



# SACU CORRESPONDENCE

☐ CONGRESSIONAL

(blue paper)



ROUTINE

(white paper)

APPLICANT'S NAME : \_\_\_\_\_  
FILE NO: 67B-HQ- \_\_\_\_\_  
AUTHOR: \_\_\_\_\_ (If different from applicant)  
LETTER DATE: 9/16/2009

TRACKING	
1. SPSS ( <u>SPSS</u> )	<input type="checkbox"/> Case assignment to Correspondence team: _____ <input type="checkbox"/> DEADLINE: (_____ (Routine - 30 days from date received in SACU)  (Congressional - Imposed deadlines)  _____ Initials Date
2. Analyst ( <u>Analyst</u> )	<input type="checkbox"/> Entered into Correspondence Database. <input type="checkbox"/> Entered into Statistical Tracking Database. <input type="checkbox"/> Prepare Correspondence Package for Unit Chief.  _____ Initials Date
3. Program Manager	<input type="checkbox"/> Prepare correspondence as indicated below:  <u>Please respond to applicant's</u> <u>letter - discuss concerns &amp; see me</u> <u>Explain Appeal process</u>  _____ Initials Date 9/23/09
4. Analyst (_____)	<input type="checkbox"/> R/D to supervisor (_____ <input type="checkbox"/> Final to supervisor (_____  _____ Initials Date
5. Program Manager (_____)	<input type="checkbox"/> R/D reviewed (_____ <input type="checkbox"/> Final reviewed (_____  _____ Initials Date
6. Analyst (_____)	<input type="checkbox"/> All Databases updated. (Closure date - final approval date rendered)  _____ Initials Date

ENSURE THIS ROUTING SLIP IS RETAINED IN CASE FILE ATTACHED TO ORIGINAL SERIALIZED REQUEST