***Sample Memorandum to Reactivate a Directive Placed on Hold***

*(NOTE: Per Office of Executive Secretariat procedures, please use Calibri, 12 point font for this memorandum.)*

*(Effective May 2012)*

**MEMORANDUM FOR:** INGRID KOLB   
DIRECTOR, OFFICE OF MANAGEMENT

**THROUGH:** KEVIN T. HAGERTY  
DIRECTOR, OFFICE OF INFORMATION RESOURCES

**FROM:** XXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXX

**SUBJECT:** Request to Reactivate Directive Currently On Hold

**PURPOSE:** The purpose of this memorandum is to request the Directives Review Board (DRB)’s approval to place (Name of Directive) back on the active directives listing.

**JUSTIFICATION:**

* Reasons for the long period of inactivity
* Continued need for this directive
* Reasons why it is important that the directive be developed now

**CONTACT:** Writer’s Name, Organization and Telephone Number

**DECISION:**

Concur: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nonconcur: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Standards Schedule for Directives DevelopmentDays

Draft Development Up to 60 days

Review and Comment (RevCom) 30

Comment Resolution 30

Final Review 30

Total 150

NOTE: Writer must assure the DRB that this first draft will be ready within 60 days of the DRB approval/decision date above.