**DIRECTIVES APPROVAL MEMORANDUM**

**Actions Approved by the Deputy Secretary**

(Effective: June 29, 2016)

NOTE: This action memorandum is used to request approval of a new or revised directive or cancellation of an existing directive. It is also used to request approval of an Extension of a Notice. Please use Calibri 12 point font, the standard for Action Memoranda. (THIS TEMPLATE **DOES NOT** APPLY TO GUIDES.)

Date

MEMORANDUM FOR THE DEPUTY SECRETARY

THROUGH: DAVID M. KLAUS

DEPUTY UNDER SECRETARY FOR MANAGEMENT

AND PERFORMANCE

INGRID KOLB

DIRECTOR

OFFICE OF MANAGEMENT

FROM: NAME

ORGANIZATION

SUBJECT: Provide the action you are requesting. Note the directive number and title.

**ISSUE:**  Briefly state the issue for action in one sentence, including any relevant deadlines. Begin statement with: Whether to approve…

**BACKGROUND:** In cases of revisions: Be sure to point out the differences between the current and proposed directive and indicate why changes were required to the current directive. For new directives: State reasons why a new directive is required. Note: It would be helpful for the writer to provide a draft approval memorandum to MA-90 directives personnel so they can conduct a quick review to see if the Background adequately covers all the issues which may be questioned during senior management’s review.

**RECOMMENDATION:** That you approve this Directive, Cancellation or Extension. This action was recommended for approval by the Directives Review Board, Field Managers Council and National Lab Directors Council on XXX date. (Fill in the date the action was approved.)

Attachments (Do not include a list of attachments.)

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

**CONCURRENCES:** See attached synopsis.