



# ROUTING SHEET

State of Hawaii, Department of Defense

Date: 27-SEP-17

Suspense: 10-OCT-17

Fr	To	Stop	(Specifc Person)	Initials/Date		For
	6	The Adjutant General				Action
	5	Deputy Adjutant General				Approval
		Senior Enlisted Leader				Comment and Recommendation
		Hawaii Air National Guard				
		Hawaii Army National Guard				
		Hawaii Emergency Management Agency				
		Office of Veterans Services				
		Youth Challenge Academy				Coordinate with: ( )
		Engineering Office				Direct reply (c: TAG)
		State Family Program Office				File
		Public Affairs Office				For Your Information
		Human Resources Office				Investigate and Report
		State Personnel Office				See Me to Discuss
	1	Human Resources Office				Signature
		Judge Advocate General				Prepare Reply for: [ ] TAG Signature [ ] DAG Signature [ ] Governor Signature
		Inspector General				
		US Property and Fiscal Office				
	4	Business Management Officer (ASO)				
		State Fiscal Office				
		Joint Military Executive Officer				REMINDER
	3	Joint Chief of Staff				Request Extension if needed
		J1				Prepare interim reply if necessary
		J2				
		J3				
		J4				Interim letter sent
		J5				
		J6				
		J7				
		J8				

REMARKS:

Request to approve Rank First Name Last Name, request for assignment as Position for Unit, UIC: XXXXX para-line: XXX-XX. Rank Last Name has the necessary experience and maturity to take command. A few of his previous assignments include: (list applicable previous assignments). His/her 3 years of Command under the CLASP waiver will develop him/her into a better leader and improve the combat readiness of the battalion. Rank Last Name's effective date was 11 JUL 15.