**ACTION MEMO**

[Month Day, Year, Time]

FOR: DIRECTOR, WASHINGTON HEADQUARTERS SERVICES, OFFICE OF THE PERFORMANCE IMPROVEMENT OFFICER / DIRECTOR OF ADMINISTRATION AND MANAGEMENT

FROM: [Name and title of official requesting the waiver, not to be lower than a DASD or Director, Defense Agency or DoD Field Activity]

SUBJECT: Request for Page Length Waiver for [type, number, and title of issuance]

* Request you approve a page length waiver for the subject issuance (TAB A). In its current form, it exceeds the 12-page limit for a directive [or 50 page limit for an instruction, 100 page limit for a manual (or for volumes in a manual)]as prescribed by DoD Instruction 5025.01 standards.
* [State how many pages are in your issuance and why the issuance must be this length (need to keep all roles and responsibilities in a single document, legal information, etc.).]

RECOMMENDATION: That you approve the page length waiver for [type and number of issuance] at TAB A by initialing below.

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

Attachment:

TAB – Issuance Type, #, “Complete Title”