

Sample Report STM0090R

STM0090R STANDARD TRAINING ACTIVITY SUPPORT SYSTEM 1997-03-18
SUBTRAFAC NORFOLK PAGE 2

COVER LETTER REPORT

Cd	Verbiage	Dt Mod / User Mod
G	<p>1. Enclosure(1) contains information on personnel from your command who have completed courses at this facility during the period indicated.</p> <p>2. In order to maintain current individual training records, the information contained below should be entered into the personnel's service record as soon as possible.</p> <p>3. Navy Integrated Training Resources and Administrative System (NITRAS) has submitted to NMPC, information on students who successfully completed a course and were recommended for an NEC. Enlisted distribution verification report (EDVR) containing this information should be available in about two months.</p>	<p>26-SEP-96 / FIRST INITIAL, LAST NAME</p>
N	<p>1. Enclosure(1) contains a list of personnel from your command who were scheduled to commence courses on the dates indicated but failed to show.</p> <p>2. Any questions or discrepancies should be directed to the scheduling branch head (Code 0223) at DSN 755-6116 or commercial 206-396-6116.</p>	<p>26-SEP-96 / CDIAMOND</p>
R	<p>1. Information provided in enclosure (1) is the summary of reservation requests.</p> <p>2. Any questions or discrepancies should be directed to the scheduling branch head (Code 0223) at DSN 322-6102 or commercial 315-322-6012.</p>	<p>26-SEP-96 / CDIAMOND</p>