13 May 2019

MEMORANDUM FOR OSHA AREA DIRECTOR

 ATTENTION: Mr. John Doe

FROM: XXX ABW/CC

 Street Address

 XXXX AFB XX Zip Code

SUBJECT: Occupational Safety and Health Administration (OSHA) Inspection Number XXXXXX

1. Notices of Unsafe and Unhealthful Working Conditions issued on insert date at insert installation name Air Force Base were abated on insert date [with the exception of Notice 2 Item 1 – **only if applicable**].

[2. A Petition for Modification of Abatement Date (PMA) was filed with your area office, extending the final abatement date to insert date for the open violation. – **only** **if applicable**]

3. Signed Certification of Corrective Action Worksheets and pictures to verify abatement are attached. The worksheets and pictures confirm completion of abatement actions for each violation.

4. This response has been coordinated through my Major Command and U.S. Air Force Safety Center, Occupational Safety.

5. Please direct any questions to my Installation Occupational Safety Office at (XXX) XXX-XXXX.

 JANE G. DOE, Colonel, USAF

 Commander

Attachments:

Certification of Corrective Action Worksheet – Federal Agencies