

GSA DOCUMENT SUMMARY
(Instructions on reverse)

1. TO:	2. FOR SIGNATURE OF	3. DATE DUE
4. SUBJECT		5. <input type="checkbox"/> BASIC DOCUMENT <input type="checkbox"/> RESPONSE
		6. CORRESPONDENCE CONTROL NO.

7. CONCURRENCES

ITEM	CORRES. SYMBOL	SIGNATURE <i>(Sign full name)</i>	DATE	ITEM	CORRES. SYMBOL	SIGNATURE <i>(Sign full name)</i>	DATE
A.				H.			
B.				I.			
C.				J.			
D.				K.			
E.				L.			
F.				M.			
G.				N.			

8. NAME OF ACTION OFFICER	9. CORRES. SYMBOL	10. TELEPHONE NO.	11. TYPIST	10. TELEPHONE NO.
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NOTE: NUMBER OF SIGNATURES REQUIRED BY FINAL SIGNING OFFICIAL

14. SUMMARY

15. AUTHOR	TYPED NAME AND SIGNATURE	SYMBOL	TELEPHONE NO.	DATE
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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 judgment will provide the best possible advice to the signing official. Enter the correspondence symbol and, in the lower portion of the signature space, type the name of the official whose concurrence is sought. (Enter only the names of those officials directly responsible to the final signing official. If the Administrator will sign, enter the names of Heads of Services and Staff Offices. If the Head of a Service or Staff Office will sign, enter the names of assistant commissioners or equivalents. If a regional administrator will sign, enter the names of assistant regional administrators.) Officials not concurring shall provide comments on plain bond paper and attach them immediately behind the GSA Form 3401. Add the note "See comments" in the appropriate signature space in item 7.
- 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 typist's name.
- 12 Enter the typist'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.
 - 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.