Please DATE

MEMORANDUM FOR THE CHAIR, DIRECTIVES REVIEW BOARD

THROUGH: NAME (Head of Departmental Element)

 TITLE

 DEPARTMENTAL ELEMENT

FROM: NAME (to be signed by Program Director)

 TITLE

 PROGRAM OFFICE

SUBJECT: ACTION: Approval to Develop/Update DOE P/O/G XXX.X, *Title*

**PURPOSE:** Explain why an existing Directive needs to be revised or why a new Directive is necessary. For example, please discuss any external factors (e.g., statutory changes, new Executive Orders, regulatory changes) or internal factors (e.g., new Secretarial policy) that are driving the need to revise a Directive or develop a new Directive. For a new Directive, provide more detail regarding new requirements, responsibilities, or policies to be introduced. Please also include in your explanation a description of why a new or revised Directive is more appropriate than a new or revised regulation.

If requesting that an Integrated Project Team (IPT) be established to work on the Directive, please provide a brief justification for consideration by the DRB. Please keep in mind IPTs should be used on a limited basis for complex directives requiring significant collaboration.

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

**SENSITIVITIES:** Include known concerns and sensitivities expressed by the Department, public, press, stakeholders, and/or other Government institutions. If there are no sensitivities, state “None.”

**URGENCY:** There are occasions when Directives actions must be signed by a specified external deadline. Use this section to fully explain why this action must be processed quickly. If there is no urgency, state “None.”

**OPI CONTACT:** Provide the names, contact information, and office code of the writers who will be involved in this action. If an IPT is requested, include the proposed IPT co-chairs here.

**DEVELOPMENT TIMELINE:** Please contact the Directives Program to develop the timeline for completing the Directive. Most directives will be scheduled for completion (ready for S2 review/approval) within six months; however, complex directives may require additional time. This section will also include the organization’s commitment to meeting the timeline and acknowledgement that any extensions need to be approved by the DRB.

|  |  |
| --- | --- |
| Draft Development | up to 60 days |
| Review and Comment (RevCom) | 45 days |
| Comment Resolution | 45 days |
| DRB Concurrence via RevCom | 30 days |

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