MEMORANDUM FOR JEFFREY D. FEIT

PROGRAM Manager

DOE Technical StandardS Program

Office of Nuclear Safety

office of ENVIRONMENT, health, safety and security

FROM: NAME (*Senior Line Manager*)

TITLE

OFFICE

SUBJECT: Approval of (*document number and title*)

This memorandum forwards the subject Department of Energy (DOE) Technical Standard, DOE-(*STD, HDBK, SPEC*)-XXXX-20XX, which has been approved for publication and distribution. This DOE Technical Standard was reviewed and concurred on by affected program offices and responsible Central Technical Authorities. All essential comments were responded to and resolved. (*Add any pertinent information that you deem necessary about the standard*). This memorandum documents approval of the subject DOE Technical Standard and a copy is attached

If there are questions, please contact (*name of Preparing Activity)* at (*phone number*) or (*email*).

Attachment (*approved final document Word and PDF format)*