

Mandatory reference: 577  
Filename: 577mag\_091503\_cd33  
New Reference: 09/15/2003

[Date]

**ACTION MEMORANDUM**

TO: The Chief Information Officer (CIO), AA/M  
THROUGH: Deputy CIO for Policy, DAA/M, Mark Kneidinger  
FROM: [Bureau/Office], [Full Name]  
SUBJECT: Decision Request - Information Technology (IT)  
Investment (USAID 300i)

ISSUE(S) FOR DECISION

Begin the paragraph with: "Whether to sign/approve...", and summarize in two to three sentences the issue for decision including the specific action(s) being requested of the CIO.

ESSENTIAL FACTORS

Begin the paragraph with: "In accordance with ADS 577, IT Capital Planning and Investment Control, we request approval of the following information technology investment."

Note: For consistency in preparing USAID investment proposals, please complete this part of the Memo using the instructions provided in OMB Exhibit 300 in OMB Circular A-11. Below is a list of data to include in the Memo, and the location of the corresponding OMB Circular A-11 instructions.

<b>Data to Include in the Essential Factors</b>	<b>See the following page references of OMB Circular A-11 (2003)</b>
Bureau	Section 300-19
Location in budget	Section 300-19
Program activity	Section 300-19
Name of project	Section 300-19
Project initiation date	Section 300-19
Project planned completion date	Section 300-19
Project Sponsor	Section 300-23
Project Manager	Section 300-23
Summary of spending for project stages chart	Section 300-21
Project description	Section 300-21
Justification for project	Section 300-22
Milestones	Section 300-26

Risk inventory and assessment	Section 300-25
Acquisition strategy	Section 300-25

This section should briefly summarize issues to be considered in making an informed decision. The information should be brief, substantive, and to the point. Include the rationale on which the recommendation is based and its implications.

Limit the content to two pages. Technical information or lengthy details should be included as an attachment.

**Print drafting and clearance information on a separate page.**

RECOMMENDATION(S)

This section should begin: "That you sign/approve..." and track with the "Issue(s) for Decision" section. One or more recommendations may be made. Include approve/disapprove and date lines for each recommendation.

Approve

Disapprove

Date

Attachments: (if needed)

Tab 1 - Detailed background information

Tab 2 - Attachments are to be numbered only if more than one.

CLEARANCE PAGE FOR ACTION MEMORANDUM requesting decision on  
[subject]

Clearances:

[Bureau]:[Name]\_\_\_\_\_ Date

cc: [Bureau], [Name] [internal addressees only]

[Bureau]:[Drafter]:[Typist's Initials]:[Phone #]:[Date]:[Document  
Location and Name]