

Public Assistance eXpedited Information Response (PAXIR) Team
REQUEST FOR INFORMATION FORM

Request from: _____ (TRO Dir., GCRO Deputy Dir., Chairman Powell's staff)

1. Deadline for Response:
2. Who is audience or end user of information? (TRO Director, GCRO Deputy Director, Chairman Powell, White House, news media, etc.)
3. Purpose for which information is to be used? (External release, internal briefing, factual background, etc.)
4. What are the specific questions that you have?
5. If the request includes data, is there a specific cutoff date?
6. Any history of this request?

Public Assistance eXpedited Information Response (PAXIR) Team

RESPONSE TO INQUIRY FORM

Subject: _____

Response assigned to: _____ (staff within PA)

1. Date received:
2. Restate question:
3. Brief background or history of issue:
4. Response to each specific question in request:
5. Follow up actions (meeting with applicant, additional data, etc.):
6. Attachments for detailed text and background too large to be in one page.