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SUBJECT					18. DATE	

INSTRUCTIONS
In Section 19, please address the following, adding an additional page if necessary.
(1) Background/Discussion: Briefly describe "why" your action is being submitted, to include any significant details. Your background should contain enough information so that the principle can make a decision.
(2) Coordination: If necessary, describe any internal/external coordination of significance, or how opposing viewpoints were resolved.
(3) Recommendations: State specifically what you want signatories to do, for example; Sign the memo at TAB X; Review the incoming report; Coordinate by signing the ODA&M Form 1, etc.