

SECDEF/DEPSECDEF SCHEDULE PROPOSAL

Month Day, Year

MEMORANDUM FOR THE CONFIDENTIAL ASSISTANT TO THE SECRETARY OF
DEFENSE/DEPUTY SECRETARY OF DEFENSE

THROUGH: PROTOCOL OR OTHER OFFICIAL IN ORIGINATOR'S CHAIN OF
COMMAND (IF APPROPRIATE)

FROM: Bennie Lawson, Correspondence Management Division

PURPOSE: Signing ceremony, private meeting, etc. When the purpose carries over to the
second line, carryover the second line as you would a standard Subject line.

DESCRIPTION:

- Brief agenda.
- Information on the principal(s) and/or organization(s) if relevant.
- Brief description of desired outcome(s) (inform, reach a decision on an issue, etc.).

DATE/TIME: Proposed date(s) of opportunity or TBD.

OUTLINE OF EVENTS AND LOCATION:

- Entrance and egress logistics, desirability of Honor Cordon, etc.
- Duration of event, location including building and room.
- Media coverage if any. Be specific, e.g., official photographer only, live coverage, press conference Pentagon Briefing Room.

PARTICIPANTS: Key officials (additional attendees may be attached).

PREVIOUS MEETINGS:

- Note previous meeting(s) if any.
- Brief description of desired outcome(s).

REMARKS REQUIRED: State NO if not required. If yes, note whether it will be remarks or a
speech, who will originate drafts, and contact data.

COORDINATION: Protocol: initial/date/time Public Affairs: initial/date/time

SECDEF DECISION: Hold Open _____ Approve _____ Decline _____ Other _____

Prepared by: Mr. Bennie Lawson, WHS/ESD/CMD, 703-695-9717