

## ODA&M STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE AND DATE		TO	ACTION	SIGNATURE AND DATE
1				7			
2				8			
3				9			
4				10			
5				11			
6				12			
13. ACTION OFFICER			14. OFFICE SYMBOL		15. TELEPHONE		16. CONTROL NUMBER
17. SUBJECT							18. DATE
19. SUMMARY							

19. SUMMARY *(Continued)*

## INSTRUCTIONS

In Section 19, please address the following, adding an additional page if necessary.

- (1) Background/Discussion: Briefly describe "why" your action is being submitted, to include any significant details. Your background should contain enough information so that the principal can make a decision. Explain the suspense and the genesis of the action (was it initiated internally or externally; key meetings or events that led to the current position).
- (2) Coordination: If necessary, describe any internal/external coordination of significance, or how opposing viewpoints were resolved.
- (3) Recommendations: State specifically what you want signatories to do, for example; Sign the memo at TAB A; Review the incoming report; Coordinate by signing the Form 1, etc.

Clearly state in the ACTION column what is asked of the Principal (decision authority).