

REQUEST FOR CLEARANCE/APPROVAL OF ISSUANCE

INSTRUCTIONS: Originating Office - complete Section A 1. Attach proposed issuance and send Information Management and Compliance Staff (IMC), Unit 123, Riverdale, MD. Retain a copy for your records. REVIEWER AND TEL. NO.

AGENCY

ORIGINATING OFFICE

- DIRECTIVE NOTICE
 HANDBOOK/
MANUAL ISSUANCE
CHANGE

TITLE OF PROPOSED ISSUANCE

DISTRIBUTION

SECTION A - CLEARANCES

1. ORIGINATING DIVISION/STAFF		SIGNATURE	DATE
a. Author	b. Tel. No.		
b. Branch Chief/Program Manager			
c. Division Director			
2. REVIEW/CLEARANCE OFFICIAL (To be completed by the FIRM)		DIVISION/STAFF	DUE DATE
3. REVIEW/CLEARANCE OFFICIAL RESPONSE		SIGNATURE	DATE
<input type="checkbox"/> Concur <input type="checkbox"/> Concur with changes marked <input type="checkbox"/> Do not concur			

COMMENTS

AFTER REVIEW/CLEARANCE, SEND TO IMC STAFF, UNIT 123, RIVERDALE, MD

SECTION B - FINAL APPROVALS

AGENCY OFFICIAL RESPONSIBLE FOR FINAL REVIEW	SIGNATURE	DATE

AFTER SIGNATURE, SEND TO IMC STAFF, UNIT 123, RIVERDALE, MD