

261

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		ISA/WHA	
Suspense Date		03/26/2004	
OFFICE OF THE SECRETARY OF DEFENSE			
1. ACTION TAKEN (Check one)			
<input checked="" type="checkbox"/> a. ACTION HAS BEEN COMPLETED (Copy attached)			
<input checked="" type="checkbox"/> b. REQUEST EXTENSION OF SUSPENSE DATE TO (Justify below) <i>until 30 April 2004 due to transfer.</i>			
<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 (Justify below /include POC Name & Phone Number)			
<input type="checkbox"/> f. REQUEST DOWNGRADE TO (Justify below)			
2. JUSTIFICATION			
<i>completed - replied directly - transfer to SOLC</i>			
3. REPORTING AGENCY			
a. ACTION AGENCY ISA/WHA		e. APPROVING AUTHORITY (Service Secretary/Under Secretary/ASD/Military/Executive Assistant Level)	
b. NAME OF ACTION OFFICER (b)(6)		Date Signed 21 APR 04	
5. ACTION TAKEN (For EXSEC/Correspondence Control Division Use Only)			
d. DATE 7 APRIL 2004		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	
4. CCD CONTROL # 04115-04 047000045		e. OTHER (Specify) Signature <i>[Signature]</i> Date Signed 4/23/04	

SD FORM 391, Jan 2000

CCD/WHA

(4 Mar 04)

S 04115-04