****Texas Military Department

(Pitch size 16)

**DIRECTIVE**

(use component letterhead color seal) (chose appropriate title, pitch size 20)

(Seal is flush with left margin, 1.25” size) (type on next line, after title, pitch size 12) **NUMBER (assigned by SIG)**

**Date stamped by SIG**

Office Symbol of Proponent

SUBJECT: Identify Subject of Directive

References. (a) The issuance that provides the reason for this issuance being drafted

and any other issuances that inform its content.

(b) Do not copy from, quote from, or paraphrase material in a reference.

1. PURPOSE. This directive:

a. Reissues reference to…..

b. Designates, establishes or directs….

2. APPLICABILITY AND SCOPE. This issuance applies to all TMD personnel.

3. DEFINITIONS. See Glossary.

4. POLICY. State the policy.

5. RESPONSIBILITIES.

a.

b.

6. INFORMATION REQUIREMENTS. If applicable.

**Figure 2-3 Sample Directive**

7. RELEASABILITY. Unlimited. (If issuance releasability is not unlimited, remove the unlimited and state who it may be released to.)

8. EFFECTIVE DATE. This directive will expire two years from the effective date of publication unless sooner rescinded or superseded.

9. POINT OF CONTACT. Proponent initiating directive. Do not list specific personnel, use the office title, and telephone number.

2 Encls JOHN F. NICHOLS

1. Responsibilities Major General, TXANG

2. Glossary Adjutant General

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