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Sample Action Memorandum for Deviation

Additional Help for ADS Chapter 308

New Reference: 04/07/2011
Responsible Office: M/OAA/P
File Name: 308sae_040711

[Date]

ACTION MEMORANDUM

TO: [Approving Official]

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 308.3.12.c):

- (i) The name of the recipient(s) and identification of the award affected, including the dollar value;
- (ii) Identification of the provision, policy, or procedure from which a deviation is necessary;
- (iii) A full description of the deviation and the circumstances in which it will be used;
- (iv) Detailed reasons supporting the request, including any pertinent background information that contributes to a fuller understanding of the deviation sought;
- (v) A description of the intended effect of the deviation; and
- (vi) A statement as to 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:

- General Counsel or cognizant Regional Legal Advisor (RLA) (as applicable)
- Chief Financial Officer (as applicable)

Attachments:

Tab 1 - Detailed Background Information

Tab 2 - Bureau for Management, Office of Acquisition and Assistance, Policy Division (M/OAA/P) written comments (if any)

Tab 3 - 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)

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