CLASSIFICATION

ACTION BRIEF

Subject: Identify the subject in relation to the basic staff study, other staff paper, or directive.

1. Problem. The question in consideration or point of unresolved difference is stated in concise and specific terms.

2. Discussion. The unresolved question is analyzed, points of difference are compared, and the author’s conclusions are stated in this paragraph. Supporting documents are essential and they are appended as Tabs A, B, etc.

3. Recommendations. Recommendations are submitted as clear, concise statements followed in each recommendation by spaces identified as approved or disapproved to permit simple initialing action by the approving authority.

COS Recommends: Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disapproval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dep Comdr Recommends: Approves\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disapproves\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CG: Approves\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disapproves\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLASSIFICATION