

Figure 1. Sample SecDef Schedule Proposal

COMPONENT LETTERHEAD	Month Day, Year
SECDEF SCHEDULE PROPOSAL	
MEMORANDUM FOR (name), THE SPECIAL ASSISTANT TO THE SECRETARY OF DEFENSE	
THROUGH: Reporting chain of command (if appropriate)	
FROM: Executive level or equivalent official's name, title and phone number	
PURPOSE: Signing ceremony, private meeting, etc.	
DESCRIPTION: <ul style="list-style-type: none">• Brief agenda.• Information on the principal(s) and/or organization(s) if relevant.• Brief description of desired outcome(s) (inform, reach a decision on an issue, etc.).	
DATE/TIME: Proposed date(s) of opportunity or TBD.	
OUTLINE OF EVENTS AND LOCATION: <ul style="list-style-type: none">• Entrance and egress logistics, desirability of Honor Cordon, etc.• Duration of event, location including building and room.• Media coverage if any. Be specific, e.g., official photographer only, live coverage, press conference Pentagon Briefing Room.	
PARTICIPANTS: Key officials (additional attendees may be attached).	
PREVIOUS MEETINGS: <ul style="list-style-type: none">• Note previous meeting(s) if any.• Brief description of desired outcome(s).	
REMARKS REQUIRED: State "No" if not required. If yes, note whether it will be remarks or a speech, who will originate drafts, and contact data.	
COORDINATION: Protocol: <u>initial/date/time</u> Public Affairs: <u>initial/date/time</u>	
SECDEF DECISION:	
Hold Open _____ Approve _____ Disapprove _____ Other _____	
Prepared by: Name/Organization/Telephone Number	

Figure 2. Sample DepSecDef Schedule Proposal

COMPONENT LETTERHEAD	Month Day, Year
DEPSECDEF SCHEDULE PROPOSAL	
MEMORANDUM FOR (name), THE SPECIAL ASSISTANT TO THE DEPUTY SECRETARY OF DEFENSE	
THROUGH: Reporting chain of command (if appropriate)	
FROM: Executive level or equivalent official's name, title and phone number	
PURPOSE: Signing ceremony, private meeting, etc.	
DESCRIPTION: <ul style="list-style-type: none">• Brief agenda.• Information on the principal(s) and/or organization(s) if relevant.• Brief description of desired outcome(s) (inform, reach a decision on an issue, etc.).	
DATE/TIME: Proposed date(s) of opportunity or TBD.	
OUTLINE OF EVENTS AND LOCATION: <ul style="list-style-type: none">• Entrance and egress logistics, desirability of Honor Cordon, etc.• Duration of event, location including building and room.• Media coverage if any. Be specific, e.g., official photographer only, live coverage, press conference Pentagon Briefing Room.	
PARTICIPANTS: Key officials (additional attendees may be attached).	
PREVIOUS MEETINGS: <ul style="list-style-type: none">• Note previous meeting(s) if any.• Brief description of desired outcome(s).	
REMARKS REQUIRED: State "No" if not required. If yes, note whether it will be remarks or a speech, who will originate drafts, and contact data.	
COORDINATION: Protocol: <u>initial/date/time</u> Public Affairs: <u>initial/date/time</u>	
DEPSECDEF DECISION:	
Hold Open _____ Approve _____ Disapprove _____ Other _____	
Prepared by: Name/Organization/Telephone Number	