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	Coord		9			
4	DA&M	Signature		10			
5				11			
6				12			

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

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

19. SUMMARY

BACKGROUND/DISCUSSION:

The proposed [Component] issuance (TAB A) establishes DoD policy for [complete as appropriate]. The compliance review was completed. This issuance meets the criteria to be issued as a [directive, DTM]: coordination is current and complete, format is correct, and style is current. Signature of the action memo next under requests DepSecDef approval of the proposed 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 was followed and is complete.

The Action Memo provided:
- Summarizes changes made from the current version of the issuance online; a detailed description is at TAB B.
- Describes any formal coordination issues. Comments were adjudicated and changes were made to the issuance as appropriate (TAB C).
- Addresses information collection requirements (if any).
- Confirms that the Office of the General Counsel of the Department of Defense declared this issuance "legally sufficient" (TAB D). Any required legal changes were 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].

COORDINATION: A list of coordinating officials is at TAB E.

RECOMMENDATION: Sign the attached Action Memo to the Deputy Secretary of Defense requesting approval of the issuance at TAB A and forward for approval.

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.