Action Memorandum

For Issuances signed by SECDFF

[Company Name Here]

Date: MM/DD/YYYY

For: Lorem Ipsum dolor sit amet

From: Lorem Ipsum dolor sit amet

Subject: Lorem Ipsum dolor sit amet [Issuance type and #, Issuance Title]

(The subject issuance (TAB A) has served the purpose for which it was intended and is no longer required.)

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The Office of the General Counsel of the Department of Defense has declared the cancellation of this issuance “legally sufficient” (TAB B). The cancellation has been formally coordinated and all responding DoD Components concurred.

Recommendation: That you approve the cancellation of DOD [issuance type and #] at TAB A by initialing below.

Approve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disapprove \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordination: The list of coordinating officials is at TAB C.

Attachments:

As stated

Prepared By:

[You are Name]

[Organizational Symbol]

[Telephone Number]

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