# ODA&M STAFF SUMMARY SHEET

| | TO | ACTION | SIGNATURE AND DATE | | TO | ACTION | SIGNATURE AND DATE |
|---|---|---|---|---|---|---|---|
| 1 | [Initiator] | Initiate Request | | 7 | | | |
| 2 | Chief, DD | Coord | | 8 | | | |
| 3 | Director, ESD | Coord | | 9 | | | |
| 4 | Director, WHS | Coord/Signature | | 10 | | | |
| 5 | Dir, O&MPD | Coord | | 11 | | | |
| 6 | PIO/DA&M | Signature | | 12 | | | |

| 13. ACTION OFFICER | 14. OFFICE SYMBOL | 15. TELEPHONE | 16. CONTROL NUMBER |
|---|---|---|---|
| | | | [leave blank] |

| 17. SUBJECT | 18. DATE |
|---|---|
| Approval of [insert type of issuance and #], "Complete Title" | |

19. SUMMARY

BACKGROUND/DISCUSSION:

The proposed issuance (TAB A) [Insert one or two sentences on issuance purpose or purpose of change to issuance.] This issuance [does/does not] require publication of a rule in the Federal Register. [If required] The necessary process to publish the FR rule has been followed and is complete. Request [Director, WHS or PIO/DA&M] approval of the subject issuance for publication.

Formal coordination was completed; all the DoD Components concurred, and comments were adjudicated and changes made to the issuance as appropriate (TAB B). [Address external coord issues as directed in PROCESSING OPIO/DA&M ISSUANCES. For unresolved nonconcurs, enter summary of both sides of the issue and a rationale for why the issuance should be signed despite the continued disagreement.]

[This section is only applicable if the issuance contains an information collection]. The information collection requirement, [enter formal information collection title], [enter RCS or OMB control number] prescribed in this issuance will cost the DoD approximately [enter estimation from CAPE cost guidance summary] annually in Fiscal Years [enter years], CAPE identification number [enter CAPE ID number]. [Give a brief justification for the information collection requirement. Identify and cite the external or internal source for the requirement.]

The Office of the General Counsel of the Department of Defense found this issuance to be legally sufficient (TAB C). Any required legal changes have been made to the issuance.

This issuance was reviewed for security concerns. In accordance with Deputy Secretary of Defense Message 090426ZAUG06, “Information Security/Website Alert,” it will be released to the public on the unclassified DoD Issuances Website. [OR] Its release will be restricted through access to the classified DoD Issuances Website. [OR] It will be released only by [enter your Directorate]

A list of coordinating officials is at TAB D.

19. SUMMARY *(Continued)*

RECOMMENDATION: [For DoDDs, DoDIs, DoDMs, and AIs: Approve the issuance at TAB A for publication by initialing above and return to ESD/DD for placement on the DoD Issuances Website.] [For DTMs: Approve the issuance at TAB A for publication by signing the DTM (wet signature required) and returning it to ESD/DD for placement on the DoD Issuance Website.]

Attachments:
TAB A - DoD [issuance type, #]
TAB B - DD Form 818-1
TAB C - OGC Legal Sufficiency
TAB D - List of Coordinating Officials

**INSTRUCTIONS**

In Section 19, please address the following, adding an additional page if necessary.

(1) Background/Discussion: Briefly describe "why" your action is being submitted, to include any significant details. Your background should contain enough information so that the principal can make a decision. Explain the suspense and the genesis of the action (was it initiated internally or externally; key meetings or events that led to the current position).

(2) Coordination: If necessary, describe any internal/external coordination of significance, or how opposing viewpoints were resolved.

(3) Recommendations: State specifically what you want signatories to do, for example; Sign the memo at TAB A; Review the incoming report; Coordinate by signing the Form 1, etc.

Clearly state in the ACTION column what is asked of the Principal (decision authority).