



**REQUEST FOR INFORMATION**

DATE RECEIVED:

FROM:

DATA REQUESTED:

DATE NEEDED:

ADDITIONAL SPACE (PLEASE SPECIFY REQUEST):

**INTERNAL USE BY OAR**

Data Available: Y\_\_\_ N\_\_\_      Supplied: Y\_\_\_ N\_\_\_      Date Completed: \_\_\_\_\_

Processor: \_\_\_\_\_      Delivery Method: \_\_\_\_\_

Date: \_\_\_\_\_      By: \_\_\_\_\_

DATA NOT IMMEDIATELY AVAILABLE: Y\_\_\_ N\_\_\_

REQUIRES DATA ANALYSIS: Y\_\_\_ N: \_\_\_\_\_

REQUIRES DATA COLLECTION (S) FROM OTHER UNITS: Y\_\_\_ N: \_\_\_\_\_

UNIT NAMES (S):

ESTIMATED TIME OF COMPLETION:

COMMENTS:

DIRECTOR'S SIGNATURE:

SENIOR VICE PRESIDENT AND CHIEF ADMINISTRATIVE OFFICER (REVIEW AND SIGNATURE):