SACU CORRESPONDENCE

☐ **CONGRESSIONAL**
(blue paper)

✓ **ROUTINE**
(white paper)

APPLICANT'S NAME : _____

FILE NO: 67B-HQ- _____

AUTHOR: _____ (if different from applicant)

LETTER DATE: _____ 9/23/2009 _____

	TRACKING		
1. SPSS (illegible)	☐ Case assignment to Correspondence team:_____ ☐ DEADLINE: (_____). (Routine - 30 days from date received in SACU) (Congressionals - imposed deadlines) _____ _____ Initials Date		
2. Analyst (illegible)	☐ Entered into Correspondence Database. ☐ Entered into Statistical Tracking Database. ☐ Prepare Correspondence Package for Unit Chief. _____ _____ Initials Date		
3. Program Manager	☐ Prepare correspondence as indicated below: *Consult OGC for guidance in preparing the letter* _____ _____ Initials Date		
4. Analyst (_____)	☐ R/D to supervisor (_____) ☐ Final to supervisor (_____) _____ _____ Initials Date		
5. Program Manager (_____)	☐ R/D reviewed (_____) ☐ Final reviewed (_____) _____ _____ Initials Date		
6. Analyst (_____)	☐ 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