DIRECTIVES CLEARANCE
USE REVERSE SIDE OF FORM FOR DRAFT CLEARANCES

This form will be filed with the record copy of the directive in Records & Directives Management Team (R&DMT)

Directive type, number, and name *(i.e., National Instruction, General Manual, National Bulletins, NEH)*	Originated by *(name and organizational unit):*	
	Room number	Telephone

DISTRIBUTION: *(Originator checks appropriate distribution)*

Check	Code			Check	Code			Check	Code		
	O	All offices *(direct mailing)*			R	Regional Assistant Chief				National Instructions	
	AO	All offices *(dist. through State offices)*			S	State offices				Manual/Handbook	
	E	All employees			A	Area offices				Distribution list attached	
	H	All NHQ employees			F	Field offices				Other distribution	
	N	NHQ staffs				National Center Directors				Extra copies: Send to:	
	L	NHQ division directors & above			I	Employees on foreign assignment				Total *(all columns)*	0
					GM	General Manual					

REPORTING REQUIREMENTS:

Check one: ☐ Contains no recurring reporting requirements. ☐ Establishes recurring report. Form AD-368 has been submitted.

Cleared by _____ , MSD

FOR DRAFT CLEARANCES, USE REVERSE SIDE OF FORM

FINAL CLEARANCES: *(Required for all directives)*

	Date
1. Division Director	
2. Office of General Counsel (required for Federal Register rules)	
3. Chief (required for Delegations of Authority and major policy documents)	
4. Associate Chief	
5. Deputy Chief	
6. Directives Manager, Records & Directives Management Team, MSD	
7. Other clearances as applicable	
8. Other clearances as applicable	

REMARKS

Clear Form

DIRECTIVES CLEARANCE
DRAFT CLEARANCES AND EDITING

Directive type, number, and name *(i.e., National Instruction, General Manual, NEH)*	Originated by *(name and organizational unit):*	
	Room number	Telephone

DRAFT CLEARANCES: (Required for all draft directives)

1. Division Director	Date
2. Directives Manager, Records & Directives Management Team, MSD	
Other approvals as applicable	
Office of General Counsel *(required for Federal Register rules)*	
Office of Public Affairs *(required for editing of permanent directives only)*	
Originator	

REMARKS