

ACTION MEMO

Month Day, Year

FOR: MICHAEL L. RHODES, DIRECTOR ADMINISTRATION AND MANAGEMENT

FROM: Bennie Lawson, Correspondence Management Division

SUBJECT: Proposed DoD 5110.4-M, Manual for Written Material

- The Manual for Written Material provides guidance for managing Secretary of Defense, Deputy Secretary of Defense, and DoD Executive Secretary correspondence. The current version of the Manual was published on March 2, 2004 and an update has been completed for final review and adjudication by OSD/GC and signature by the Director, Administration and Management.
- There are a number of policies and procedures that were initiated by the Special Assistant and the Executive Secretary that received comments and recommendations for change by the OSD Components. The specific comments and recommendations along with CMD's response are at TAB A.
- The proposed revision of the Manual has been through the formal coordination process. Although not required, the OSD Components and the Joint Staff were provided the opportunity to make comments and recommendations. The list of comments and recommendations are at TAB B.
- The mandatory coordinations on this Manual are DoD/GC; DoD/IG; and DA&M.
- The edited version of the Manual, Volume 1 is at TAB C and Volume 2 is at TAB D.
- The DoD Executive Secretary has reviewed all inputs and concurs with the response provided in the SD Form 818.

RECOMMENDATION: Approve the revised Manual for Written Material by initialing below and signing Volumes 1 and 2.

Approve _____ Disapprove _____

COORDINATION: NONE

Attachments:
As stated

Prepared by: Mr. Bennie Lawson, WHS/ESD/CMD, 703-695-9717

(Format is set for second & subsequent pages)