

STAFF COORDINATION, APPROVAL, AND ROUTING SHEET (SCARS)	SUSPENSE DATE:
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SUBJECT:

INITIATING OFFICE (Office Symbol):	INITIATING POC:	LOCAL ID:
		DATE INITIATED:

POC PHONE:	POC E-MAIL:	CLASSIFICATION:
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PURPOSE:

APPROVALS AND ROUTING:

Office/Routing Order #	Concur/Non-Concur	Date	Signature	Remarks
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