U.S. Department of Energy POLICY

 Washington, DC

DRAFT

DOE P XXX.X

Approved: XX-XX-20XX

**SUBJECT:** TITLE

Policies reflect the Secretary’s philosophies and fundamental values. Policies establish high level expectations in the conduct of the Department’s mission. Policies are intended to address broad issues within the area of responsibility of the originator and should not contain specific requirements.

When writing a Policy, keep in mind that the Policy should set a framework under which requirements could be established.

**PURPOSE AND SCOPE**

Describe the purpose and scope of the Policy. In formulating the purpose and scope statements, provide some background or refer to pertinent legislation.

**CANCELS/SUPERSEDES**

## DOE P/O/G XXX.X, *Title*, dated XX-XX-XX. When the Policy replaces a directive current in use, the canceled directive [i.e., Policy, Order, Notice, Manual, or Guide] is identified by number, title and date.

**POLICY**

The Policy statement should be clear, concise, and straightforward. Phrases such as, “The Department is committed to….” and, “It is Department policy that….” are good ways to introduce these paragraphs. The Policy statement should be concise; 2-3 pages is preferable.

A Policy may include references and/or definitions, as needed.

**CONTACT**

Provide Office of Primary Responsibility (OPR) contact information.

BY ORDER OF THE SECRETARY OF ENERGY:

Logo inserted here after approval

 XXXX

 Deputy Secretary