

GSA DOCUMENT SUMMARY
(Instructions on Page 3)

1. TO:	2. FOR SIGNATURE OF	3. DATE DUE
4. SUBJECT:	5. <input type="checkbox"/> BASIC DOCUMENT <input type="checkbox"/> RESPONSE	6. CORRESPONDENCE CONTROL NUMBER

7. CONCURRENCES and COMMENTS
PRINT NAME If Individual signing is not the principal.

ITEM	CORRESPONDENCE SYMBOL	SIGNATURE <i>(Sign full name)</i>	COMMENTS <i>(Use additional page if necessary)</i>	DATE	
				IN	OUT
A.					
B.					
C.					
D.					
E.					
F.					
G.					

8. ACTION OFFICER	9. CORRESPONDENCE SYMBOL	10. TELEPHONE NUMBER	11. PREPARED BY	12. TELEPHONE NUMBER
13. NOTE: NUMBER OF SIGNATURES REQUIRED BY FINAL SIGNING OFFICIAL				
14. SUMMARY				

15. AUTHOR	NAME AND SIGNATURE	SYMBOL	TELEPHONE NUMBER	DATE

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				IN	OUT
H.					
I.					
J.					
K.					
L.					
M.					
N.					

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15. AUTHOR ▶	NAME AND SIGNATURE	SYMBOL	TELEPHONE NUMBER	DATE

INSTRUCTIONS

Item

1. Enter the name of the organization or individual to whom the correspondence is addressed. (Street, City, and State are not required).
2. Enter the correspondence symbol and name of the official who is to sign the correspondence.
3. Enter the suspense date established for the correspondence.
4. Enter the subject of the correspondence. Be brief and specific.
5. Check the appropriate entry:
 - a. If the document is an initial GSA communication not in response to an incoming document, check "Basic Document."
 - b. If the document is in response to one received from the addressee or on referral from a different source, check "Response."
6. Enter the applicable correspondence control number.
7. Provide for concurrences of individuals with an official relationship to the information from a programmatic, functional, or legal perspective. The originating official should determine those individuals whose collective judgement will provide the best possible advice to the signing official. Enter the correspondence symbol and print the name of the signature only if the individual signing is not the principal. Signing officials may provide comments whether or not they concur and can attach additional pages behind this form if necessary. Print name of individual(s) signing if not the principal so the signing official can identify name.
8. Enter the name of the action officer. The action officer is the supervisor, usually a branch chief. The action officer shall be considered responsible for the correspondence throughout the entire preparation and review until dispatch in accordance with the "clearance concept." The action officer's responsibilities include (a) assignment of an author; (b) the content and responsiveness of the reply; (c) accuracy of information; (d) obtaining clearances; (e) meeting assigned due date; (f) following up on the status of the correspondence through appropriate channels until signature; and (g) maintenance of the official file.
9. Enter the action officer's correspondence symbol.
10. Enter the action officer's telephone number.
11. Enter the name of the person who prepared this form.
12. Enter the preparer's telephone number.
13. Enter the number of signatures required by the final signing official.
14. Keep the narrative summary in the third person. State essential information that the signing official needs to know to decide whether to sign. In many instances this may consist of only two or three sentences. In more complex correspondence, use any of the topics suggested below, if appropriate. The impact statement is required in all cases. In addition, add one of the following documents for all complex correspondence: (a) Executive Summary, (b) Decision Paper, or (c) Information Paper for the signing official.
 - a. Purpose of Problem - State the purpose or problem clearly and concisely.
 - b. Essential Facts - Include any facts that are relevant to understanding the proposed correspondence. Cover any background information in logical sequence. Be careful to avoid unnecessary facts. If appropriate, provide a brief analysis of relevant factors and related conclusions drawn. Cite specific enclosures to the correspondence package when appropriate; so that the signing official can quickly refer to them.
 - c. Alternatives - Cite alternatives only if there are any. In a complex matter that involves several alternatives, cite each with its advantages, disadvantages, or the reasons why the alternative action was or was not selected.
 - d. Recommendations - If relevant, state reasons why the signing official should sign the correspondence.
 - e. Impact Statement - Concisely state the effect on the agency anticipated as a result of signature and issuance of the document.
15. Enter the author's name, correspondence symbol, telephone number, and date.