**ACTION MEMO**

**FOR:** SECRETARY OF DEFENSE DepSecDef Action \_\_\_\_\_\_\_

**FROM:**

**SUBJECT:**

* **Purpose.**
* **Background.**
* Sub-bullet
	+ Sub-bullet
* **Non-Concurs/Alternative Viewpoints.**

**RECOMMENDATION**:

Approve \_\_\_\_\_\_\_\_\_ Disapprove \_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_

\*\* do not include approve/disapprove/other if TAB A is a signature item \*\*

Attachment(s):
TAB A – Signature Item (if applicable)

TAB B – Incoming Correspondence (if applicable)
TAB C – Supplemental Information (if needed)

TAB D – Coordination (always last tab; must include General Counsel; coordination at Principal Coordinator level in OSD or Top 4 on Joint Staff)