



Sample Action Memorandum for Deviation

A Mandatory Reference for ADS Chapter 308

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Responsible Office: GC/A&A and PPL/DC
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[Date]

ACTION MEMORANDUM

TO: [Approving Official (Assistant General Counsel for Acquisition and Assistance (AGC/A&A), The Deputy CFO (M/CFO/W), the Controller (overseas) or Director of M/CFO/CMP (Washington))]

THROUGH: [Bureau/Independent Office (B/IO)], [Name] (as applicable)

FROM: [Agreement Officer] [Name]

SUBJECT: [Action Memorandum Requesting Approval of Deviation from
(specify)]

ISSUES FOR DECISION

Begin the paragraph with: "Whether to sign/approve..." and summarize in two to three sentences the issue for decision including the specific action(s) being requested of the Principal.

ESSENTIAL FACTORS

This section should briefly summarize issues to be considered in making an informed decision (as stated in [ADS 308.3.11.c](#)): Each deviation request must:

- 1) List the type of agreement instrument, dollar value, and the recipient's name;
- 2) Identify the provision, policy, or procedure from which a deviation is necessary;
- 3) Provide a full description of the deviation, including proposed deviation language, if any and as applicable, and the circumstances under which the deviation provision will apply;
- 4) Detail the intended effect of the deviation and the reasons supporting the request, including any relevant background information; and
- 5) State whether a previous deviation from the same requirement had been requested and, if so, the circumstances of the request and whether the Approving Official approved or disapproved the request.

RECOMMENDATIONS

This section should begin: "That you sign/approve..." and track with the "Issue(s) for Decision" section. One or more recommendations may be made. Include approve/disapprove and date lines for each recommendation.

Approve: _____

Disapprove: _____

Date: _____

Clearances:

- Cognizant RLO or GC backstop

Attachments:

Tab 1 - Detailed Background Information

Tab 2 - Bureau for Management, Office of Acquisition and Assistance, Contract Audit and Support Division (M/OAA/CAS) written comments (when the deviation request involves the cost principles or the PIO's standard administrative cost rate)