

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL NOTICE</b>	NUMBER: DR XXXX-XXX
SUBJECT: XXXX	DATE:
OPI: XXX	EXPIRATION DATE:

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

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- a. First subsection (select the 2<sup>nd</sup> level style button on the Styles ribbon)
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  - (1) Second subsection (select the 3<sup>rd</sup> level style button on the Styles ribbon)
  - (2) XXXX
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1 Fourth subsection (select the 5<sup>th</sup> level style button on the Styles ribbon)

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a Fifth subsection (select the 6<sup>th</sup> 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)

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APPENDIX A

ACRONYMS AND ABBREVIATIONS

DN	Departmental Notice
USDA	United States Department of Agriculture

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APPENDIX B

DEFINITIONS

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

Second Definition. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

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APPENDIX C

AUTHORITIES AND REFERENCES

USDA, [DR 0100-001](#), *Departmental Directives System*, January 4, 2018

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