

## SECRETARY OF DEFENSE CORRESPONDENCE ACTION REPORT

Complete this form and forward to WHS/ESD/Correspondence Management Division,  
 Attention: Suspense Desk, Pentagon Room 3C843, Phone (703) 697-9287,  
 E-mail: whs.pentagon.esd.mbx.suspense-desk@mail.mil  
 Classified E-mail: whs.pentagon.esd.mbx.suspense-desk@mail.smil.mil

**TASKED AGENCY**

**SUSPENSE DATE**  
 (MMDDYYYY)

**1. REQUESTED ACTION**

- a. **ACTION COMPLETED**       COPY ATTACHED    and/or     SEE JUSTIFICATION BELOW
- b. **REQUEST EXTENSION OF SUSPENSE DATE (MMDDYYYY) TO** \_\_\_\_\_ (Justify below)
- c. **INTERIM REPLY SENT (Attach copy); EXTEND SUSPENSE DATE (MMDDYYYY) TO** \_\_\_\_\_ (Justify below)
- d. **REQUEST CANCELLATION (Justify below)**
- e. **REQUEST TRANSFER TO** \_\_\_\_\_ (Justify below, include POC name and telephone number)
- f. **REQUEST DOWNGRADE TO** \_\_\_\_\_ (Justify below)

**2. JUSTIFICATION**

**3. TASKED AGENCY**

<b>a. AGENCY NAME</b>	<b>b. ACTION OFFICER NAME</b>	<b>c. TELEPHONE NUMBER</b>
<b>d. DATE (MMDDYYYY)</b>	<b>e. AGENCY APPROVING AUTHORITY SIGNATURE (Service Secretary/Under Secretary/ASD Military/Executive Assistant Level)</b>	

**4. ACTION TAKEN (For ExecSec/Executive Support Office and Correspondence Management Division Use Only)**

- a. **ACTION COMPLETED**     APPROVED     DISAPPROVED
- b. **EXTENSION**                 APPROVED     DISAPPROVED
- c. **CANCELLATION**             APPROVED     DISAPPROVED
- d. **TRANSFER**                  APPROVED     DISAPPROVED
- e. **DOWNGRADE**                APPROVED     DISAPPROVED
- f. **OTHER (Specify below)**     APPROVED     DISAPPROVED

**5. OSD CONTROL NUMBER**

<b>g. DATE SIGNED</b> (MMDDYYYY)	<b>h. SIGNATURE</b>
-------------------------------------	---------------------