

## **ROUTING OF FORMS**

**1371**

**(No. 45 December 1997)**

The supervisor will route the original and two (2) copies of the forms as follows:

- originals will be forwarded to the Mentor Program Coordinator;
- one copy of each form to the employee; and
- one copy of each form to be retained by the employee's supervisor.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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