

DIRECTIVES/FORMS

FORMS AND HOW
THEY CONNECT TO
DIRECTIVES

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- If your directive contains a form, you must coordinate with the Departmental Forms Manager to determine if it is a DOE form.
- What makes up a form is an arrangement of captioned fields designed for entering, collecting, and/or extracting information, regardless of media.
- If it is a DOE form, the form number must be in the same series as the number on the directive.

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- If your directive includes a form, you can put a hyperlink within the text of the directive, which would allow your customer to go right to the form.
- If your directive is being revised, then your form should be revised or edited to be brought up to date if appropriate.

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- Our forms web-site is located at www.forms.doe.gov or you can reach it when you go on our directives portal at www.doe.directives.gov