

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) 697-9287 FAX Number: (703) 695-1219 Email: SuspenseDesk@cd.whs.mil			Action Agency <div style="border: 1px solid black; padding: 2px;">USP</div>
			Suspense Date <div style="border: 1px solid black; padding: 2px;">04/01/2003</div>
1. ACTION TAKEN (Check one)			
<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 type="checkbox"/>	d REQUEST CANCELLATION (Justify below)		
<input checked="" type="checkbox"/>	e REQUEST TRANSFER TO <u>SWT</u> (Justify below /include POC Name & Phone Number)		
<input type="checkbox"/>	f REQUEST DOWNGRADE TO _____ (Justify below)		
2. JUSTIFICATION			
Per telecon w/ ESR LTC Linder 1420L, 03/25/2003, transfer action from USP to SWT per TSA Di Rita note.			
3. REPORTING AGENCY			
a. ACTION AGENCY <div style="border: 1px solid black; padding: 2px;">SWT</div>		c. APPROVING AUTHORITY (Service Secretary/Under Secretary/ASD/Military/Executive Assistant Level)	
b. NAME OF ACTION OFFICER <div style="border: 1px solid black; padding: 2px;">Zeno Gamble</div>		Signature <div style="border: 1px solid black; padding: 2px;">INVALID</div>	Date Signed <div style="border: 1px solid black; padding: 2px;">03/25/2003</div>
d. TELEPHONE NO. <div style="border: 1px solid black; padding: 2px;">692-7190</div>	5. ACTION TAKEN (For EXSEC/Correspondence Control Division Use Only)		
e. DATE <div style="border: 1px solid black; padding: 2px;">03/25/2003</div>	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 checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
	e. OTHER (Specify) _____		
4. CCD CONTROL # <div style="border: 1px solid black; padding: 2px;">U04108-03</div>	Signature <div style="border: 1px solid black; padding: 2px;"> </div>		Date Signed <div style="border: 1px solid black; padding: 2px;">25 MAR 03</div>

SD FORM 391, JUN 2002

Copy to NSP, London 3/25/03

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TLAQ

(20 MAR 03)