(date)

MEMORANDUM FOR EMILY STANTON

 MANAGER, DEPARTMENTAL DIRECTIVES PROGRAM

FROM: NAME (to be signed by the Program Official)

 TITLE

 PROGRAM OFFICE

SUBJECT: ACTION: Approval of Administrative Changes to DOE P/O/G XXX.X, *Title*

**ISSUE:** Whether to approve Administrative Changes to DOE P/O/G XXX.X, *Title*.

**BACKGROUND:** Describe background of issue. (Include any background material.) Restate the subject of the incoming letter. Include relevant background information. Does this action establish new policy?

* What are the key messages?
* Identify major stakeholders.
* Explain pros and cons. Present alternatives (where appropriate), and include solutions (if applicable).
* When presenting problems, include solutions.
* Identify issues (hidden or otherwise) that were deliberately not addressed and explain why.
* Use bullets when possible.

This memo should not exceed two pages. If additional information is required, include a background paper.

**SENSITIVITIES:** Include concerns and sensitivities expressed by the public, the press, stakeholders, and other Government institutions.

**POLICY IMPACT:** State whether or not this action will impact current Department or Administration policy. If no policy impact, state “None.”

**URGENCY:** There are occasions when action documents must be signed by a specified date. Use this designation to fully explain the urgency and why this document is being expedited through the system. If there is no urgency, state “None.”

**OPTIONS:** If there are various scenarios to choose from, please list. Each scenario should have a consequence. If there are no options, delete this category.

**RECOMMENDATION:** That you approve this Directive.

APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_ NEEDS DISCUSSION: \_\_\_\_\_ DATE: \_\_\_\_\_\_