CHAPTER 3. (SAMPLES FIGURES)

U.S. GEOLOGICAL SURVEY

CORRESPONDENCE MANAGEMENT SYSTEM

PROFILE DATA SHEET

Printed: 08/07/2xxx

ACCN #:	2001xxxx	**Due Date:**	08/18/2xxx	**Rec'd. Date:**	08/04/2xxx
Action Office:	Water Resources	**Signature Level:**	Director		
Coord With:	(if appropriate)				
X-Ref:	(if appropriate)	**ES ACCN #:**	xxxxxx (if appropriate)		
Source:	Standard	**Status:**	Surname		

Subject: Example of Correspondence Management System (CMS) Profile Data Sheet

Addressee: Director, USGS

From: David Hayes
Deputy Secretary
Dept. of the Interior

	Office	**Surnamer**	**Date Received**	**Date Reviewed**
Surnames:	Water Resources			
	Correspondence Analyst			
	Staff Assistant (Special Issues)			
	Senior Advisor to the Director			
	Deputy Director			
	Director			

Comments: 08/04/2xxx – Appropriate comments will be entered here as document passes through surname/signature process.

FIGURE A-1
CMS PROFILE DATA SHEET