DA&M/WHS STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE AND DATE	TO	ACTION	SIGNATURE AND DATE
1		Coord		CCS	LOG IN	
2	Chief, DD	Coord		CCS	LOG OUT	
3	AD Programs	Coord		CORR	REV	
4	DA&M	Signature		7. DISPOSITION		
5						
6						

8. ACTION OFFICER	9. OFFICE SYMBOL	10. TELEPHONE	11. CONTROL NUMBER
[first and last name]	[of AO]	[of AO]	[leave blank]

12. SUBJECT	13. DATE
Proposed DoD Directive XXXX.XX, "Title"	dd mmm yy

14. SUMMARY

1. The proposed DoD directive (TAB A) establishes DoD policy for [complete as appropriate]. The action memo summarizes changes made from the current version of the directive online and a detailed description is at TAB B.

2. The following editorial review has been completed. The issuance meets the criteria to be issued as a directive, coordination is current and complete, format is correct, and style is clear and concise.

3. [This section is only applicable if the DoD directive contains an information collection]. The information collection requirement, [enter formal information collection title], [enter RCS, or OMB Control Number] prescribed in this directive will cost the DoD approximately [enter estimation from CAPE cost guidance summary] annually in Fiscal Years [enter years], CAPE identification number [enter CAPE ID number]. [Give a brief justification for the information collection requirement. Identify and cite the external or internal source for the requirement.]

4. The directive has been coordinated with the OSD Staff and DoD Components. All concur in the issuance and comments have been adjudicated and incorporated as appropriate (TAB C).

5. The directive has been declared "legally sufficient" by the Office of the General Counsel of the Department of Defense (TAB D).

6. The directive 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]

7. A list of coordinating officials is at TAB E.

RECOMMENDATION: DA&M initial the attached action memo to the Deputy Secretary of Defense.

[Enter the name of the Director, ESD]
Director
Executive Services Directorate

Attachments:
As stated

Reset

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