



*U.S. Geological Survey Manual*

*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. If only minor changes were made, attach a mark-up of the most recently-issued directive.)

**BACKGROUND:**

**DIRECTIVE HAS BEEN COORDINATED WITH:**

**RECOMMENDATION:**

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**PREPARER'S NAME AND TELEPHONE NUMBER**