**DIRECTIVES APPROVAL MEMORANDUM**

**Actions Approved by the Deputy Secretary**

(Effective: August 4, 2017)

NOTE: This action memorandum is used to request approval of a new or revised directive or cancellation of an existing directive. Please use Calibri 12 point font, the standard for Action Memoranda. (THIS TEMPLATE **DOES NOT** APPLY TO GUIDES.)

Date

MEMORANDUM FOR THE DEPUTY SECRETARY

THROUGH: MATT MOURY

ACTING UNDER SECRETARY FOR MANAGEMENT

 AND PERFORMANCE

 INGRID KOLB

 DIRECTOR

 OFFICE OF MANAGEMENT

FROM: NAME

 ORGANIZATION

SUBJECT: Provide the action you are requesting. Note the directive number and title.

**ISSUE:**  Briefly state the issue for action in one sentence, including any relevant deadlines. Begin statement with: Whether to…

**BACKGROUND:** In cases of revisions: Be sure to point out the differences between the current and proposed directive and indicate why changes were required to the current directive. For new directives: State reasons why a new directive is required. Note: It would be helpful for the writer to provide a draft approval memorandum to MA-1.2 directives personnel so they can conduct a quick review to see if the Background adequately covers all the issues which may be questioned during senior management’s review.

**RECOMMENDATION:** That you approve this Directive or Cancellation. This action was recommended for approval by the Directives Review Board, Field Managers Council and National Lab Directors Council on \_\_\_\_\_\_\_\_\_\_.

Attachments (Do not include a list of attachments.)

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

**CONCURRENCES:** See attached synopsis.