**ACTION MEMO**

**FOR:** SECRETARY OF THE ARMY (Replace with CSA, USA, or VCSA, as required)

**FROM:** Name, title (OPR Principal or Principal Duty)

**SUBJECT:** How to Prepare an Action Memo for Signature or Decision

* **Purpose.** Use this format to request SECARMY, CSA, USA, or VCSA approval of a concept, provide information, or to sign a letter or a memo. What are you asking the senior leader to do? For example: This memo seeks your approval of a letter (TAB A) to Congressman X in response to his letter (TAB B) asking about Y.
* Provide an executive level summary of the staff action and explain why it is important and appropriate for the senior leader to take action. The action should be based on analysis and strategic thinking. It should not include details irrelevant to the decision you are asking the senior leader to make.
* **Background.** Provide an abbreviated history, various perspectives on the issue, who else cares and why, where is there alignment and disagreement.
* Format matters. Sentences should be crisp, short, and concise. Avoid passive voice.

Follow HQDA Policy Notice 25-52 (Staff Action Process and Correspondence Policies). Use Arial, 12-pitch, one space after a period, and the Oxford comma. Bullets should be 5 lines or less.

* (CUI) Portion mark every classified bullet, insert two spaces after a portion marking. Follow published guidance on the use of CUI and other classifications.
* **Non-Concurs/Alternate Viewpoints.** If there are non-concurs or comments that are not fully accepted, use this section to indicate the office that non-concurs, the substantive reasons, and alternate viewpoint. OPRs are not required to achieve consensus, but OPRs are accountable for fair representation of divergent views. If none, state **“NONE.”**

**RECOMMENDATION:** Provide a clear, concise recommendation statement. For example, Secretary of the Army sign letter at TAB A(S) or Secretary of the Army approve subject matter, e.g., course of action, release of funds, by initialing below.

Approve Disapprove  Other 

Do not include approve/disapprove/other, if TAB A is a signature item.

Attachment(s):

Action Memo from to SECARMY, CSA, USA, or VCSA

TAB A(S) – Signature Item (if applicable)

TAB B – Incoming Correspondence (if applicable)

TAB C – Supplemental Information (if needed)

TAB D – Information Paper from to SECARMY, CSA, USA, or VCSA

**Notes:**

1. Do not repeat the subject line at the top of any subsequent pages.

2. Add page number at the bottom center of all subsequent pages.