

TEMPLATE FOR DIRECTOR'S ORDER

DIRECTOR'S ORDER NO.: (Leave this blank. PPM will assign the number.)

Subject: Insert a Description of the Order Here in Initial Caps

Sec. 1 What is the purpose of this Order? Describe the purpose of the Order.

Sec. 2 What is the legal authority for this Order? If there is a legal authority for the Order, describe it here. If there is more than one, list each one below:

- a. Legal Authority One (legal citation).
- b. Legal Authority Two (legal citation).

Sec. 3 What question would someone reading the Order ask? Use plain language techniques to write the Order. Each section should be in the form of a question (see [011 FW 2, Exhibit 2](#) for plain language principles). If the answer to the question is long, break out the text into subsections to make it easier to read:

- a. For the first division, use lower case letters. If you use an 'a,' you must use a 'b.'
 - (1) For the second division, use Arabic numbers in parentheses.
 - (a) For the third division, use lower case letters in parentheses.
 - (b) This illustrates the rule about having an (a) and (b).
 - (2) You must have a (2) with a (1).
- b. You must use a 'b,' if you use an 'a.'

Sec. 4 What is your second question? Continue to draft the content of the Order using the question and answer format.

Sec. 5 When is this Order effective? This Order (is/will be) effective (immediately/date). It remains in effect until we incorporate it into the Fish and Wildlife Service Manual or (describe event), or until we amend, extend, supersede, or revoke it, whichever comes first. If we do not amend, extend, supersede, or revoke it, the provisions of this Order will terminate on (date).