**ACTION MEMO**

[Month Day, Year, Time]

FOR: PERFORMANCE IMPROVEMENT OFFICER / DIRECTOR OF ADMINISTRATION AND MANAGEMENT

FROM: [Your Component head’s name and title]

SUBJECT: Request for Extension for Directive-type Memorandum (DTM)-[##-###, “Complete Title”]

* Request you approve a 1 year extension for the subject issuance.

* [This bullet is only applicable if the DTM contains an information collection with a report control symbol (RCS), an information collection that is exempted from licensing with an RCS, or an information collection that has been assigned an Office of Management and Budget (OMB) control number.] The [change, extension, reinstatement, cancellation, or other as appropriate] to the information collection requirement, [enter formal information collection title], [enter RCS or OMB control number, if applicable] prescribed in this DTM has been coordinated with the [DoD Internal Information Collections Officer, DoD Public Information Collections Officer, or the Office of the ASD(LA) as appropriate].
* This DTM’s [policy/procedures/responsibilities] are still valid and [appropriate office] is currently working to [either incorporate this DTM into [insert issuance number and title] OR convert this DTM into a new DoD issuance]. The issuance is currently in the [precoordination/formal coordination/presignature] stage of the processing procedures and I anticipate approval and publication to the DoD Issuances Website by [date].

RECOMMENDATION: Approve 180-day extension for DTM-[##-###] by initialing below.

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

Attachment

As Stated

Prepared by: [your name, organizational symbol, telephone number]