[your Component’s letterhead]

**ACTION MEMO**

**FOR:** [TITLE OF YOUR COMPONENT HEAD – See the List of Signature Authorities on the DoD Issuances Websites for other officials authorized to approve DoD instructions.]

**FROM:** [name and title of the official requesting the action]

**SUBJECT:** Proposed Department of Defense Instruction [#, “Complete Title”]

* **Purpose.** The attached DoD instruction (TAB A) updates the existing subject instruction. [State the purpose of the instruction; e.g., “It establishes policy, assigns responsibilities, and provides general procedures for . . . .” – or – “It implements policy established in DoD Directive 1234.56 by providing general procedures for . . . .”]
* **Background.** This instruction was formally coordinated. All the OSD and DoD Components concurred and comments were adjudicated and changes made to the issuance as appropriate. The consolidated comments matrix is at TAB B.
* [If there are any issues other than nonconcurs (e.g., outdated coordinations, unofficial responses, primary agency did not respond), briefly describe them and explain why this issuance should be approved as is.]
* [This bullet is only applicable if the issuance contains a DoD internal information collection licensed with a report control symbol.] The DoD internal information collection requirement, [enter formal information collection title], report control symbol [enter report control symbol], prescribed in this issuance will cost the DoD approximately [enter estimation from Cost Assessment and Program Evaluation (CAPE) summary] annually in Fiscal Years [enter years]. This cost estimate is assigned Cost Assessment and Program Evaluation identification number [enter CAPE identification number]. [Give a brief justification for the information collection requirement. Identify and cite the external or internal source for the requirement.]
* The Office of the General Counsel of the Department of Defense has found this instruction to be legally sufficient (TAB C). Any required legal changes were made.
* This instruction was reviewed for security concerns. Choose an item.
* **Nonconcurs/Alternative Viewpoints.** [If there are non-concurs or comments that are not fully accepted, indicate the office that non-concurs, the substantive reasons, and alternative viewpoint. OPRs are not required to achieve consensus, but are accountable for fair representation of divergent views.]

**RECOMMENDATION:** That you approve publication of DoD Instruction [#] at TAB A by initialing below.

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

**Attachments:** [adjust as necessary]

TAB A – DoDI [#, “Complete Title”]

TAB B – DD 818-1 Consolidated Comments Matrix

TAB C – Office of the General Counsel of the Department of Defense Legal Sufficiency Review

TAB D – List of Coordinating Officials