

STAFF SUMMARY SHEET

SUSPENSE DATE

TO:
IMHA-ZA

CONTROL NUMBER
ACS: A0083

FROM: Madeline Pastorella, Army Emergency Relief Officer

OFFICE SYMBOL
IMHA-MWA

SUBJECT: AER Audit Report

DATE 2012/03/06

ACTION REQUIRED

SIGNATURE

APPROVAL

INFORMATION

OTHER

PURPOSE: Annual Audit Report, 2011, AER Section 01011 Fort Hamilton

DISCUSSION: Enclosed is the Annual AER Audit Report

OPTIONS: Review Memorandum and return AER Officer to submit to AER HQ.

RECOMMENDATION: Approval of Memorandum for Director, Army Emergency Relief HQ

COORDINATION REQUIRED: INTERNAL EXTERNAL

IF CONTINUATION SHEET IS USED, CHECK HERE.

COMMAND GROUP USE			ADMIN CONTROL #				FOR USE BY ACTION OFFICE																																		
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			YES	NO			DATE: _____																																		
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SHOW ADDITIONAL COORDINATION / ROUTING ON CONTINUATION SHEET

ACTION OFFICER (Name, Rank/Grade, Phone Number and Signature)

Madeline Pastorella, ACS, 2-4462