

22 A-E Instructions for Using the Missing Documentation Request Forms

These five forms are designed for requesting additional information from departments whose Project Worksheet documentation is insufficient to meet Federal requirements.

There are five forms in this series because there are differing information requirements for the four different types of projects:

- 22 A Equipment, Supplies or Furnishings
- 22 B Facilities or Infrastructure
- 22 C Field Response Activities
- 22 D Survivor's Services

The fifth form is a sample photograph site map to demonstrate the elements needed to properly photographically document damage at a site.

- 22 E Sample Site Map

Choose the appropriate form for the type of project you need to document.

Check the boxes to indicate the information needed and sent to the responsible department.

Retain a copy for your records to document the dated request.