**ACTION MEMO**

**FOR:** DEPUTY SECRETARY OF DEFENSE

**FROM:** [name and title of your Component head]

**SUBJECT:** Approval of Substantive Change to Department of Defense Directive [#, “Complete Title”]

* **Purpose.** The attached change to the subject directive (TAB A) amends [enter sections/ paragraphs/enclosures/etc. changed, an explanation of the changes and the reason for them, and any related references]. The change also updates references and organizational symbols [add any other administrative changes made]. A detailed summary of changes is at TAB B. [Use the DoDD Summary of Changes template on our Website.]
* **Background.** This change has been formally coordinated. All the OSD and DoD Components concurred and comments were adjudicated and incorporated into the issuance as appropriate. The consolidated comments matrix is at TAB C.
* [If there are any issues other than nonconcurs (e.g., outdated coordinations, unofficial responses, primary agency did not respond), briefly describe them and explain why this issuance should be approved as is. Note that the DepSecDef will rarely approve any issuances presented for signature more than 6 months past the coordination suspense date; justification for signature with outdated coordinations must be compelling.]
* [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 change to be legally sufficient (TAB D). Any required legal changes were made.
* This directive 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 the change to DoD Directive [issuance #] at TAB A by initialing below.

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

**Attachments:** [adjust as necessary]

TAB A – [issuance type #, “Complete Title”]

TAB B – Summary of Changes

TAB C – DD 818-1 Consolidated Comments Matrix

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

TAB E – List of Coordinating Officials

**ACTION MEMO**

**FOR:** [OSD COMPONENT HEAD]

**FROM:** [name and title of the official requesting the action – See the List of Signature Authorities on the DoD Issuances Websites for other officials authorized to approve changes.]

**SUBJECT:** Approval of Substantive Change to Department of Defense [issuance type and #, “Complete Title”]

* **Purpose.** The attached change to the subject issuance (TAB A) amends [enter sections/ paragraphs/enclosures/etc. changed, an explanation of the changes and the reason for them, and any related references]. The change also updates references and organizational symbols [add any other administrative changes made].
* **Background.** This change has been formally coordinated. All the OSD and DoD Components concurred and comments were adjudicated. 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. Note that the DepSecDef will rarely approve any issuances presented for signature more than 6 months past the coordination suspense date; justification for signature with outdated coordinations must be compelling.]
* [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 change to be legally sufficient (TAB C). Any required legal changes were made.
* This directive 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 the change to DoD [issuance type and #] at TAB A by initialing below.

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

**Attachments:** [adjust as necessary]

TAB A – [issuance type #, “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