**DOE P/O/G XXX.X, *Title***

***Revision/Minor Change Synopsis***

Statement of Necessity:

Purpose: *(State the reason for the directive and the expected outcomes.)*

Justification: *(Validate the need for the directive.)*

Background:

⮚ *(Provide background information that led up to the development of the directive.)*

Revision/Minor Change Summary:

⮚ *(Provide a summary of the changes to the directive.)*

Summary of Comments:

⮚ The following organizations provided major comments:

⮚ The following organizations provided suggested comments:

⮚ The following organizations concurred on the directive:

⮚ The following organization(s) non-concurred and resolution was reached:

⮚ *(Summarize key comments and how they were resolved.)*

Reports Required:

Sensitivities:

Budgetary Impacts: *(Explain any budgetary or operational impacts and whether implementation of the directive increases or decreases any cost or resources.)*