


STAFF SUMMARY SHEET

| | TO | ACTION | SIGNATURE AND DATE | | TO | ACTION | SIGNATURE AND DATE |
|--------------------|---|--------|--------------------|----|---------------|--------|--------------------|
| 1 | | | | 7 | | | |
| 2 | | | | 8 | | | |
| 3 | | | | 9 | | | |
| 4 |  | | | 10 | | | |
| 5 | | | | 11 | | | |
| 6 | | | | 12 | | | |
| 13. ACTION OFFICER | | | 14. OFFICE SYMBOL | | 15. TELEPHONE | | 16. CONTROL NUMBER |
| 17. SUBJECT | | | | | | | 18. DATE |

19. SUMMARY



19. SUMMARY *(Continuation)*

INSTRUCTIONS

In Section 19, Summary, 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 an informed 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 the signatories to do. For example; Sign the memo at TAB X; Review the incoming report; Coordinate by signing the Form 2, etc.
- (4) Add, and select one of the following:

Approve: _____ Disapprove: _____ Other: _____

Insert Electronic Signature

Enter Full Name

Title: e.g., Assistant Chief of Staff

Office: e.g., Operations Directorate