u.s. Department of Energy

Washington, DC

**NOT   
MEASUREMENT  
SENSITIVE**

**DOE G XXX.X-X**

Approved x-x-xxxx

SUBJECT: title

*[This Guide describes acceptable, but not mandatory means for complying with requirements. Guides are not requirements documents and are not to be construed as requirements in any audit or appraisal for compliance with associated rules or directives.]*

DOE Seal to be added at publication

FOREWORD  
(optional)

The foreword should describe the DOE requirements, directives, or rules that may be satisfied by implementing this Guide.

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## (optional; Table of Contents generated with final DRAFT)

# HEADING 1

Guides do not impose requirements but may quote requirements if the sources are adequately cited. Guides may not include a Contractor Requirements Document (CRD).

DOE O 251.1D does not establish format requirements for Guides. Guides may take a variety of formats. This page illustrates one acceptable format, an outline format, for conveying guidance information. Other formats may also be acceptable. Guides may include appendices, attachments, definitions, and references as necessary.

Guides should follow a structure that flows clearly from a requirements document. Guides may point to mandatory requirements where possible and useful for clarity. Guides must not contradict or change constructs or definitions established in a mandatory document.

## HEADING 2 (Suggested paragraph numbering pattern follows.)

### Heading 3

### Heading 3

(Note that there must be at least two sections at any level; if you have 1.1.1, you must have 1.1.2.)

## HEADING 2

### Heading 3

Normal body text.

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##### Heading 5

Normal body text can be paragraphs or might be broken into bullet lists.

##### Heading 5