**Table of Contents**

 TAB TOPIC

. . . . Review Sheet Log

. . . . Table of Contents

 1 . . . Title of Billet with Mission Statement and Appointment Letter

 2 . . . To Whom this Billet Reports

 3 . . . Subordinate Billets

4 . . . Basic Functions of the Billet to Accomplish the Mission

 5 . . . Procedures for Carrying Out Duties

 6 . . . Current References

 7 . . . Reports Required and Dates of Submission

8 . . . Relationships with Activities Internal and External to Chain of Command

 Including Points of Contact

 9 . . . Past, Present and Future Projects

 10 . . Miscellaneous Information