**ACTION MEMO**

**FOR:** PERFORMANCE IMPROVEMENT OFFICER / DIRECTOR OF ADMINISTRATION AND MANAGEMENT

**FROM:** [Name and title of your Component head]

**SUBJECT:** Approval of Administrative Change to [DTM or Department of Defense directive #, “Issuance Title”]

* **Purpose.** Request approval of the administrative change to subject issuance (TAB A). The change updates references and organizational symbols [add any other applicable info].
* **Background.** In accordance with Paragraph 6.10. of DoD Directive 5105.53, the Director of Administration and Management has the authority to approve administrative changes of DoD directives, after proper coordination of the directives consistent with DoD Instruction 5025.01. The updates are administrative in nature; therefore, no coordination is required.
* The Office of the General Counsel of the Department of Defense has found this change to be legally sufficient (TAB B). Any required legal changes were made.

**RECOMMENDATION:** That you approve the change to DoD Directive [issuance #] at the TAB A by initialing below.

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

**Attachments:** [adjust as necessary]

TAB A – [issuance type #, “Complete Title”]

TAB B – OGC Legal Sufficiency

**ACTION MEMO**

**FOR:** OSD COMPONENT HEAD

**FROM:** [name and title of the official requesting the action]

**SUBJECT:** Approval of Administrative Change to Department of Defense [issuance type [Instruction, manual, or publication] and #, “Issuance Title”]

* **Purpose.** Request approval of the administrative change to subject issuance (TAB). The change updates references and organizational symbols [add any other applicable info].
* **Background.** The updates are administrative in nature; therefore, no coordination is required.

**RECOMMENDATION:** That you approve the change to DoD [issuance type and #] at the TAB by initialing below.

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

**Attachment:** [adjust as necessary]

TAB – [issuance type #, “Complete Title”]