DEPARTMENTAL MANUAL

NUMBER:
DR XXXX-XXX

SUBJECT: XXXX

DATE:

OPI: XXX

EXPIRATION DATE:

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1. MAIN SECTION HEADING (select the 1st level style button on the Styles ribbon; all main section headings should be fully capitalized.)

Notice that the start of the text in this paragraph aligns with the “M” in Main. All the following subsection numbering/lettering and its accompanying text will align with the text in the section/subsection above it.

a. First subsection (select the 2nd level style button on the Styles ribbon)

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(1) Second subsection (select the 3rd level style button on the Styles ribbon)

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1 Fourth subsection (select the 5th level style button on the Styles ribbon)
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2. MAIN SECTION HEADING (repeat instruction(s) for each additional section/subsection as listed above)

-END-
APPENDIX A

ACRONYMS AND ABBREVIATIONS

DR  Departmental Regulation
USDA United States Department of Agriculture
APPENDIX B

DEFINITIONS

First Definition. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.

APPENDIX C

AUTHORITIES AND REFERENCES

USDA, DR 0100-001, *Departmental Directives System*, January 4, 2018