

For: FSA Offices

Modified Directives Format

Approved by: Deputy Administrator, Management



1 Overview

A Background

In preparation for Microsoft Word, FSA is transitioning from the current structured writing format to a modified structured writing format in which columns have been removed. This notice is in the new format.

B Purpose

This notice announces that all notices shall be formatted using the modified format beginning with the issuance of this notice.

2 Formatting Handbooks

A Handbooks

Format handbooks using the modified structured writing format if:

- a new handbook is written
- a complete part of a handbook is written or amended
- a complete exhibit is written or amended.

Note: If only individual pages, or portions of a part or exhibit of a handbook are amended, they shall be written using the current structured writing format.

B Amendment to 1-AS

An amendment will be issued to 1-AS to include standards for formatting.

Disposal Date	Distribution
August 1, 2003	FSA Offices