CLEARANCE RECORD

(SEE INSTRUCTIONS ON REVERSE)

1. TYPE OF DOCUMENT

2. IDENTIFICATION NUMBER (IF ANY)

3. SUBJECT/TITLE

4. SUMMARY OF DOCUMENT CONTENTS (if a revision, given rationale for change)

5. ORIGINATOR

ORGANIZATION	NAME AND TITLE	TELEPHONE NUMBER	DATE

6. CLEARANCES

ROUTING SYMBOL- CODE	ORGANIZATION AND TITLE	SIGNATURE	DATE	INTERNAL CLEARANCE	
				SURNAME	DATE

7. SIGNATURE INFORMATION

➡ NOTE: INDICATE BY STAMP THE NAME OF SIGNING ➡ OFFICIAL AND DATE SIGNED.	SIGNED BY	DATE SIGNED

8. FOR USE OF FINAL ACTION OFFICE

AFTER SIGNATURE RETURN TO	ISSUANCE NUMBER ASSIGNED
Hope Grey, PDM, Room 222, ARL SQ	

FORM DI-228 (Rev. 12-79)

INSTRUCTIONS

GENERAL. An original of this Clearance Record should be prepared and used as the cover sheet for the document being forwarded for clearance and signature. The number of copies of the document transmitted with this cover sheet will vary depending on the type of issuance being cleared.

DEPARTMENTAL MANUAL ISSUANCES. Use of this Clearance Record is mandatory for Departmental Manual Releases and Departmental Manual Additions to the FPM, FPR, DI-416) and DM text pages (Form DI-415). For additional instructions on preparing DM Releases, see Oil DM 2 and 3. Additional requirements for organization changes are prescribed in 101 DM 3.

OTHER ISSUANCES. Unless specified other wise in other directives, use of this Form is optional for the clearance of other types of documents and issuances. When this Clearance Record is used, after final signature it will be attached to the permanent record copy (surnamed copy) maintained on file.

ORIGINATOR. Complete items 1 through 5 and indicate the officials who will initially clear the document in item 6.

ITEM DESCRIPTIONS

ITEM 1 - TYPE OF DOCUMENT. Enter the name or identification of the document being cleared. (i.e. Departmental Manual Release, IPR, IPMR, etc.)

ITEM 2 - IDENTIFICATION NUMBER. Enter the number of the document being cleared, if applicable (i.e. 302 DM 4, 370 DM 451, IPMR 79-8, etc.).

ITEM 4 - SUMMARY OF DOCUMENT CONTENTS. Give a summary of the document's contents, and state the reason that the document was originated. If the document is a revision of a previous issuance, give a summary and rationale for the change.

ITEM 5 - ORIGINATOR. Enter the organization, name and title, and telephone number of the individual who originated the document, and to whom any questions can be directed. Also enter the date the document was originated.

ITEM 6 - CLEARANCES. The originator will indicate the organizations and title of officials who will initially clear the document. The two right-hand columns are provided for the surname of individuals clearing the document internally within each organization listed. Additional offices/officials may be added in item 6 by any reviewer as deemed necessary for proper coordination.

ITEM 7 - SIGNATURE INFORMATION. After the approving official has signed the document, the name and date signed should be stamped or typed in item 7.

ITEM 8 - FOR USE OF FINAL ACTION OFFICE. Item 8 is reserved for use of the final action office to indicate disposition of the signed document.