

**CLASSIFICATION**

**COMPONENT LETTERHEAD**

**ACTION MEMO**

Month Day, Year

FOR: SECRETARY OF DEFENSE

DepSec Action \_\_\_\_\_

FROM: Name of Component Head, Title

SUBJECT: Sample Unclassified Action Memorandum with Classified Attachments

- State what the addressee should do using succinct bullet paragraphs. Explain why it is advisable for the recipient to take the recommended action. Reference Enclosure 6 for suggested methods for organizing key points.
- Double space between bullets. Set a 2 inch top margin and a 1 inch side and bottom margins for the first page. For succeeding pages, use 1 inch margins on all sides. Use Times New Roman, 12 pitch font. Attach signature item at TAB A, incoming correspondence at TAB B, background or supplemental information at TAB C, and continue sequentially as needed. Do not include bulky supplemental information; instead summarize key points on a separate page.
- If the Action Memorandum is “unclassified when separated from classified attachment,” right justify phrase, in all caps, using 8 pitch font, on first page of memo, above security classification.

RECOMMENDATION: Sign correspondence at TAB A.

***NOTE: If no document for signature use the following:***

RECOMMENDATION: Approve subject matter, course of action, release of funds, etc:

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

COORDINATION: TAB D (or last tab in package) or NONE

Attachments:

As stated

Prepared by: Author’s Name and Telephone Number

**CLASSIFICATION**

(Format is set for second & subsequent pages)