



**Homeland
Security**

XXX xx, XXXX

ACTION

MEMORANDUM FOR THE FIELD OPERATIONS DIVISION REGIONAL DIRECTOR

FROM: *Request should come from Supervisor through the Mission Manager*

THROUGH: [Mission Manager or Division Director]

TO: [Name of Region: Director Name]

SUBJECT: *Subjects should include “Request Regional Director Concurrence” or “Notification to the Regional Director” of proposed field engagement/activity*

Purpose: Request approval from the Regional Director (RD) for the following in-person activity within their Area of Responsibility (AOR) *or* Notify the Regional Director (RD) of virtual activity within their Area of Responsibility (AOR).

Proposed Activity: *This should include the purpose for the proposed in-person or virtual activity, I&A offices and personnel participating, with whom you are meeting, and intended outcome.*

Timeframe, Tentative Agenda, and Travel Itinerary: *This should include arrival through departure dates, expected schedule of events, including dates and times, and whether the timeframe for the proposed engagement or activity is flexible or fixed.*

Background: *This should include whether the engagement or activity was requested by the partner; previous engagements on the topic, and how this engagement or activity fits into the broader I&A relationship or work on the topic.*

Primary POC and Contact Information:

Concur _____

Concur with comment _____

Needs more discussion _____

Recommendations: *This section allows for recommendations from the RD. During the proposed activity the RD may request routine updates or a brief at the conclusion of the activity.*

[Subject]

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cc: Director, Field Operations Division

Deputy Director, Field Operations Division West *or* Deputy Director, Field Operations Division
East