**ACTION MEMO**

**FOR:** DEPUTY SECRETARY OF DEFENSE

**FROM:** [name and title of your OSD Component head or principal deputy]

**SUBJECT:** Approval to Cancel Department of Defense Directive [issuance #, “Title”]

* **Purpose.** The subject issuance (TAB A) has served the purpose for which it was intended and is no longer required.
* **Background.** This cancellation was formally coordinated, and all responding OSD and DoD Components concurred. The consolidated comments matrix is at TAB B. [Delete previous sentence if none of the Components had any comments; adjust subsequent TAB letters as necessary.
* If there are any issues other than nonconcurs (e.g., outdated coordinations), briefly describe them and explain why cancellation of this issuance should be approved as is. Note that the DepSecDef will rarely approve any issuances presented for signature more than 6 months past the coordination suspense date; justification for signature with outdated coordinations must be compelling.]
* [This bullet is only applicable if the cancellation of the DoD issuance cancels an information collection with a report control symbol.] The information collection requirement, [enter formal information collection title], [enter the report control symbol] prescribed in this issuance is hereby cancelled and the DoD Internal Information Collections Officer has been notified of the cancellation. [If the information collection has been extended, changed, or reinstated, give a brief statement that identifies the new prescribing document and that explains that the information collection has been licensed with a report control symbol in accordance with the procedures in Volume 1 of DoD Manual 8910.01.]
* The Office of the General Counsel of the Department of Defense has found the cancellation of this issuance to be legally sufficient (TAB C).
* **Nonconcur/Alternative Viewpoints.** [If there are non-concurs or comments that are not fully accepted, indicate the office that non-concurs, the substantive reasons, and alternative viewpoint. OPRs are not required to achieve consensus, but are accountable for fair representation of divergent views.]

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

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

**Attachments:** [adjust as necessary]

TAB A – DoDD [#, “Complete Title”]

TAB B – DD 818-1 Consolidated Comments Matrix

TAB C – Office of the General Counsel of the Department of Defense Legal Sufficiency Review

TAB D – List of Coordinating Officials

**ACTION MEMO**

**FOR:** OSD COMPONENT HEAD

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

**SUBJECT:** Approval to Cancel Department of Defense [issuance type and #, “Issuance Title”]

* **Purpose.** The subject issuance (TAB A) has served the purpose for which it was intended and is no longer required.
* **Background.** This cancellation was formally coordinated, and all responding OSD and DoD Components concurred. The consolidated comments matrix is at TAB B. [Delete previous sentence if none of the Components had any comments; adjust subsequent TAB letters as necessary.
* If there are any issues other than nonconcurs (e.g., outdated coordinations), briefly describe them and explain why cancellation of this issuance should be approved as is. Note that the DepSecDef will rarely approve any issuances presented for signature more than 6 months past the coordination suspense date; justification for signature with outdated coordinations must be compelling.]
* [This bullet is only applicable if the cancellation of the DoD issuance cancels an information collection with a report control symbol.] The information collection requirement, [enter formal information collection title], [enter the report control symbol] prescribed in this issuance is hereby cancelled and the DoD Internal Information Collections Officer has been notified of the cancellation. [If the information collection has been extended, changed, or reinstated, give a brief statement that identifies the new prescribing document and that explains that the information collection has been licensed with a report control symbol in accordance with the procedures in Volume 1 of DoD Manual 8910.01.]
* The Office of the General Counsel of the Department of Defense has found the cancellation of this issuance to be legally sufficient (TAB C).
* **Nonconcur/Alternative Viewpoints.** [If there are non-concurs or comments that are not fully accepted, indicate the office that non-concurs, the substantive reasons, and alternative viewpoint. OPRs are not required to achieve consensus, but are accountable for fair representation of divergent views.]

**RECOMMENDATION:** That you approve cancellation of DoD [issuance type and #] at TAB A by initialing below.

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

**Attachments:** [adjust as necessary]

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

TAB B – DD 818-1 Consolidated Comments Matrix

TAB C – Office of the General Counsel of the Department of Defense Legal Sufficiency Review

TAB D – List of Coordinating Officials