**SAMPLE APPROVAL MEMORANDUM FOR ADMINISTRATIVE CHANGES ONLY**

(1-24-17)

(NOTE: Per Office of the Executive Secretariat procedures, please use   
Calibri, 12 point font for this action memorandum)

MEMORANDUM FOR: EMILY STANTON  
MANAGER

DEPARTMENTAL DIRECTIVES PROGRAM

FROM: This should be signed by the DASH-1 or their organization’s Directives Program designee.

SUBJECT: Request to make administrative changes to(*enter directive number and title*)

**PURPOSE**: (*Provide purpose for this administrative change. Writer may provide background information*.)

**JUSTIFICATION**: (*Justify why it is necessary to modify this directive.*)

**WRITER**: (***Required.*** *Please provide name and telephone number of the writer.)*

**OPI/OPI CONTACT**: (***Required****. Please provide the responsible Office name, primary contact for this directive and telephone number.)*

Concur: Nonconcur: Date:

NOTE: The following attachments must accompany the approval memorandum:

* Table of Changes
* Hard and digital copies of redline indicating changes and clean copy of the directive