

FORM SEC-285 (REV. 5-87)

TRANSMITTAL _____

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

7 spaces to beginning text of paragraphs or subparagraphs.

.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.

Double space between sections, paragraphs, and subparagraphs.

.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