



MEMORANDUM FOR THE RECORD

TO :

DATE :

BY :

SUBJECT :

REFERENCE :

1. **BACKGROUND:**

2. **DISCUSSION:**

3. **RECOMMENDATION:**

NO.	DATE	BY	REMARKS

APPROVED :

	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____

APPROVED :