

	Date
MEMORANDUM	
From: 3-M System Coordinator	
To: _____	Division Officer
Via: _____	Department 3-M Systems Assistant
Subj: _____ FEEDBACK REPORT REPLY	
_____	FORCE REVISION PACKAGE
_____	SPECIAL ISSUE
_____	NEW ITEMS
_____	4790/2L REPLY
1. The following material has been received from the Fleet Technical Support Center:	
Response Ltr Serial No. _____ F.B. replies Serial No. _____ Nomenclature _____ Action taken: _____	Date _____
2. Corrections, including those to MIP, LOEP and MRC, should be made immediately. Complete page 2 and return via the department 3-M Systems assistant as soon as all changes have been entered.	
3. Action is/is not required by Work Center(s)	

Figure 1-21: PMS Change Documentation Routing Memorandum (Sample #1)