

	United States of America DEPARTMENT OF COMMERCE	DEPARTMENT ADMINISTRATIVE ORDER	200-X
	DEPARTMENT ADMINISTRATIVE ORDER SERIES	DATE OF ISSUANCE	EFFECTIVE DATE
SUBJECT	DEPARTMENT ADMINISTRATIVE ORDER SERIES		

Explain major changes made in a revised Order in the second paragraph of the first section.

SECTION 1. PURPOSE. ← Each section has a title and is numbered in sequence.

.01 This Order prescribes the system for issuing and controlling Department Administrative Orders (DAOs). DAOs are one of the series of directives comprising _____.

.02 This revision includes the following major changes, which are highlighted by _____.

a. Section 3. - Office title corrected in paragraph 3.02.
b. Section 4. - Official's title corrected in paragraph 4.01.
c. Section 6. - Amendment 2 is incorporated in subparagraph 6.02c.; _____.

2 spaces

SECTION 2. SCOPE. ←

.01 Included. These instructions encompass the following:

a. Executive Orders; and
b. Presidential Documents.

.02 Excluded. These instructions _____:

a. Presidential or other Executive Office memoranda which are addressed _____.
b. Directives or memoranda from the Executive Office's Office of _____.

Double space between sections, paragraphs, and subparagraphs.