MEMORANDUM FOR: INGRID KOLB   
DIRECTOR, OFFICE OF MANAGEMENT

THROUGH: EMILY STANTON   
DIRECTIVES PROGRAM MANAGER, OFFICE OF MANAGEMENT

FROM: XXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXX

SUBJECT: Notice of Intent to Develop or Revise (*Identify directive’s number and title.)*

**PURPOSE:** (*Identify the basis for the directive and the expected outcomes.)*

**JUSTIFICATION:** (*Justify why the directive is necessary, specify which Departmental elements, offices or organizations the subject directive covers, and indicate if or how those elements, offices, and organizations have been involved in this stage. Identify issues that must be resolved or addressed, all conflicts with existing directives, and any impacts to other directives or Departmental functions or operations. Identify how this directive helps to fulfill the Department’s mission, vision and strategy*. *The goal for processing directives actions is 150 days. If you are seeking an alternative processing time, explain why an alternative processing is necessary in this paragraph. Policies and Notices do not follow this schedule and are processed through the expedited process outlines in O 251.1C, Appendix B. The schedule will be determined by the writer with MA‑90.)*

**Writers must add the following statement to each JM: "There are no valid external, consensus or other" Standards (e.g., ISO, VPP, etc.) available which can be used in place of this directive.**

**IMPACT:** The proposed directive does not duplicate existing laws, regulations or national standards and it does not create undue burden on the Department.

[*What is the impact of this directive or changes to this directive to the mission? How can this impact be measured? How will these performance measures be used to determine successful implementation of this directive? If this is a revision to an existing set of requirements, how will these performance measures be used to determine if the benefits of the revision outweigh the costs implementation and maintenance of the new requirements*?

*In the evaluation of the impact answer the following questions.*

* *How many people will be required to implement the new or revised directive?*

*(1) Across the department?*

*(2) Within each organization?*

*(3) Within the OPI?*

* *How much time will be required to implement this directive?*
* *How much time will be required to fulfill ongoing requirements for this directive?*
* *How much money will this directive cost to implement?*
* *How much money will it cost to fulfill ongoing requirements for this directive?*

*Depending on the answer to these questions (or the lack thereof) the DRB may require a full cost‑benefit analysis before this JM can be approved.*]

**WRITER:** (***Required*** *for directives processing/RevCom access. Please provide name and telephone number of the writer.)*

**OPI/OPI CONTACT:** (***Required****. Please provide the responsible Office name, primary contact for this directive and telephone number.)*

Ingrid Kolb, Director, Office of Management (MA‑1):

Concur: Nonconcur: Date:

Unless determined otherwise by the Directives Review Board (DRB), writers will have up to 60 days in which to develop their first draft and submit to the Office of Information Resources, MA‑90

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| --- | --- |
| Standard Schedule for Directives Development | Days |
| Draft Development | Up to 60 days |
| Review and Comment (RevCom) | 30 |
| Comment Resolution | 30 |
| Final Review | 30 |
| Total | 165 |

*(***NOTE***:* ***The standard schedule of up to 165 days will be used unless otherwise specified by the Directives Review Board.)***