



Action Memorandum Requesting  
Approval of Deviation  
An Additional Help for ADS Chapter 303

New Reference: 06/14/2006  
Responsible Office: M/OAA/P  
File Name: 303sac\_061406\_cd44

[Date]

## ACTION MEMORANDUM

TO: [The Principal]

THROUGH: [Bureau/Office], [Name] (when necessary)

FROM: [Bureau/Office] [Full Name]

SUBJECT: [Action Memorandum Requesting Approval of Deviation from (specify)]

### ISSUES 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 Principal.

### ESSENTIAL FACTORS

This section should briefly summarize issues to be considered in making an informed decision (as stated in ADS 303.3.4b):

- i) The name of the recipient(s) and identification of the grant(s) or cooperative agreement(s) affected, including the dollar value;
- (ii) Identification of the provision, policy, or procedure from which a deviation is necessary;
- (iii) A full description of the deviation and the circumstances in which it will be used;
- (iv) Detailed reasons supporting the request, including any pertinent background information that contributes to a fuller understanding of the deviation sought;
- (v) A description of the intended effect of the deviation; and
- (vi) A statement as to whether a previous deviation from the same requirement had been requested and, if so, the circumstances of the request, and whether the approving official approved or disapproved the request.

## RCOMMENDATIONS

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: \_\_\_\_\_

Clearances:

- Cognizant Agreement Officer
- General Counsel or cognizant RLA

Attachments:

- Tab 1 – Detailed background information
- Tab 2 - Bureau for Management, Office of Acquisition and Assistance, Policy Division (M/OAA/P) written comments
- Tab 3 - Bureau for Management, Office of Acquisition and Assistance, Contract Audit and Support Division, Overhead/Special Costs and Closeout Branch, (M/OAA/CAS) written comments (when the deviation request involves the cost principles or the applicant's Negotiated Indirect Cost Rate Agreement)