**ACTION MEMO**

Date (once signed)

FOR: SECRETARY OF THE NAVY

FROM: Major General M. R. Regner, Staff Director (Full Name and Title)

SUBJECT: Action Memo Format (Use Title Case)

* State what the Secretary (reader) should do. This bullet explains what action is required.
* Due date for action. Set a 2 inch top margin and a 1 inch sides and bottom margins; one page is preferred, but if second page is needed, use 1 inch top, bottom and side margins. Double space between bullets. Use Times New Roman, 12 pitch font. Attach signature item at TAB A, incoming correspondence/copy of task at TAB B, background or supplemental information at TAB C, and continue sequentially as needed. Do not include bulky background or supplemental information; instead, summarize key points on a separate page.
* If the ACTION MEMO is “unclassified when separated from classified attachment,” right justify that phrase, in all caps, using 8 pitch font on first page of memo above security classification (as shown below).

RECOMMENDATION: Sign correspondence at TAB A.

***Note: If no document for signature, use the following:***

RECOMMENDATION: Approve subject matter, course of action, release of funds, etc:

Approve \_\_\_\_\_\_\_\_\_\_\_\_ Disapprove \_\_\_\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_

COORDINATION: [TAB D] (or as applicable, the last tab) or [None]

Attachments:

As stated

Prepared by: Author’s Name, Office Code and Telephone Number

**unclassified when separated from classified attachment**