**INFO MEMO**

[Month Day, Year, Time]

FOR: PERFORMANCE IMPROVEMENT OFFICER AND DIRECTOR OF ADMINISTRATION AND MANAGEMENT

SUBJECT: Transfer of Proponency for [DoD Issuance Type, Number, “Complete Title”]

* The purpose of this memorandum is to transfer proponency of the subject issuance (TAB A) from the Under Secretary of Defense for [X] to the Under Secretary of Defense for [X].

* The Office of the Under Secretary of Defense for [releasing Component] is the current owning OSD Component of the subject issuance. [Insert justification for why this office should no longer be the owning Component for the issuance and why the gaining Component should be].
* Transfer of this issuance has been coordinated with the Organizational and Management Policy Directorate, Office of the Performance Improvement Officer and Director of Administration and Management; and the Office of the General Counsel of the Department of Defense (TAB B).
* Signatures below indicate agreement to transfer proponency of DoD [Issuance Number, “Complete Title”]

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

[Releasing Component head title ] [Gaining Component head title]

Attachment

TAB A – Issuance Type, #, “Complete Title”

TAB B – Coordination

TAB B

Coordination for Transfer of Proponency for [DoD Issuance Type, Number, “Complete Title”]

|  |  |  |
| --- | --- | --- |
| **Coordinating Office** | **Coordinator** | **Signature/Date** |
| Organizational and Management Policy Directorate, OPIO/DA&M |  |  |
| Office of the General Counsel of the Department of Defense |  |  |