG 20 11</span>
c. TELEPHONE NO. (b)(6)	<b>5. ACTION TAKEN (Use Only)</b>
d. DATE	a. EXT <input 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
<b>4. CCD CONTROL #</b>  U1276-02	e. OTHER (Specify) Signature <span style="float: right;">Date Signed</span>

SD FORM 391, Jan 2000

CMD,

can't this be determined before we  
waste so much time and paper  
on the obvious.

COLUMBIA

(26 JUL 02)

R U12764-02