	1 CD-14 LF U.S. DEPARTMENT OF COMMERC 10-93) 214-2	E	DATE
TRANSMITTAL SLIP			
TO:			REF. NO. OR ROOM, BLDG.
FROM:			REF. NO. OR ROOM, BLDG.
ACTION			
	NOTE AND FILE		PER OUR CONVERSATION
	NOTE AND RETURN TO ME		PER YOUR REQUEST
	RETURN WITH MORE DETAILS		FOR YOUR APPROVAL
	NOTE AND SEE ME ABOUT THIS		FOR YOUR INFORMATION
	PLEASE ANSWER		FOR YOUR COMMENTS
	PREPARE REPLY FOR MY SIGNATURE		SIGNATURE
	TAKE APPROPRIATE ACTION		INVESTIGATE AND REPORT

COMMENTS: