ODA&M STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE AND DATE		TO	ACTION	SIGNATURE AND DATE
1	[Initiating Official]	Initiate Request		7			
2	Chief, DD	Coord		8			
3	Acting Dir, ESD	Signature		9			
4				10			
5				11			
6				12			

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

17. SUBJECT	18. DATE
Request for DD Form 106 Signature for [insert type of issuance and #], "Complete Title"	

19. SUMMARY

BACKGROUND/DISCUSSION:

The attached issuance (TAB A) [insert purpose of issuance]. Request signature of the DD Form 106 signature for the subject issuance to initiate external coordination.

COORDINATION: This issuance was internally coordinated, and comments from the [insert ODA&M offices] were adjudicated and changes made to the issuance as appropriate. The consolidated comments matrix is at TAB B.

The [insert ODA&M offices] concur without comment.

Copies of the issuance were provided to [insert ODA&M offices], but they did not respond.

[Only necessary if you got a legally objectionable review] The Office of the General Counsel of the Department of Defense has declared this issuance "not legally objectionable." Any required legal changes were made to the issuance.

The list of coordinating officials is at TAB C.

RECOMMENDATION: Sign the DD Form 106 next under to initiate external coordination and return to ESD/DD for placement on the Directives Portal.

Attachments:
As stated

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 principle can make a decision.

(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 X; Review the incoming report; Coordinate by signing the ODA&M Form 1, etc.