EXECUTIVE SUMMARY

TASKER NUMBER

DD MMM YYYY

(U) Tasker Topic: State the topic. Be clear and concise.

ISSUE: Clearly state the issue or what it is that we are doing with the action.

- Use the 5w format.

- The first sentence provides the bottom line up front (BLUF). Include the what/so what.

- Supporting sentences provide detail on the topic.

- The closing sentence should state the effect (for example, “Therefore, …”).

- Be concise. Generally, 3 or 4 sentences is sufficient.

- Use the active voice. Place the subject before the verb. For example, “The command will provide …”

- Limit the use of acronyms. When acronyms are necessary, type out each word on first usage. Common usage acronyms are ok (for example, HQDA, USAREUR-AF, JOPES).

DISCUSSION: This is the substance of the EXSUM. When possible, tie reports, answers, and reviews to the CG’s lines of effort (LOEs) and priorities, to planning efforts, etc.

RECOMMENDATION: What are you asking of the Command Group? (Approve, Concur, Decision, etc.).

(U) Command Group LOE Questions:

1. **WHAT LOE DOES THIS TASKER SUPPORT?**
2. **HOW?**
3. **CAN YOU DO IT VIRTUAL?**
4. **WE CURRENTLY HAVE A ~$1.2B FUNDING SHORTFALL IN USAREUR-AF ANDTHE ARMY HAS A~$5.4B IN FY25.** (Acknowledge, comment if applicable)

 AO Rank/Name/

 Unit/DSN/Email

 APPROVED BY: Rank/Name

 Duty title