



# DIRECTIVE MANUAL FORMAT

## Directive: 1 – 101

Date of Issue: July 2013 Amends/Cancel: Chapter 1 Sec 2

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### I. PURPOSE

The purpose of this Directive is to establish and maintain a standard format for generating Directives

### II. POLICY

All Directives will be formatted accordingly to ensure uniformity within the Directive Manual.

### III. PROCEDURES

- A. **Subject:** The subject of a Directive will appear on the top of the first page.
- B. **Number:** The appropriate Directive number will appear below the subject line.
- C. **Revision Date:** If applicable a revision date will appear below the Directive number.
- D. **Page Numbering:** Page numbers will appear at the bottom center of each page. The page numbers will reflect the total number of pages within the Directive and the current page position.
- E. **Outline Format:** Material will be presented in the following outline style.

#### A. XXXXXX

- 1. XXXXXX
- 2. XXXXXX

- a. xxxxxx
- b. xxxxxx

- (1) xxxxxx
- (2) xxxxxx

- (a) xxxxxx
- (b) xxxxxx

#### B. XXXXXX