U.S. Department of Energy **admin change**

Washington, D.C.

**DOE O XXX.X**

Chg X: XX-XX-XXXX

**SUBJECT:** ADMINISTRATIVE CHANGE TO DOE O XXX.X, *TITLE (IN ITALICS)*

1. EXPLANATION OF CHANGES. [This information can be copied from the Approval Memo]
2. LOCATIONS OF CHANGES:

| **Page** | **Paragraph** | **Changed** | **To** |
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|  |  | [Original text that was changed] | [Revised text] |
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