Executive Summary of Changes

Department of Defense Directive [Number], “[Title]”

A summary of the substantive changes to the subject Directive includes: [Changes will be grouped into the categories listed. If there are no substantive changes in a particular category, then state, “No changes.” If all the changes in the directive are a result of a single action (for instance, Deputy Secretary of Defense direction or law), a general statement saying so can be included here instead of repeating the reason for the change in each paragraph.]

AUTHORITIES:

* [Briefly but clearly describe changes to authorities AND explain why each change is necessary.]

POLICY:

* [Briefly but clearly describe changes to policy AND explain why each change is necessary.]

RESPONSIBILITIES:

* [Briefly but clearly describe the change in responsibility AND explain why the change is necessary.]
* Assigns responsibilities to [individual] as follows: [If assigning multiple new responsibilities to an individual, break out into subparagraphs.]
* [Briefly but clearly describe the change in responsibility AND explain why the change is necessary.]
* [Briefly but clearly describe the change in responsibility AND explain why the change is necessary.]

OTHER:

[This category will include miscellaneous items and each change must also include an explanation for why the change is necessary. Items may include:]

* [Establishing new boards, committees, task forces, etc.]
* [Establishing new definitions intended to be included in the DoD Dictionary of Military and Associated Terms that will apply across the Department of Defense.]
* [Any other new information you believe of importance, not including administrative changes.]