

Figure 2-4
Format for Directives Brief

DIRECTIVES BRIEF

Date: _____

SUBJECT: (Insert part number, chapter number, and title of directive)

SUMMARY: (Indicate why new directive is being issued or existing directive is being revised; summarize any major changes to existing directive; etc. If only minor changes were made, attach a mark-up of the most recently-issued directive.)

BACKGROUND:

DIRECTIVE HAS BEEN COORDINATED WITH:

RECOMMENDATION:

PREPARER'S NAME AND TELEPHONE NUMBER