**INFO MEMO**

**FOR:** SECRETARY OF DEFENSE DepSecDef Action \_\_\_\_\_\_\_

**FROM**:

**SUBJECT**:

* **Purpose**.
* **Background**.   
  + Sub-bullet  
    - Sub-bullet

Attachment(s):   
TAB A –Supplemental Information (if needed)

TAB B – Coordination (always last tab; must include General Counsel; coordination at Principal Coordinator level in OSD or Top 4 on Joint Staff)