

REQUEST FOR CLEARANCE/APPROVAL OF ISSUANCE

INSTRUCTIONS: Originating Office - complete Section A 1. Attach proposed issuance and send to Information Management and Compliance (IMC) staff, Unit 123, Riverdale, MD. Retain a copy for your records.

AGENCY	ORIGINATING OFFICE	<input type="checkbox"/> DIRECTIVE	<input type="checkbox"/> NOTICE	REVIEWER AND TEL. NO.
		<input type="checkbox"/> HANDBOOK/ MANUAL	<input type="checkbox"/> 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 IMC Staff)		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