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		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
External Coordination of [insert type of issuance action; e.g., "Proposed New" - or - "Reissuance of" - or - "Change 1 to"] [insert type of issuance and #], "Complete Title"

13. DATE
[signed]

14. SUMMARY

1. The proposed [issuance type and # - or - change to issuance type and #] (TAB A) assigns responsibilities and sets forth procedures for [- or - updates the existing [issuance type and #] to . . . . [Insert one or two sentences on issuance purpose or on purpose of change to issuance. For Directives and policy Instructions only, the paragraph may state that the issuance establishes policy.]

2. Internal coordination has been accomplished and all agencies concur. Comments from [enter coordinators who commented] are at TAB B. All comments have been incorporated into the issuance or properly adjudicated. [If a nonconcur remains unresolved, enter summary of both sides of the point(s) of contention and a rationale for why the issuance should proceed to external coordination despite the continued disagreement.]

3. A copy of this [issuance type and #] was provided to [enter coordinators who did not respond].

4. [Issuance type and #] has been declared "not legally objectionable" by the Office of the General Counsel of the Department of Defense (TAB C).

5. A list of coordinating officials is at TAB D.

RECOMMENDATION: [Enter "Dir, WHS" or "DDA&M" as appropriate] sign the SD Form 106 next under to initiate external coordination of [issuance #] and return to ESD/DD for placement on the portal.

[Name of Director, ESD]
Director
Executive Services Directorate

Attachments:
As stated