



TO: Director, NIH  
Through: Deputy Director for Management \_\_\_\_\_  
Director, DCG, OM \_\_\_\_\_

FROM: Chief, Research Contracts Branch, DCG, OM

SUBJECT: ***Through: Lines In Memorandum***

If a memorandum is to be routed through intermediate officials on its way to the addressee, indicate the routing immediately below the addressee's title, as shown above. Enter *Through:* aligned with the addressee's name and title, followed by the title and office of each person, with lines provided where each immediate official can sign or initial. When more than one *Through* addressee is listed, the memo goes first to the last person listed. Each *Through* addressee will sign or initial the memo and send it on.

Any memorandum to the Director, NIH, must either be signed by or sent through the appropriate OD or IC director.

Any memorandum to the Secretary of Health and Human Services must either be signed by or go through the Director, NIH.

A memo to the Secretary must be addressed through the Deputy Secretary (DS), the Chief of Staff (COS), and the Department's Executive Secretariat (ES).

Nancy W. Drew, M.D., Ph.D.

Attachments:  
Report of the Task Force