DoD Issuance Style Guide

THE OFFICIAL GUIDE TO WRITING
AND PUBLISHING DoD ISSUANCES

Current as of April 3, 2024

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FIGURES

FROM THE WHS DIRECTIVES DIVISION

The *DoD Issuance Style Guide* consolidates and updates the information formerly found in:

- *DoD Issuances Standards*

- *Directive-type Memorandum Standards*

- *Deputy Secretary of Defense Summary of Change Standards*

- *DoD Issuance Change Standards*

- *Writing Style Guide and Preferred Usage*

The intention is to provide a single, comprehensive source for guidance for writing and updating DoD issuances. Substantive changes to this guide not specifically directed by the Secretary of Defense, Deputy Secretary of Defense, or Performance Improvement Officer/Director of Administration and Management are reviewed by the DoD Components and Offices of the Principal Staff Assistants (PSAs) through their issuance focal points in accordance with DoD Instruction 5025.01, "DoD Issuances Program."

If you have any questions or comments on the *Style Guide* contents, please contact our office at whs.mc-alex.esd.mbx.dod-directives-senior-editor@mail.mil.

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SECTION 1: WRITING GUIDANCE

GENERAL PRINCIPLES

1.1.   DoD Issuances Website.

All DoD issuances are published on the DoD Issuances Website (https://www.esd.whs.mil/DD/ (unclassified) and https://IntelShare.intelink.sgov.gov/sites/DoD-Issuances/ (classified)). See Section 12 for a list of additional resources on the Website for writing and publishing issuances. Any references to "the Website" in this guide refers to the unclassified DoD Issuances Website.

1.2.   Plain Language.

In accordance with the Plain Writing Act of 2010 and DoD Instruction 5025.13, the DoD is committed to using plain language in its documents. This section provides basic tips on writing clearly and concisely, but there are other plain writing resources listed in Section 12.

1.3.   Organization.

Write DoD issuances clearly and concisely. Using an outline will help you organize your issuance and keep it focused. Where the issuance templates don't provide a specific structure, organize sections and appendices so that earlier paragraphs serve to make later paragraphs clear. As much as possible, use paragraph headings to highlight important concepts so the reader can see at a glance what the paragraph is about. For main paragraphs (e.g., the "1.1." level), it's highly recommended that you use paragraph headings so the issuance is easier to navigate.

1.4.   Conciseness.

Use short, simple words. Limit sentences to one thought and keep them brief (an average of 20 or fewer words). Avoid long, rambling paragraphs. If a paragraph is longer than 10 lines, it should probably be broken up into subparagraphs. See Figure 1 for an example.

Figure 1. Example of Conciseness

Before (too long and unnecessarily confusing): Once the employee's self-evaluation is completed, the employee's supervisor is notified that the evaluation is ready for discussion to identify concerns and areas of improvement. A performance improvement plan is then developed and discussed with the supervisor who then will agree to approve and adjust as necessary the individualized plan that meets the employment needs of the employee and real business needs of the employer. **After (shorter and clearer):** After you complete a self-evaluation, you will meet with your supervisor to talk about your performance for the year. Together, you will identify areas where you can improve and any concerns you have. Your supervisor will work with you to finalize a performance improvement plan that meets both your and your employer's needs.

1.5.   Contractions.

You may use contractions in your issuance. If a more formal address is required (e.g., in a memorandum), don't use contractions.

1.6.   Sentence Construction.

Write in active voice. Say who is performing which action; the noun (e.g., the person, position, or organization) should precede the verb (the action). See Table 1 for examples.

Table 1. Characteristics and Examples of Passive and Active Voice

Passive Voice	Active Voice
Frequently omits the doer of the action. An information copy of the board meeting minutes must be forwarded to the members. A military chaplain of a particular religious organization may be appointed as a consultant.	**Identifies the doer.** The Chair must forward an information copy of the board meeting minutes to the members. The Board may appoint a military chaplain of a particular religious organization as a consultant.
Frequently is longer and less direct; frequently includes a "by" phrase. A written agreement will be executed by the parties. Implementing instructions will be issued by the DoD Components.	**Gets to the point.** The parties execute a written agreement. The DoD Components issue implementing instructions.

Use parallel construction (i.e., the same grammatical structure for similar or related ideas). See Table 2 for examples.

Table 2. Examples of Parallel Construction

EXAMPLE 1
Not Parallel
The physical review of the ID card must verify the identification matches the beneficiary, the correct entitlement dates, whether medical care for the beneficiary is authorized, and that no one has tampered with the card.
Parallel
The physical review of the ID card must verify the identification matches the beneficiary, the entitlement dates are correct, the beneficiary is authorized to receive medical care, and the card hasn't been tampered with.
EXAMPLE 2
Not Parallel

The Military Services:
    a. Train Service members.
    b. Provide services that support Service member morale, welfare, and recreation.
    c. Bonuses may be paid to eligible personnel.

Parallel

The Military Services:
    a. Train Service members.
    b. Provide services that support Service member morale, welfare, and recreation.
    c. Provide bonuses to eligible personnel.

1.7. Copying or Quoting.

The content of your issuance must be original. Don't copy and paste material directly from another issuance or reference to use as a section or appendix. Instead, cite references where such content can be found and define the relationship between the reference and your issuance. For examples, see the terms "in accordance with," "per," and "pursuant to" in Table 3.

1.8. Tone.

The tone in an issuance should be neutral, clear, and direct in nature. Don't use justifications to explain why your issuance is valuable or why policy on this subject matter is necessary. If the Secretary or Deputy Secretary of Defense or your Component head is approving the document, then it has value to DoD. As a rule, historical information doesn't belong in a DoD issuance, which is imperative in nature.

1.9. Controlled Unclassified or Classified Information.

To properly identify controlled unclassified information (CUI) or classified information and handle and mark your documents accordingly, follow the guidelines in DoD Instruction (DoDI) 5200.48 for CUI and DoD Manual (DoDM) 5200.01 for classified material.

ISSUANCE LENGTH

1.10. DoD Directive (DoDD).

DoDDs will not exceed 12 pages. Chartering directives developed by the Organizational and Management Policy Directorate, Office of the Performance Improvement Officer/Director for Administration and Management, are the exception.

1.11. DoDI and Administrative Instruction (AI).

DoDIs and AIs will not exceed 50 pages. If the DoDI or AI needs to be longer than 50 pages, separate the DoDI or AI into volumes.

1.12. DoDM.

DoDMs will not exceed 100 pages. If the DoDM needs to be longer than 100 pages, separate the DoDM into volumes.

1.13. Directive-type Memorandum (DTMs).

DTMs will not exceed 20 pages. They must follow the requirements for action or information memos found in DoDM 5110.04.

1.14. Waivers.

If a single document must exceed the standard page length, the issuance's originating PSA or delegated authority must request a page waiver from the Director, Washington Headquarters Services (WHS) through the Directives Division (DD). The waiver request must explain the necessity for the page length of the document and be submitted to WHS/DD no later than the Presignature Review stage. To download a waiver template, go the Website → DoD Issuances → Issuance Toolbox → Forms, Templates, and Resources → Action Memorandums → *Page Waiver Action Memo*.

CAPITALIZATION

1.15. Classifications.

When referring to types of security clearances or the level of classified information in a document, capitalize the first letter of each word (i.e., Controlled Unclassified Information, Confidential, Secret, or Top Secret). When applying a classification level in the header and/or footer in an issuance, use all caps (e.g., SECRET//NOFORN). See Volume 2 of DoDM 5200.01 for more information on classification markings.

1.16. Common Nouns.

Lowercase common nouns (e.g., acquisition, human resources, program manager). See Table 3 for an extensive list of preferred usage and capitalization.

1.17. Proper Nouns.

Capitalize unique names of individuals or organizations (e.g., Federal Government, Deputy Secretary of Defense). See Paragraph 1.18. for additional information.

1.18. Positions and Titles.

Only capitalize an individual's title if it is a unique title. For example, capitalize "Under Secretary of Defense for Policy" because there's only one Under Secretary of Defense for Policy (USD(P)). The term "program manager" should be lowercase because many people have that title. Exceptions: Combatant Commander, Combatant Command, and Secretaries of the Military Departments.

1.19. DoD Issuances.

If you're referring to a specific document (e.g., DoD Instruction 5025.01), capitalize it. If you're referring to a type of document in general (e.g., "DoD manuals"), lowercase it.

PUNCTUATION

1.20.   Spacing.

Use two spaces after a period.

1.21.   Semicolon.

Use semicolons to separate two independent, but related, clauses; clarify items in a long sentence; or separate items in an itemized list when the reader must choose one or more options (if all items in the list are required, follow the guidance in Paragraph 1.30.). Semicolons should be used with caution, as they can be harder to follow compared to separate sentences. See Figure 2 for examples.

Figure 2. Correct Semicolon Use

Two Independent Clauses:

Service members are entitled to healthcare; their spouses and families will also receive healthcare.

Clarify List Items:

To recover your PIN, you must visit your local bank branch; call the toll-free number on the back of your card; or e-mail the customer service address located on the Website.

Itemized List (one or more options):

1.1. The Measures of Merit may include:

   a. Integrated pest management planning;

   b. Pesticide use;

   c. Pesticide applicator certification; or

   d. Pesticide reporting and archiving.

1.22.   Virgule (/).

Use "and," or "or," depending on the meaning (e.g., instead of "production/deployment," use "production and deployment," or "production or deployment.") Occasionally the use of "and/or" may be appropriate, but it

should be restricted to avoid confusion. Virgules are acceptable when they are part of an official title (e.g. National Security Agency/Central Security Service).

1.23. Apostrophes.

Avoid using apostrophes with acronyms, such as "DoD's efforts" or "in the USD(P)'s role." Instead, state this as "DoD efforts" or "in the USD(P) role."

PREFERRED USAGE

1.24. Helping Verbs.

Use the following helping verbs as appropriate to clarify the actor's level of obligation:

Use "must" to denote a mandatory action.

Use "will" to denote a required action in the future.

Use "may" or "can" to denote an optional action that the actor is authorized to perform (a right, privilege, or power that the actor may exercise at their discretion).

Do not use "shall."

1.25. Gender Neutral Pronouns.

Don't use "he" or "she" or "his" or "her." Use gender neutral terms such as "they" or "their."

1.26. Personal Pronouns and Point of View.

Don't use the personal pronouns "I," "we," and "you." Always use third person, gender neutral terms such as "it" and "they."

1.27. Use of the Term "See" and Parenthetical Remarks.

When the term "see" is used as directional material (e.g., "See Section 4 for more information."), place the phrase in parentheses at the end of the sentence or as a stand-alone sentence. Briefly explain why the reader is being referred elsewhere; don't just say "See Section 4."

Avoid the use of other parenthetical remarks. (See Paragraph 2.32. for use of the term "note.") If the information is important to the issuance, incorporate it into the appropriate sentence or paragraph.

1.28.　Referring to Your Issuance.

If you need to refer to your issuance in the text, say "in accordance with this issuance" when referring to the issuance as a whole or "in accordance with this volume" when referring to a specific volume. "Issuance" or "volume" should always be lowercase when being used in general terms; if you are referring to a specific volume by number, it's capitalized (e.g., "Volume 1").

1.29.　Referring to Multi-volume Issuances.

Within the text itself, always say "...this volume" if you're only referring to the volume itself. Use the phrase "...this [instruction, manual, or administrative instruction]" if you're referring to the entire work (i.e., all the volumes).

1.30.　Itemized List.

Don't use a semicolon and the word "and" at the end of paragraphs in an itemized list. If all paragraphs in a list are mandatory, end each one with a period. If the reader must choose one or more paragraphs, follow the guidance in Paragraph 1.21. for an itemized list.

1.31.　Numbers.

Always use Arabic numerals for units of measurement, time, and money. Otherwise, use an Arabic numeral for numbers 10 or higher; for a number smaller than 10, write the number out. Avoid beginning a sentence with a numeral. If you must start the sentence with a numeral, it must be written out.

1.32.　Percentages.

Use the word "percent," not the percentage symbol (%) in general text. The percentage symbol may be used in tables or figures with large groups of numbers.

1.33. **Money.**

Use a dollar sign ($) and numerals to represent specific amounts of money (e.g., $300,000). If the number is $1 million or greater, spell out million, billion, or trillion (e.g., $2.25 billion). Other Symbols.

Mathematical symbols are only used in equations or formulas. Otherwise, the terminology should be written out (e.g. "If the average performance score equals…" not "If the average performance score = …")."

1.34. **Preferred Usage List.**

Table 3 and 4 provide more specific preferred capitalization, terminology, wording, and use of abbreviations and acronyms in DoD issuances as well as hyphenation. For military terminology, use the *DoD Dictionary of Military and Associated Terms*. Please note that "Department of Defense" is not considered exclusively military terminology as the organization includes civilian personnel; the acronym "DoD" follows the guidance established by the Executive Secretary in DoD Manual 5110.04. If the *DoD Dictionary* and this style guide provide different guidance, this style guide takes precedence for DoD issuances.

Table 3. Preferred Usage and Capitalization in DoD Issuances

Term	Preferred Usage or Comment
A	
a great deal of	much
a minimum of	at least
a number of	some
above	**Don't** use when referring to a part of the issuance. Cite the paragraph number instead.
abrogate	abolish, cancel
accelerate	speed up, hasten
accompanied by	with
accompany	go with
accomplish	do
accorded	given
according to	**Don't** use when citing a reference. Use "pursuant to" when the action being taken is authorized or required by your reference. Use "in accordance with" if the action being taken is consistent with this particular reference, but the reference neither requires nor forbids the action. "Under" should only be used to cite the authority of an individual.

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
accordingly	so, then
accrue	increase, collect
activate	start, drive, turn on
Active Component	Capitalized.
active duty	Not capitalized. Includes active duty for training. To exclude the training, use "active duty (other than for training)."
active service	Not capitalized. Use when referring to military experience that may be credited toward promotion or retirement. Don't use "active duty."
adjacent to	next to
advantageous	helpful
affect, effect	Often used incorrectly. The verb "affect" means "to influence" and is used with an object. Don't use the word "affect" as a noun. The verb "effect" means "to bring about, accomplish, make happen." The noun "effect" means a "result" or "consequence" of an action.
affix	put, attach
afford an opportunity	allow, let
AFRICOM	**Don't** use. Approved acronym is USAFRICOM (as established in the *DoD Dictionary of Military and Associated Terms*).
after the conclusion of	after
agency	Capitalized only when part of a proper noun.
aggregate	total, sum
aircraft, vessel, and spacecraft names	Use italics for the names of aircraft, vessels, and spacecraft (e.g., "USS *Agile*," "USNS *Impeccable*"). Missiles and rocket names are in initial caps and not italicized.
Air Force and Space Force, U.S.	Although they are in the same Military Department and under the same Secretary, the Air Force and the Space Force are separate Military Services. Therefore, the term "Air Force" doesn't include the Space Force.
all of	all
ambassador	Use lowercase, except when referring to a specific person.
ameliorate	improve

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
(American) Indian	Native American
antedate	precede
antithesis	opposite, contrast
any of	any
any place	anywhere
apparent	clear, plain
appendix/appendices	Capitalize the word "Appendix" only when referring to a specific appendix by name (e.g., Appendix 1A). Use lowercase when referring to an appendix or appendices in general (e.g., "This appendix…").
appreciable	many
approximately	about, close, near
are in receipt of	received
armed forces	In lowercase, a generic term for the military forces of a nation or a group of nations.
Armed Forces of the United States; U.S. Armed Forces	Use "Military Services" for consistency throughout DoD issuances. All three terms denote collectively all components of the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard.
Armed Services	Use "Military Services."
arrived at/make/reach a decision	decided
as a basis for	for
as a matter of fact	in fact
as a means of	to
as a result of	because
as of	by
as prescribed by	pursuant to
as to whether	whether
ascertain	find out, learn
assignment	Use to refer to an order to a particular duty, organization, or station for a long or indefinite time.
assist	help, aid
at all times	always

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
at an early date	soon
at the present time	now
at the time of	during
attached hereto	attached
attains the age of ...	becomes # years old
attempt	try
augment	raise, expand, add to, extend, enlarge, increase
B	
based on the fact that	because
be cognizant of	know
before-mentioned	Avoid using this term as it's usually redundant.
below	**Don't** use when referring to a part of the issuance. Cite the paragraph number instead.
benefit	help
biannual, biennial	"Biannual," like "semiannual," means twice a year. "Biennial" means every 2 years.
bimonthly	Means every 2 months. Use "semi-monthly" (or "twice a month") to express twice monthly.
businessman or businesswoman	business executive, manager, entrepreneur, business owner
by means of	by, with
by virtue of	by, under
C	
can	Use if an action is optional/conditional.
CCDR	Correct abbreviation for "Combatant Commander."
CCMD	Correct abbreviation for "Combatant Command." The Combatant Commands are legally named "United States Central Command," "United States European Command," etc. The acronyms are: USAFRICOM, USCENTCOM, USCYBERCOM, USEUCOM, USINDOPACOM, USNORTHCOM, USSOCOM, USSOUTHCOM, USSPACECOM, USSTRATCOM, and USTRANSCOM.
cease	stop

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
CENTCOM	**Don't** use. Approved acronym is USCENTCOM (as established in the *DoD Dictionary of Military and Associated Terms*)
chairman or chairwoman	chair or chairperson
close proximity	near
COCOM	**Don't** use as an acronym for "Combatant Command." Use "CCMD." The *DoD Dictionary of Military and Associated Terms* defines COCOM as "combatant command (command authority)."
Code of Federal Regulations	Capitalized; correct abbreviation is "CFR."
cognizant of	aware of, knows, understands, comprehends
coincidentally	at the same time
Combatant Command	Correct abbreviation is "CCMD."
Combatant Command (specifying areas of responsibility)	Beginning with the 2020 Unified Command Plan, Combatant Commands are identified as having either a "physical area of responsibility" or "transregional responsibilities." Combatant Commands with physical areas of responsibility are: United States Africa Command; United States Central Command; United States European Command; United States Indo-Pacific Command; United States Northern Command; United States Southern Command; and United States Space Command. Combatant Commands with transregional responsiblities are: United States Cyber Command; United States Special Operations Command; United States Strategic Command; and United States Transportation Command.
Combatant Commander	Correct abbreviation is "CCDR."
combine	join
comes into conflict	conflicts
Commander-in-Chief	Use **only** when referring to the President of the United States.
commence	begin
compare	Use "compare to" when discussing similarities between objects that are different; use "compare with" when

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
	discussing similarities or differences between objects that are the same.
Component	*(adjective use)* Capitalized when referring to OSD and DoD Components. Lowercase when referring to components in general.
concerning	about, on
conclude	end, close
concur	Use "concur with" when concurring with a person; use "concur in" when concurring in an idea, proposal, document, or recommendation.
Congressman or Congressperson	Use "Member of Congress" or "Congressional Representative."
consummate	complete, bring about
contained in	in
contain	has
contiguous	next to
continuously, continually	Often used incorrectly. The first word means "without interruption;" the second, "intermittently at frequent intervals."
contribute	give
councilman	council member
course of time	time
crewman	crew member
criterion	standard, norm
D	
daughter or son	child, children
DD Form	See "forms" for guidance.
decision maker, decision making	Hyphenated only when used as an adjective: "decision-making abilities."
deem	consider
defense	Capitalized only when referring to a Defense Agency (See *Collective Leadership Terms* on the Website for a listing of the Defense Agencies) or when part of a proper noun.
Defense Agency	Capitalized when referring to the Defense Agencies that are DoD Components and are under the authority, direction,

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
	and control of a PSA (See *Collective Leadership Terms* on the Website for a listing of the Defense Agencies)
demonstrates	shows
depart	leave
department, Department	Use lowercase when referring to a department in general. When referring to the Department of Defense, use "DoD". When referring to a Military Department, use "Military Department." The only time "Department" may be used on its own is if you have previously (in the sentence or short paragraph) referred to the DoD or a Military Department and it is clear what "Department" you're referring to.
depict	describe, show
dependent	Avoid using this word except when required by law; e.g., use of the word "dependent" may be required to satisfy explicit statutory requirements about entitlement to benefits or privileges. Instead, use such terms as "family member," "spouse," "parent," "unmarried child," or "beneficiary."
deprivation	loss
despite the fact that	although, though
detail	Use to define a particular duty, organization, or station as temporary.
determine	decide, find
discontinue	drop, stop
disseminate	issue, circulate, send out
DoD	Department of Defense; *not* "DOD"
downward adjustment	decrease
due to the fact that	because, since, due to
during periods when	when
during such time	while
E	
echelons	levels
effect, affect	Often used incorrectly. The verb "effect" means to "bring about, accomplish, or make happen." The noun "effect" means a "result" or "consequence" of an action. The verb "affect" means "to influence" and is used with an object. Don't use the word "affect" as a noun.

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
effect an improvement	improve
e.g. and i.e.	Often used incorrectly. The abbreviation "e.g." means "for example" (describing one of many examples). The abbreviation "i.e." means "that is" (only the items mentioned apply). **Neither** of these terms can be used with "etc."
elementary	simple, basic
elicit	draw out, bring out
eliminate	cut, drop, end
elucidate	explain, clarify
e-mail	Hyphenate; don't use "email."
emphasize	stress
employ, employed	use, used
enclosed herewith	enclosed
encompass	enclose, include
encounter	meet
encourage	urge, persuade
endeavor to ascertain	find out
enlisted man or woman	enlisted member, enlistee
ensure	Use "insure" only when referring to monetary insurance. If possible, avoid use of "ensure" when assigning unmeasureable responsibilities directly to an individual (e.g., "The Director will ensure that joint task force commanders submit their reports within 30 days") as measurable success depends on the object of the action (commanders) rather than the initiator (Director). Suggest using more active verbs (oversee, direct, require, etc.).
enumerate	count, list
equitable	fair
equivalent	equal
EUCOM	**Don't** use. Approved acronym is USEUCOM (as established in the *DoD Dictionary of Military and Associated Terms*).
evident	clear
exacerbate	make worse
Executive Branch	capitalized

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
Executive Order	Capitalize when citing number (e.g., "Executive Order 12334"). Only capitalize "Executive" when the meaning's general (e.g., "those Executive orders") and you're referring to the orders issued by the President. Correct abbreviation is "E.O."
Executive Department	capitalized
Executive Secretary, OSD	Executive Secretary of the Department of Defense
exercise care	be careful
expedite	hasten, speed
F	
fabricate	construct, make, build, invent
facilitate	ease, help
failed to	didn't
father or mother	Use "either parent" or "parent."
feasible	possible, practical
Federal	Capitalized; this is a change from issuance standards before November 2020.
federally	Not capitalized
female or male	Use "person" or "individual"
finalize	complete, finish
fireman	firefighter
for the month of…	for
for the purpose of	for
for the reason that	because, since
foreman	supervisor, manager
forfeit	give up, lose
forms	Establish a form name when first referenced (e.g., DD Form 818, "DoD Issuance Coordination Response") and identify its location. For DoD forms, this is the DoD Forms Management Program Website. Include only the number (e.g., "DD Form 818") in subsequent references.
formulate	make, devise, prepare
fullest possible extent	as much as possible

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
functional Combatant Commands	Beginning with the 2020 Unified Command Plan, Combatant Commands are identified as having either physical area of responsibility or not having one. Those that don't have a physical area of responsibility are referred to as "Combatant Commands with transregional responsibilities." Currently, these are the United States Cyber Command; United States Special Operations Command; United States Strategic Command; and United States Transportation Command.
	For clarity and per Joint Staff usage, we will support use of the term "functional Combatant Command (FCC)" in DoD issuances with the following caveat: the issuance's Glossary must define the term "functional Combatant Command" for the purpose of your issuance as follows:
	A unified command with a broad continuing mission under a single commander, composed of significant assigned components of two or more Military Departments, that is established and so designated in the Unified Command Plan by the President through the Secretary of Defense with the advice and assistance of the Chairman of the Joint Chiefs of Staff as having trans-regional areas of responsibility. The Unified Command Plan designates these commands as having trans-regional areas of responsibility as they operate world-wide across geographic boundaries and provide unique capabilities to the Military Services and to unified commands with physical areas of responsibility.
fundamental	basic
furnish	give, supply, send
G	
generally	Avoid using this word unless contrasted with "specifically."
geographic Combatant Commands	Beginning with the 2020 Unified Command Plan, these Combatant Commands are identified as "Combatant Commands with a physical area of responsibility." Currently, these are the United States Africa Command; United States Central Command; United States European Command; United States Indo-Pacific Command; United States Northern Command; United States Southern Command; and United States Space Command.
	For clarity and per Joint Staff usage, we will support use of the term "geographic Combatant Command (GCC)" in DoD issuances with the following caveat: the issuance's Glossary must define the term "geographic Combatant Command" for the purpose of your issuance as follows:

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
	A unified command with a broad continuing mission under a single commander, composed of significant assigned components of two or more Military Departments, that is established and so designated in the Unified Command Plan by the President through the Secretary of Defense with the advice and assistance of the Chairman of the Joint Chiefs of Staff as having physical areas of responsibility. The Unified Command Plan designates these commands as having physical areas of responsibility as they operate in clearly delineated areas of responsibility and have a regional military focus.
give consideration to	consider
give encouragement to	encourage
Glossary	When referring to the Glossary in an issuance, always capitalize.
government	The designation "government" is capitalized only if used as a part of a proper name, as a proper name, or as a proper adjective. For example, "U.S. Government," but "government" (in general sense), "European governments." It may be used to refer to State, local, or foreign governments. If you intend to refer only to the Federal Government of the United States, use "U.S. Government" or "Federal Government."
grade and rank	Use "grade" to designate pay grade; e.g., "O-1" or "E-2." Use "rank" to refer to the order of precedence or seniority within a grade.
grandfather or grandmother	Use "grandparent" or "grandparents."
H	
has the capability to, of	can
have need for	need
have the effect of	effect
he, him, his; she, her, hers	Avoid gender-specific language; use the gender neutral "they" or "their."
held a meeting	met
henceforth	from now on
heretofore	until now, up to now

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
husband or wife	spouse
I	
identical	same
i.e. and e.g.	Often used incorrectly. The abbreviation "e.g." means "for example" (describing one of many examples). The abbreviation "i.e." means "that is" (only the items mentioned apply). **Neither** of these terms can be used with "etc."
illustrate	show
impede	block
imperative	urgent
implement	carry out
in a case in which	when, where
in a situation in which	when
in addition	also, besides, too
in an effort to	to
in case	if
in accordance with	Use "in accordance with" if the action being taken is consistent with this particular reference, but the reference neither requires nor forbids the action. Use "pursuant to" when the action being taken is authorized or required by your reference. "Under" should generally only be used to cite the authority of an individual.
in connection with	by, in, for
in coordination with / in conjunction with	The term "in coordination with" is used when the main party must consult with other parties, but those parties are not necessarily an equal voice in the process. "In conjunction with" is used when two or more parties are equally involved, and the task cannot be accomplished without mutual agreement.
in lieu of	instead of, in place of
in order that	so that
in regard to	about
in relation to	related to, for
in spite of the fact that	though, although
in the amount of	for

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
in the case of	when, where
in the course of	during, in, while
in the event of	if
in the majority of cases	usually
in the near future	soon
in view of	since, because
inception	start
incorporate	merge, join
indicate	show
initial	first
initiate	begin, start
INDOPACOM	**Don't** use. Approved acronym is USINDOPACOM (as established in the *DoD Dictionary of Military and Associated Terms*).
innate	basic, native, inborn
insure	ensure, unless referring to monetary insurance
integrate	combine
Intelligence Community	Use the term "Intelligence Community" (capitalized) only when referring specifically to the combined group of organizations enumerated in Executive Order 12333 as comprising the IC. The term "intelligence community" (lowercase) is defined in the *DoD Dictionary of Military and Associated Terms* as all departments or agencies of a government concerned with intelligence activity, either in an oversight, managerial, support, or participatory role.
inter-Service	Use only when referring to the Military Services.
is authorized and directed	will
is authorized to	may
is dependent upon	depends on
is directed	will
is entitled to	may
is responsible for selecting	selects
it is obvious that	clearly, obviously

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
it is the responsibility of...to	will
J	
journeyman	trainee, beginner
justify	prove
K	
L	
last and latest	"Last" means final; "latest" means most recent.
least and less	Use "least" when more than two persons or things have been mentioned; use "less" when only two have been mentioned.
Legislative Branch	Capitalized when referring to the U.S. Government.
lengthy	long
M	
like	Never use "like" to introduce a subject and its verb; e.g., "They wrote as (not "like") they spoke."
locate	find
magnitude	size
mailman	mail carrier
make a determination	determine
make application	apply
make every effort	try
make inquiry regarding	inquire, ask
make provisions for	provide
male or female	Use "person" or "individual."
man or woman	person, human, human being, individual
manhour	work hour, staff hour
mankind	humanity, human beings, humankind
manmade	artificial, synthetic, manufactured
manned	staffed

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
manpower	human resources, workforce, labor force, personnel
manufacture	make
Marine Corps and Navy, U.S.	Although they are in the same Military Department and under the same Secretary, the Marine Corps and the Navy are separate Military Services. Therefore, the term "Navy" doesn't include the Marine Corps.
maximize	increase
maximally	to the maximum extent possible
may	Use if an action is optional or conditional.
memorandum	plural = "memorandums"
military and naval	**Don't** use. The term "military" includes "naval."
military exercises	Always use all caps for the names of military exercises (e.g., "Operation SOUTHERN WATCH" – not "Operation Southern Watch").
Military Departments	The Department of the Army, the Department of the Navy, and the Department of the Air Force, including the Reserve Components, which include the Army and the Air National Guards of the United States.
Military Secretaries	When referring to the Secretaries of the three Military Departments and the Secretary of Homeland Security (for the U.S. Coast Guard when it isn't operating as a Service in the Navy), use "the Secretary concerned."
	When referring only to the Secretaries of the three Military Departments, use "the Secretary of the Military Department concerned," "the Secretary of each Military Department," or "the Secretaries of the Military Departments."
	Don't use "the Secretaries of the Army, the Navy, and the Air Force," or "the Secretary of the Army, the Secretary of the Navy, and the Secretary of the Air Force."
Military Service Chiefs	Use when referring to the heads of the six branches of the U.S. Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, and Space Force). Also referred to as "Service Chiefs." If you mean to delegate responsibility to the highest level of authority, you should do so to the Secretaries of the Military Departments rather than to the Service Chiefs.
Military Services	The branches of the Armed Forces of the United States, established by an act of Congress, in which persons are appointed, enlisted, or inducted for military service, and which operate and are administered within a Military or Executive Department.

Current as of April 3, 2024

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
	The Military Services are the Army, Navy, Air Force, Marine Corps, Coast Guard, and Space Force. The term "Military Services" includes the Reserve Components, which include the Army and Air National Guards of the United States.
minimal	least, lowest, smallest
minimally	at a minimum
minimize	reduce
mitigate	lessen, ease
modification	change
monitor	check, watch
mother or father	"either parent" or "parent"
must	Use if an action is mandatory.
N	
Nation	**Don't** use. Refer to the United States by name. When referring to another governmental state, use "nation."
national	Capitalized only when part of a proper noun. .
National Command Authorities	**Don't** use. Refer to the President or the Secretary of Defense.
National Guard	The State organizations, which are the Army National Guard and the Air National Guard, must be distinguished from their Federal counterparts, which are the Army National Guard of the United States and the Air National Guard of the United States.
	Taken together, the State organizations make up the "National Guard." The Federal organizations, however, cannot be taken together because the Army National Guard of the United States is a component of the Army, while the Air National Guard of the United States is a component of the Air Force. The National Guard Bureau is a joint activity of the Department of Defense.
	The National Guard, together with the Naval Militia, make up the organized, federally-recognized militia of the 50 States. When members of the National Guard enter active service, they are "called into Federal service." Once on duty, they are "in Federal service."
Navy and Marine Corps, U.S.	Although they are in the same Military Department and under the same Secretary, the Navy and the Marine Corps are separate Military Services. Therefore, the term "Navy" doesn't include the Marine Corps.
necessitate	cause, need, require

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
negligible	small, trifling
nevertheless	however, even so, but
normal, normally	Avoid using these words unless contrasted with "not normal" or "not normally."
NORTHCOM	**Don't** use. Approved acronym is USNORTHCOM (as established in the *DoD Dictionary of Military and Associated Terms*).
not infrequently	often
not later than	by, before
not often	seldom
numerous	many, most
O	
obtain	get
obviate	prevent
officer	Don't refer to a civilian official as an "officer." Refer to a civilian official as a "person," "employee," or "official."
on account of	because
on and after July 1, 1990	after June 30, 1990
on behalf of	for
on his or her own application	at their request
operation names	Use all caps for operation names (e.g., "Operation DESERT STORM")
on the occasion	when, on
originate	start
OSD	Office of the Secretary of Defense. Use acronym only. Acronym doesn't need to be established.
ought	should
over	Use "more than" when referring to a number; e.g., "There were more than (not "over") 500 people at the meeting."
owing to the fact that	since, because
P	
parameters	limits, boundaries

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
parenthetical expressions	Avoid placing phrases in parentheses when they are stronger as part of the sentence.
Part	Capitalize if referring to a specific part in the Code of Federal Regulations or another reference.
participate in	take part
party	Avoid using when referring to a person.
per	Don't use this word for the English article "a." Avoid the Latin terms "per annum" and "per day." Instead, use "a year" and "a day." Don't use this word for "in accordance with" or "pursuant to."
percentum	percent
perform	do
permit	let, allow
person	If referring to a member of a Military Service, use "Service member," "member," "officer," or "enlisted member." If not a member of a Military Service, refer to them as a "person."
pertaining to	about, of, on
Planning, Programming, Budgeting and Execution	Capitalize if you're referring to the specific DoD process established in DoDD 7045.14. If you're simply referring to the acts of planning, programming, budgeting, etc., it's lowercase.
policeman	police officer
portion	part
possess	have
practicable	possible, workable
practically	Vary this overused word with "virtually," "almost," and "nearly."
preclude	prevent
predicated	based
predominant	dominant, main, chief
preeminent	chief, outstanding, foremost, first
prepared	ready
prevail upon	persuade
prevalent	widespread
preventative	preventive

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
previous	past
previously, previous to, prior to	before
Principal Staff Assistant	Capitalized.
probability	chance, likelihood
process of preparation	being prepared
promulgate	issue, publish
prototype	first or original, model
provided, provided that, providing	if
provides guidance for	guides
provisions of	Avoid using this term as it's usually redundant.
public law	Capitalize when citing section and number (e.g., "Section 456 of Public Law 98-176"). Use lowercase when the meaning is general (e.g., "those public laws"). Correct abbreviation is "PL".
purchase	buy
pursuant to	Use "pursuant to" when the action being taken is authorized or required by your reference. Use "in accordance with" if the action being taken is consistent with this particular reference, but the reference neither requires nor forbids the action. "Under" should generally only be used to cite the authority of an individual.
Q	
R	
reason is because, reason is that	because
recipient of	gets, got
reflect	show
Reserve Components	Capitalized.
retain	keep
retirement pay	retired pay

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
rudiments	first steps, basics
<u>S</u>	
SD Form	See "forms" for guidance.
Section	When referring to a specific section from United States Code, the Code of Federal Regulations, or an issuance, capitalize. If referring to the current section of an issuance, lowercase (e.g., "Follow the procedures in this section.")
Service	Used as an adjective when referring to the Military Services (e.g., "Service member" or "Service-level"). When used as a noun, use "Military Service(s)."
Service Chiefs	Use when referring to the heads of the six branches of the U.S. Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, and Space Force). Also referred to as "Military Service Chiefs." If you mean to delegate responsibility to the highest level of authority, you should do so to the Secretaries of the Military Departments rather than to the Service Chiefs.
shall	Must, will; or use the applicable active verb only (e.g., "The DoD Component heads approve nominations").
ship names	See aircraft, vessel, and spacecraft names.
should	Action is required unless justifiable reason exists for not doing so.
so as to	to
SOCOM	**Don't** use. Approved acronym is USSOCOM (as established in the *DoD Dictionary of Military and Associated Terms*).
solicit	ask for
some of	some
son or daughter	child, children
SOUTHCOM	**Don't** use. Approved acronym is USSOUTHCOM (as established in the *DoD Dictionary of Military and Associated Terms*).
SPACECOM	**Don't** use. Approved acronym is USSPACECOM (as established in the *DoD Dictionary of Military and Associated Terms*).

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
Space Force and Air Force, U.S.	Although they are in the same Military Department and under the same Secretary, the Air Force and the Space Force are separate Military Services. Therefore, the term "Air Force" doesn't include the Space Force.
specified (as in mentioned or listed)	named
Specified Command	**Don't** use. Use "Combatant Command" or name the specific command.
spokesman	spokesperson
State	Capitalize when referring to one or more of the United States or State governments.
STRATCOM	**Don't** use. Approved acronym is USSTRATCOM (as established in the *DoD Dictionary of Military and Associated Terms*).
subsequent	later, after, next
subsequent to, subsequently	next, later, following, then, after
successfully completes or passes	completes or passes
T	
terminate	end
terrible disaster	disaster
terms to avoid	Avoid using pairs of words having the same effect, such as those below. Instead, use the broader or narrower term, as the meaning requires. "above and beyond" "any and all" "authorized and directed" "authorized and empowered" "by and with" (except for Senate confirmation cases) "desire and require" "each and all" "each and every" "final and conclusive" "full and complete" "full and adequate" "full force and effect" "means and includes" "necessary or desirable" "null and void" "order and direct" "over and above" "sole and exclusive"

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
	"terms and conditions" "type and kind" "unless and until"
that and which (to begin restrictive and nonrestrictive clauses)	"That" introduces a restrictive clause; "which" introduces a nonrestrictive clause. A test of whether a clause is one or the other is to omit it. If the omission changes the meaning, results in a statement that doesn't make sense, or is incomplete, the clause is restrictive. If the clause can be omitted without changing the meaning, it's nonrestrictive. A restrictive clause isn't set off by commas; e.g., "The fish that I caught is a pike." A nonrestrictive clause may be set off by commas; e.g., "The talks, which ended Monday, concerned export equipment."
the following	this, these
the question as to whether	whether
there is no doubt that	doubtless, no doubt
this date	today
thus	So
Title	Capitalize if referring to a specific title in United States Code or the Code of Federal Regulations.
to the extent that	as far as
transcend	go beyond
transgender	Use as an adjective (e.g., a transgender person), **not** a noun. See Paragraph 1.25. for additional guidance.
TRANSCOM	**Don't** use. Approved acronym is USTRANSCOM (as established in the *DoD Dictionary of Military and Associated Terms*).
transmit	send
transpire	happen, occur
tribal	Lowercase.
<u>U</u>	
under	"Under" should only be used to cite the individual's authority. When citing a document as your authority (reference), use "pursuant to" when the action being taken is authorized or required by your reference. Use "in accordance with" if the action being taken is consistent with this particular reference, but it neither requires nor forbids the action.

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
unified command	**Don't** use. Use "Combatant Command" or name the specific command.
uniformed services	Not capitalized. The uniformed services are the Army, Navy, Air Force, Marine Corps, Coast Guard, and Space Force; the Commissioned Corps of the U.S. Public Health Service, Department of Health and Human Services; and the Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA). Proposed issuances that apply to the Commissioned Corps of Department of Health and Human Services and NOAA must be coordinated with those organizations.
uniformed Service member	If intended to refer to a member of the Army, Navy, Air Force, Marine Corps, U.S. Coast Guard, or Space Force, recommend you **not** use this term as it will cause confusion with the term "uniformed services," which, as defined in the *DoD Dictionary of Military and Associated Terms*, applies to the U.S. Public Health Services and National Oceanic and Atmospheric Administration as well as the Military Services. Suggest using "Service member in uniform;" if you must use the term "uniformed Service member," it must be clearly defined in your Glossary as **not** including USPHS or NOAA members.
United States, U.S.	Use the abbreviation only as an adjective; spell the term out when used as a noun. Abbreviation doesn't need to be defined upon first use or included in the Glossary. When the definition exceeds the 50 states and the District of Columbia, use "the United States, its territories and possessions, and all waters and airspace subject to its territorial jurisdiction."
United States Armed Forces	See also "Armed Forces of the United States" for additional guidance. Preferred term for DoD issuances is "Military Services."
United States Code	Capitalized; correct abbreviation is "U.S.C."
until such time as	until
upon	on
U.S. Government	Capitalized; used to refer to the Federal Government of the United States.
USAFRICOM	United States Africa Command
USCENTCOM	United States Central Command
USCYBERCOM	United States Cyber Command
USEUCOM	United States European Command

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
USINDOPACOM	United States Indo-Pacific Command
USNORTHCOM	United States Northern Command
USSOUTHCOM	United States Southern Command
USSOCOM	United States Special Operations Command
USSPACECOM	United States Space Command
USSTRATCOM	United States Strategic Command
USTRANSCOM	United States Transportation Command
utilize, utilization	use
V	
validate	confirm
value	cost, worth
verbatim	word for word, exact
viable	workable
W	
website, Website	When referring to a website in general, it will be lowercase. When referring to a website by name (e.g., "DoD Issuances Website"), it must be capitalized.
whenever	when
whereas	since, while

Table 3. Preferred Usage and Capitalization in DoD Issuances, Continued

Term	Preferred Usage or Comment
whereby	by which
wherein	in which, where
whether or not	whether, if
which (to begin a nonrestrictive clause)	"Which" introduces a nonrestrictive clause. A test of whether a clause is nonrestrictive is to omit it. If the clause can be omitted without changing the meaning, it's nonrestrictive. A nonrestrictive clause may be set off by commas; e.g., "The talks, which ended Monday, concerned export equipment."
widow or widower	surviving spouse
wife or husband	spouse
will	Use if an action is required or will be required in the future.
with a view to	to, for

Term	Preferred Usage or Comment
with reference to	on, about
with regard to	on, about
with respect to	on, about
with the exception of	except for
with the purpose of	to
workman	worker
workman's compensation	worker's compensation
<u>X</u>	
X-ray, x-ray	When used as a noun (e.g., "Include copies of the X-rays in the medical report"), uppercase. Lowercase when used as verb (e.g., "DoD personnel will x-ray the shipment before releasing for delivery."
Y	
Z	

HYPHENATED MODIFIERS

Table 4. List of Hyphenated Modifiers Used in DoD Issuances

built-in	high-level	retail-level
	high-speed	record-keeping
cargo-handling	in-depth	roll-on, roll-off
case-by-case	intelligence-related	
combat-ready		security-related
common-use	joint-interest	self-propelled
computer-based	joint-Service	self-sustaining
container-handling		Service-unique
cost-effective	land-based	shipboard-installed
cross-country	large-scale	short-term
	life-cycle *(when used as an adjective)*	single-Service
day-to-day	live-in	single-source
decision-making	long-distance	single-user
DoD-appropriated	long-haul	stand-alone
DoD-associated	long-range	State-owned
DoD-established	long-term	
DoD-incurred		tax-exempt
DoD-wide	military-controlled	technology-sharing
double-spaced	minimum-essential	theatre-specific
		time-phased
energy-related	off-base	two-person
exclusive-use	off-campus	
	off-duty	well-informed
first-class	off-the-shelf	work-sharing
first-rate	on-board	
flag-raising	one-time	
full-scale		
full-time	part-time	
general-purpose	personnel-intensive	
government-controlled	point-to-point	
government-owned	post-development	

SECTION 2: FORMATTING

STYLE PALETTE AND FONT

2.1.   DoD Issuances Template.

Always start from the beginning and use a template downloaded from the Website for both new and reissued issuances. **Don't** take an existing version you have and try to modify it to look like the current template. For how-to guidance on using Microsoft (MS) Word features in the current standards and template, go to the *Guide to Using Word Features in DoD Issuances* on the Website.

2.2.   Auto Formatting.

Don't use the MS Word AutoFormat function; it's not compatible with the issuance template. This is an automatic MS Word function, and you must turn it off before beginning work on your document. To do so, refer to *How Do I Shut Off MS Word Auto Formatting?* on the Website.

2.3.   Style Palette.

Instead of directly applying formatting to text, use the Style presets in the template. Don't use manual tabs or multiple hard returns. Spacing, indentation, and color are already included in the Style palette. Each style is numbered and named based on where it should be used in the document (e.g., "02_1.1. Heading" is used for a main paragraph heading, "03_1.1. Text" is used for text in a main paragraph that isn't a heading). See Figure 3 for images of DoD issuance styles.

Figure 3. DoD Issuance Style Set

ISSUANCE TYPE (TIMES NEW ROMAN (TNR); 20PT; SMALL CAPS; CENTERED; 12PT SPACING AFTER/BELOW)

ISSUANCE TITLE (TNR; 20PT; SMALL CAPS; CENTERED)

Cover Heading (TNR; 12pt; bold; left-aligned; tab stop 2")

Cover Text (TNR; 12pt; left-aligned; hanging indent 2"; 3pt spacing after/below)

Purpose Heading (TNR; 12pt; bold; left-aligned; 6pt spacing after/below)

Purpose Main Paragraph (TNR; 12pt; left-aligned; 6pt spacing after/below)

- Purpose Bullets (TNR; 12pt; bullet left-aligned; first line text at .25"; 6pt spacing after/below)
    - Purpose Sub-Bullets (TNR; 12pt; bullet indentation at .25"; first line text at .5"; 6pt spacing below/after)

TABLE OF CONTENTS TITLE (TNR; 16PT; BOLD; SMALL CAPS; CENTERED; BLUE ACCENT 1, DARKER 25%; 12PT SPACING AFTER/BELOW)

TOC TABLES/FIGURES HEADING TEXT (TNR; 12PT; SMALL CAPS; LEFT-ALIGNED; BLUE ACCENT 1, DARKER 25%; 6PT SPACING AFTER/BELOW)

SECTION TITLE (TNR; 16PT; BOLD; SMALL CAPS; CENTERED; BLUE ACCENT 1, DARKER 25%; OUTLINE LEVEL 1; LINKED TO TABLE OF CONTENTS; 12PT SPACING AFTER/BELOW; NOTE: ALSO USE FOR APPENDIX TITLES)

1.1. HEADING (TNR; 12PT; BOLD; ALL CAPS; LEFT-ALIGNED; BLUE ACCENT 1, DARKER 25%; OUTLINE LEVEL 2; LINKED TO TABLE OF CONTENTS; 24PT SPACING BEFORE/ABOVE; 12PT SPACING AFTER/BELOW)

1.1. Text (TNR; 12pt; left-aligned; 24pt spacing before/above; 12pt spacing after/below)

a. Heading (TNR; 12pt; bold; left-aligned; .25" indent; blue accent 1, darker 25%; outline level 3; linked to table of contents; 12pt spacing after/below)

a. Text (TNR; 12pt; left-aligned; .25" indent; 12pt spacing after/below)

Figure 3. DoD Issuance Style Set, Continued

(1) Heading (TNR; 12pt; left-aligned; 5" indent; blue accent 1, darker 25%; outline level 4; linked to table of contents; 12 pt spacing after/below)

(1) Text (TNR; 12pt; left-aligned; .5" indent; 12 pt spacing after/below)

(a) Heading (TNR; 12pt; left-aligned; .75" indent; blue accent 1, darker 25%; 12 pt spacing after/below)

(a) Text (TNR; 12pt; left-aligned; .75" indent; 12 pt spacing after/below)

1. Underlined number (TNR; 12pt; left-aligned; 1" indent; NOTE: Must manually underline the number; 12 pt spacing after/below)

a. Underlined letter (TNR; 12pt; left-aligned; 1.25" indent; NOTE: Must manually underline the letter; 12 pt spacing after/below)

definition term (TNR; 12pt; bold; left-aligned; 12pt spacing after/below)

definition text (TNR; 12pt; left-aligned; 12pt spacing after/below)

Table/Figure Title (TNR; 12pt; bold; centered; blue accent 1, darker 25%; 6pt spacing after/below)

Page Header (TNR; 12pt; italics; right-aligned)

Page Footer (TNR; 12pt; small caps; left-aligned)

Change text – addition (red italic)

~~Change text – deletion~~ (red strikethrough)

Reference Group (TNR; 12pt; centered; blue accent 1, darker 25%; 12pt spacing before/above; 12pt spacing after/below)

References (TNR; 12pt; left-aligned; .25" hanging indent; 3pt space after/below)

2.4.   Bold.

Use **bolding** sparingly for emphasis, not underlining, italics, or color. Overuse of bolding will actually reduce the effectiveness of your emphasis, so only choose one or two words to emphasize. There is no preset style for bold text. Use the font feature.

2.5. **Italics.**

Use *italics* when using foreign (e.g., Latin) terms or when citing legal cases. There is no preset style for italic text. Use the font feature.

2.6. **Hyperlinks.**

You may refer to website uniform resource locators (URLs), but don't use hyperlinks.

TABLE OF CONTENTS (TOC)

2.7. **TOC Structure and Requirements.**

The TOC provides a sequential list of the issuance structure with each section's number, title, and starting page location. The TOC is distinct from the rest of the issuance's content. TOC is mandatory for all issuances; if you feel it is unnecessary, talk to your compliance analyst about waiving the requirement.

If your issuance has figures or tables other than those in the template's Glossary, you must have Tables and Figures sections in your TOC.

2.8. **TOC Creation and Update.**

The TOC is generated automatically from heading styles in the body of the issuance. Titles and headings appear exactly as they are in the issuance each time you update the TOC. **Don't manually change the** text in the TOC itself. Instead, adjust the appropriate text in the body of the issuance and update your TOC. If you have Tables and Figures sections in your TOC, they must be updated separately.

2.9. **TOC Paragraph Levels.**

Section titles and 1.1. level paragraph titles, when used, are the only mandatory levels needed in the TOC. However, the template's default Style set, as shown in Figure 3, creates links to the TOC for paragraph headings down to the "a" paragraph level. These styles also appear in the Navigation pane.

2.10. Acronyms.

Acronyms are not established in the TOC; they only appear to be if the acronym is being established in the paragraph header the TOC is pulling from. See Section 7 for more information.

PARAGRAPH FORMATTING

These paragraph formatting requirements **do not** apply to DTMs (see Section 9, Figure 37 for DTM guidance).

2.11. Section and Paragraph Numbering.

All issuance text should be part of a paragraph number.

- If a section has multiple main paragraphs at the 1.1. level, number it as shown in Figure 4.

- If a section has main paragraphs with no headers, it must be formatted as illustrated in Figure 5.

- If a section has only one main paragraph, it must be formatted as illustrated in Figure 6. **Exception:** If the only paragraph in Section 1 is "Applicability", that header will be included using the 1.1. Heading style, but it will not be numbered.

- If a section has only main paragraphs (i.e., there are no subparagraphs in the section), it must be numbered as shown in Figure 7.

2.12. Paragraph Line Spacing.

If you use a heading, insert a hard return afterward and insert your text on the next line.

Figure 4. Section and Paragraph Number Formatting

SECTION 3: PARAGRAPH NUMBERING AND FORMATTING

3.1. PARAGRAPH TITLE.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Paragraph level 1.1. text appears after one hard return below the heading. Don't use style separators.

   a. Heading.

Lorem ipsum dolor sit amet. This is what paragraph level "a" looks like if it has a heading.

   b. Heading.

     (1) Lorem ipsum dolor sit amet. This is what paragraph level "(1)" looks like if it does not have a heading.

       (a) Lorem ipsum dolor sit amet.

       (b)

        <u>1</u>. Lorem ipsum dolor sit amet. You must manually add the underline at this level. Don't use headers at this level.

        <u>2</u>.

         <u>a</u>. Lorem ipsum dolor sit amet. You must manually add the underline at this level. Don't use headers at this level.

         <u>b</u>. Don't create subparagraphs below this level. If you have material subordinate to this level, reorganize the material at a higher level.

     (2) Because Paragraph 3.1.b.(1) has no heading, this paragraph has none.

3.2. PARAGRAPH TITLE.

   a. Lorem ipsum dolor sit amet. This is what paragraph level "a" looks like if it does not have a heading.

   b.

     (1) Heading.

    Lorem ipsum dolor sit amet, consectetur adipiscing elit. Insert text here after one blank below the heading. This is what paragraph level "(1)" looks like if it does have a heading.

     (2) Heading.

Figure 5. Format for Section with Main Paragraphs Without Headers

---

SECTION 3: PARAGRAPH NUMBERING AND FORMATTING

3.1. Lorem ipsum dolor sit amet…If paragraph headings aren't used, simply number the paragraph and insert the text. Apply the "1.1. Text" style. This heading style won't appear in the TOC.

3.2. Lorem ipsum dolor sit amet…

    a. **Heading.** Header use is optional, but must be consistent at the same level.

       (1)

          (a)

            1. Manually add the underline at this level and the next. **Don't** use headers at this level.

               a. **Don't** create paragraphs below this level. **Don't** use headers at this level.

Figure 6. Format for Section with One Main Paragraph

SECTION 3: PARAGRAPH NUMBERING AND FORMATTING

Lorem ipsum dolor sit amet…. If you only have one main paragraph, don't number the paragraph. Don't use a paragraph heading. See Paragraph 2.11 for the **exception**.

    a. **Heading.** Header use is optional, but must be consistent at the same level.

       (1)

          (a)

            1. Manually add the underline at this level and the next. **Don't** use headers at this level.

               a. **Don't** create paragraphs below this level. **Don't** use headers at this level.

Figure 7. Format for Section with Main Paragraphs Only

SECTION 3: PARAGRAPH NUMBERING AND FORMATTING

3.1. PARAGRAPH TITLE. Number the paragraph. Use of paragraph headings is optional, but must be consistent (e.g., if Paragraph 3.1. has a heading, then following paragraphs must, as well.)

3.2. PARAGRAPH TITLE.

OR

3.1. Lorem ipsum dolor sit amet…If paragraph headings aren't used, simply number the paragraph and insert the text. Apply the "1.1. Text" style. This heading style won't appear in the TOC.

3.2. Lorem ipsum dolor sit amet…

2.13.   Subparagraphs.

To have a subparagraph at a particular level (e.g., Paragraph 1.1.a.) you must have additional paragraphs at that level (e.g., Paragraph 1.1.b.). Don't create subparagraphs below the "a" level. If you have material subordinate to that level, reorganize the material at a higher level.

2.14.   Headings.

Be consistent with headings. For example, if you have a heading at the 1.1.a. level, all paragraphs at that level under Paragraph 1.1. must have a heading too. Do not add headings at the 1 or a paragraph level.

2.15.   Mailing Addresses.

Mailing addresses are the exception to the rule for paragraph numbering and indentation; they may stand alone outside of a figure or table after an introductory paragraph. The left margin of the address block will be aligned with the first line of the paragraph (e.g., if the paragraph is indented .25", the left margin of the address block will be .25"). The address must come at the end of the paragraph.

TABLES AND FIGURES

2.16.   When to Use Tables and Figures.

If you want to insert text in a non-standard format, insert the text in a figure or table. The only exception is when providing a mailing address (See Paragraph 2.15. for more information). Don't use tables or figures on Page 1 or in the TOC. Tables and figures are subject to Section 508 requirements. See https://dodcio.defense.gov/DoDSection508.aspx for Section 508 guidance.

2.17.   Tables.

Use a table to present information that is best communicated in tabular rather than paragraph form (i.e., arranged systematically by columns or rows).

2.18.   Figures.

Use a figure to present information that is best communicated as either an illustration (e.g., flowchart, image, or drawing) or a textual depiction (e.g., sample template for a memo). Due to file size restrictions, avoid using photos.

2.19.   Formatting.

Center the table or figure on the page. Place the table or figure on the same page or as close to the text it supports as possible. Don't place the table or figure in the middle of a paragraph or subparagraph.

2.20.   Font.

Text inside a table or figure may not be smaller than 9-point font size. If using color in a table or figure, the table or figure must still be legible when printed in black-and-white hard copy.

2.21.   Acronyms.

Acronyms may be used in tables and figures. If the acronym only appears in the table or figure, it must be established there, either using a key in the table or figure itself or as described in Paragraphs 7.5 and 7.6. If the acronym is used in the issuance outside the table or figure, it doesn't have to be reestablished, although you may want to do so for clarity in case the graphic is copied for use outside the issuance.

2.22.   Captions.

Use the "Caption" function of MS Word to label tables and figures and indicate that the caption should appear above the table or figure. Apply the "12_Table/Figure Title" Style to title. Table and figure numbering and titles in the TOC are generated through these captions each time you update the TOC. See the *Guide to Using Word Features in DoD Issuances* on the Website for additional guidance.

2.23.   Multi-page Tables and Figures.

If the table or figure carries over to the next page, repeat the identifier at the top of the page, followed by a comma and the word "Continued." The "Continued" caption should not be in the TOC. See Table 7 for an example of a table breaking across a page. Refer to *How Do I Create Multi-page Tables or Figures?* on the Website for more information.

2.24.   Forms.

Don't include existing or proposed forms as figures or tables in DoD issuances; subsequent updates of the forms will make the issuance obsolete. However, you may include a figure providing a sample of how a form should

be completed. You must make it clear that the content is a sample and the form must be filled out with non-personally identifiable information.

ISSUANCE SECTIONS AND LAYOUT

2.25.   Template Sections.

Sections 1 and 2 and the Glossary and Reference sections are all mandatory. Section 1 will always be General Issuance Information. Section 2 will always be Responsibilities. Sections 3 and 4 are provided in the template for your convenience but can be deleted if they aren't needed.

2.26.   Additional Sections.

The order of procedures (excluding DoDDs because they don't have procedures) or other additional sections depends on the issuance's content and complexity. Procedures may be structured in step-by-step sequence, by subject matter with related requirements, by situation and response, or on a combination of these and other factors.

2.27.   Organizing Sections.

When the procedures are extensive and involve two or more distinct categories of content, separate them into two or more sections. A section should be specific enough that a reader understands the content of the section based on the title alone. For example, a section titled "Procedures" may be too broad if that one section has 40 pages of information with five distinct topics. Instead, consider breaking up that section into multiple sections with more specific titles, e.g., "Formatting an Issuance," "Purpose Statements."

2.28.   Appendices.

Use an appendix or appendices to publish information that adds to, or supplements, a section. Refer to appendices in the text of the sections they support. Appendices must immediately follow the section they support. List them in the order they are mentioned in text. Identify appendices by the number of the section they follow and a capitalized letter listed in alphabetical order (e.g., A, B, C). Appendix lettering restarts for each section, so you may have Appendices 1A, 1B, 2A, 2B, and 3A. Figure 8 is a sample of how an appendix should look.

Figure 8. Appendix Sample

DoDI 1234.56, Publication Month Day, Year

APPENDIX 3A: PROCEDURES SUPPLEMENT

3A.1. PARAGRAPH TITLE.

> Refer to Figures 4 through 7 for info on paragraph formatting variations.

    a. Heading.

This is what paragraph level "a" looks like if it has a heading. These headings may be added to the table of contents, but they are not required. If one level "a" paragraph has a heading, all on this level must have a heading. a. This is what paragraph level "a" looks like if it does not have a heading.

    b. Heading.

        (1) Heading.

This is what paragraph level "(1)" looks like if it has a heading. If one level "(1)" paragraph has a heading, all on this level must have a heading.

        (1) This is what paragraph level "(1)" looks like if it does not have a heading.

        (2)

            (a)

            (b)

                <u>1</u>. You must manually add the underline at this level.

                    <u>a</u>. You must manually add the underline at this level. Do not subordinate paragraphs beyond this level.

                    <u>b</u>.

                <u>2</u>.

    c. Heading.

3A.2. PARAGRAPH TITLE.

3A.3. PARAGRAPH TITLE.

APPENDIX 3A: PROCEDURES SUPPLEMENT   5

2.29. **Using MS Word Section Breaks.**

Use MS Word section breaks for separating different sections or appendices of an issuance. The template provides MS Word sections for the mandatory parts of the issuance (Page 1, the TOC, Section 1: General Issuance Information, Section 2: Responsibilities, the Glossary, and the Reference section), as well as Sections 3 and 4 with filler text. If you don't need a preset section, delete the applicable section, and adjust any footers as necessary. If more sections are required, add new MS Word sections by selecting Page Layout → Breaks → Section Breaks → Next Page.

2.30. **Headers.**

All pages but Page 1 will have a visible header. Use the headers preset in the template. Don't change the formatting of the header. Select the issuance type (e.g., DoDD, DoDI, or DoDM) as applicable from the dropdown menu, and enter the issuance number. If the issuance is one volume in a multi-volume issuance, add "[comma] Volume #" after the issuance number (e.g., DoDI 1234.56, Volume 1). If the issuance isn't a change, remove the second line "(if a change…)" entirely from the header.

2.31. **Footers.**

All pages but Page 1 will have a footer; they are preset in the template for all mandatory sections. Don't change the formatting. Starting at Section 3, add the section number and title to the footer. The title must match the title provided at the beginning of the section. Type the footer text in title case (i.e., With the Beginning of Each Principle Word Capitalized). To add new sections with different footers, insert MS Word section breaks.

2.32. **Footnotes and Endnotes.**

Don't use endnotes or the word "NOTE" in DoD issuances. Use footnotes only in tables or figures as necessary or in the Reference section to direct the reader to publications not readily found on an official government website using an internet search engine. See Paragraph 8.3. for more guidance on using footnotes in the Reference section.

SECTION 3: COVER PAGE GUIDANCE

3.1.   Requirements.

The cover page provides broad information about the issuance instead of the subject matter. It always includes the DoD seal, general information about the issuance, and its purpose. The information on Page 1 of your issuance is required, but delete any lines that don't apply to your issuance (e.g., the change date line for a new issuance). See Figure 9 for a sample issuance cover page; Paragraphs 3.2. through 3.17. correspond with the numbers in Figure 9.

Figure 9. Sample Cover Page

3.2.

3.3. 3.4.
Choose an item. ####.##

3.5.
TITLE

3.6. _____

3.7. **Originating Component:**   Choose an item.

3.8. **Effective:**   Month Day, Year
3.9. *Change # Effective:*   *Month Day, Year*

3.10. **Releasability:**   Choose an item.

3.11. **Reissues and Cancels:**   Choose an item. ####.##, "Title," Publication Date
3.12. **Incorporates and Cancels:** Document type, number, "Title," Publication Date
3.13. **Cancels:**   Document type, number, "Title," Publication Date

3.14. **Approved by:**   Name, Title
3.15. *Change # Approved by:*   *Name, Title*

3.16. _____

3.17. **Purpose:** This issuance…

3.2.   DoD Seal.

Required. The DoD seal is centered at the top of the page. It is provided in the template. Don't remove or modify.

3.3.   Issuance Type.

Required. The issuance types are supplied in the template in a drop down menu. Select from the menu as appropriate for the issuance. Review *DoD Issuances Defined* on the Website for more guidance.

3.4.   Issuance Number.

Required. Include the issuance number, as appropriate. For issuances separated into volumes, the issuance number will be followed by "[comma] Volume [#]" (e.g., DoD Instruction 1234.56, Volume 1). Review *DoD Issuance Numbering System* on the Website for guidance on assigning a number to your new issuance. WHS/DD will check and confirm your choice during precoordination review. See Paragraph 4.8. for issuances that designate DoD Executive Agents (EAs).

3.5.   Issuance Title.

Required. Include the title based on the issuance's subject. Be specific about the topic of your issuance, but not overly so; if possible, the title shouldn't exceed two lines. **Don't:**

- Establish acronyms in your title.

- Use the same title for more than one issuance. For issuances separated into volumes, list the issuance title, followed by a colon and the volume-specific title (i.e., [Instruction/Manual] Title: Volume-Specific Title).

3.6.   Double Separating Line.

Required. A double line separates the DoD seal and issuance type, number, and title from the remainder of the Page 1 information. Don't remove or modify the line.

3.7.   Originating Component.

Required. The originating OSD Component list is in the template in a drop down menu. Select your Component from the menu.

3.8.   Effective Date.

Required. WHS/DD enters the date the issuance becomes effective during publication preparation. Typically, the issuance is effective when it is published to the Website. Don't remove the line.

3.9.   Change # Date.

Only required if the action is a change. If the issuance is being changed, don't remove the line. Insert the appropriate number for the change. If the issuance is being changed for the first time since it was published, adjust "#" to "1." WHS/DD enters the date the change becomes effective during publication preparation. Typically, the issuance is effective when it is published to the Website. If the issuance isn't a change, then remove the line completely.

3.10.   Releasability.

Required. Standard releasability statements are in the template in drop down menus. Select from the menu as appropriate for the issuance. See

Figure 10 for the standard issuance releasability statements. For guidance on determining releasability, go to DoDD 5230.9, DoDI 5230.29, and Secretary of Defense MESSAGE: INFORMATION SECURITY/WEBSITE ALERT.

Figure 10. Standard Releasability Statements

– Option 1 –
Cleared for public release. Available on the Directives Division Website at
https://www.esd.whs.mil/DD/.

– Option 2 –
Not cleared for public release. Available to users with Common Access Card authorization on
the Directives Division Website at https://www.esd.whs.mil/DD.
[As a rule, this option is used for issuances containing controlled unclassified information (CUI).]

– Option 3 –
Not cleared for public release. Available to authorized users on the SIPRNET at
https://IntelShare.intelink.sgov.gov/sites/DoD-Issuances/.

– Option 4 –
Not cleared for public release. Contact [the originating OSD Component and contact
information] for a copy. [The Component fills out the originating OSD Component and contact
information as appropriate.]

3.11.   Reissues and Cancels.

Required for issuances being reissued (if the document is a new DoD
issuance, remove the entire line). List the type, number, title, and publication
date of the current online version. Don't include this issuance in the
Reference section.

3.12.   Incorporates and Cancels.

Required for issuances incorporating and canceling other documents or parts
of documents. List the type, number, title, and publication date of the
documents being incorporated and canceled (e.g., an issuance, a
memorandum). If you're incorporating and canceling multiple documents, list
the documents alphabetically on subsequent lines. Only one "incorporates
and cancels" heading is needed.

Documents being incorporated and canceled must not be cited in the
issuance or included in the Reference section. If multiple documents cause
your Page 1 info to roll over to the second page, state "See Paragraph 1.#."
and list the documents after the Policy paragraph of Section 1, titling the
paragraph appropriately.

3.13.   Cancels.

Required for issuances canceling other documents or parts of documents.
List the type, number, title, and publication date of the documents being
canceled (e.g., an issuance, a memorandum) in the applicable areas provided

in the template. If you're canceling multiple documents, list the documents alphabetically on subsequent lines. Only one "cancels" heading is needed.

Don't include any documents already listed in Paragraphs 3.11. or 3.12. If a multi-volume issuance is replacing a single DoDI, DoDM, or DoD publication, only Volume 1 of the new issuance will contain the cancellation line.

Don't include documents being canceled in the Reference section. If multiple documents cause your Page 1 info to roll over to the second page, state "See Paragraph 1.#." and list the documents after the Policy paragraph of Section 1, titling the paragraph appropriately.

3.14. Approved By.

Required. Include the name and title of the individual approving the issuance. Your action memo will include an approval line, which will indicate the signature authority's approval of the issuance; however, they won't sign the issuance itself. Go to the *List of Signature Authorities* on the Website for more information.

DoDDs are approved by the Secretary or Deputy Secretary of Defense. Chartering directives are approved pursuant to DoDI 5025.01.

DoDIs are approved by the originating PSA.

DoDMs may be approved by the originating PSA, their Deputy, or a Presidentially appointed, Senate-confirmed official whose chartering DoDD delegates them the authority to establish guidance through DoD issuances.

AIs are approved by the Performance Improvement Officer/Director of Administration and Management or the Director, WHS.

3.15. Change # Approved By.

Only required if a change. If the issuance is being changed, insert the name and title of the individual approving the change. Your signature authority will approve the change on the action memo's approval line; they won't sign the issuance itself. Unless a waiver has been granted in coordination with WHS/DD, change approval authority is same as identified in Paragraph 3.14.

3.16. Single Separating Line.

Required. A single line separates the information mentioned in Paragraphs 3.7. through 3.15. from the purpose. Don't remove or modify the line.

3.17.   Purpose.

Required. See Section 4 for details and examples on writing a purpose statement.

3.18.   Blank Lines.

One blank line follows the DoD seal; the issuance type and number line; the title line; the double separating line; the originating OSD Component line; the date group (i.e., either the effective or change date line); the releasability line; the reissues, incorporates, and cancels group (i.e., the cancels line), the signed by line; and the single separating line.

3.19.   Cancelling Multiple Documents.

If your issuance is cancelling (or incorporating and cancelling) so many documents that noting them all on the first page is awkward, they should be placed in a paragraph after the Policy paragraph. See Figure 11 for an example.

Figure 11. Cancelling Multiple Documents

DoD INSTRUCTION 1234.56

EXAMPLE OF CANCELLING MULTIPLE DOCUMENTS

Originating Component:	Office of the Chief Management Officer of the Department of Defense
Effective:	Month Day, Year
Releasability:	Cleared for public release. Available on the Directives Division Website at https://www.esd.whs.mil/DD/.
Reissues and Cancels:	DoD Instruction 1234.56, "Example of Cancelling Multiple Documents," January 1, 2005
Cancels:	See Paragraph 1.3.
Approved by:	Lisa Hershman, Chief Management Officer of the Department of Defense

Purpose: This issuance provides an example how to format an issuance that cancels multiple issuances.

Figure 11. Cancelling Multiple Documents, Continued

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the "DoD Components").

1.2. POLICY.

    a. The Policy statement will remain Paragraph 1.2.

    b. The cancelled documents will follow this paragraph.

1.3. CANCELLED DOCUMENTS.

This issuance cancels the following documents:

    a. Deputy Secretary of Defense Memorandums:

        (1) "Advisory Committee Management," October 9, 2014.

        (2) "Delegations of Authority to Administer Oaths," February 27, 2013.

        (3) "Premium Class Travel Program," January 18, 2005

    b. DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2006

    c. DoD Directive 5148.11, "Assistant to the Secretary of Defense for Intelligence and Oversight (ATSD(IO))," April 24, 2013

    d. Office of Management Budget Memorandum M-05-08, "Designation of Senior Agency Officials for Privacy," February 11, 2005

SECTION 4: PURPOSE STATEMENTS

REQUIREMENTS

4.1.   General.

State concisely why the issuance is being published. The most common framework for an issuance's purpose statement is:

"In accordance with the authority in [chartering DoDD], this issuance establishes policy, assigns responsibilities, and provides procedures for [subject matter]."

4.2.   Length.

If possible, keep the purpose to half a page or less so it fits on Page 1 of the document.

4.3.   Format.

The main content of the purpose should directly follow the text supplied in the template. Any text listed as sub-points of the main purpose should be bulleted. If there are no sub-points, delete the bullets provided in the template.

4.4.   Authority.

Cite the document that gives the person approving the issuance the authority to do so. For PSAs this will, as a rule, be their chartering DoDD, which is in the 5100 series of DoDDs. DoDDs approved by the Deputy Secretary will almost always be authorized by law or Executive order. If your issuance is implementing policy established elsewhere, or if any other issuances inform its content (e.g., a DoDI requiring development of detailed procedures in your DoDM), this will be cited as "policy" or "guidance" rather than authority. In the previous example, the opening statement would read "In accordance with the authority in DoDD [chartering DoDD] and the guidance in DoDI [issuance requiring the development of the DoDM], this issuance:"

4.5.   Special Authority Requirements.

Any current special authority requirements (changes or additions to PSA chartering DoDD authorities) are listed in Addendum A to this Style Guide, available on the Website. Be sure to review this addendum when developing your issuance.

4.6.   Implementing or Establishing Policy.

The purpose section must state whether policy is being established or implemented. Be very clear which is the case, and don't use verbs such as "sets forth," "updates," "describes," etc., when discussing policy. Policy statements may differ based on the type of issuance. See Figure 12 for examples.

DoDDs establish policy.

DoDIs can establish and implement policy. If a document is **only** implementing policy, it should be a manual.

DoDMs can only implement policy, not establish it.

AIs typically only implement DoD policy for the WHS-Serviced Components, typically in the National Capital Region, although they may establish WHS-specific policy.

Issuances that implement policy must clearly state the DoDD, DoDI, or law where the policy being implemented is established.

SAMPLE PURPOSE STATEMENTS

Figure 12. Sample Policy and Non-policy Issuance Purpose Statements

For a DoDD establishing policy:
Purpose: This issuance establishes policy and assigns responsibilities for…in accordance with [applicable reference, as appropriate].

For a DoDI establishing policy, when their chartering DoDD authorizes the approving official to establish policy:
Purpose: In accordance with the authority in [chartering DoDD], this issuance establishes policy, assigns responsibilities, and provides direction for continuity plan development.

(Not establishing policy) When the chartering DoDD provides both purpose and authority for issuing the issuance.
Purpose: This issuance implements policy, assigns responsibilities, and provides direction for continuity plan development pursuant to [chartering DoDD].

(Not establishing policy) When the purpose for the issuance is derived from a source other than the chartering DoDD.
Purpose: In accordance with the authority in [chartering DoDD], this issuance implements the Defense Hotline Quality Assurance Review Program pursuant to [DoDD providing purpose] to provide oversight and maintain the integrity of DoD Hotline programs and processes.

4.7.   Groups.

Identify any committees, working groups, boards, or other entities the issuance establishes in a separate bullet.

4.8.   DoD EAs.

For DoDDs, identify any DoD EAs and their area of interest in a separate bullet and include a reference to DoDD 5101.1 (see Figure 13). When a DoD EA is designated, place an "E" at the end of the DoDD number (e.g., Page 1 and subsequent headers should read "1234.56E").

Figure 13. Purpose Statement Designating a DoD EA

For DoDDs only.
Purpose: In accordance with DoD Directive (DoDD) 5101.1, this issuance:
- Designates the Secretary of the Air Force as the DoD EA for the DoD MPE.
- Establishes the DoD Chief Information Officer (CIO) as the OSD Principal Staff Assistant (PSA) with oversight of the DoD EA for the DoD MPE.
- Assigns responsibilities and authorities to the DoD EA for MPE and the OSD PSA for oversight of the DoD EA for the DoD MPE.

4.9.   Multi-volume Issuances.

For multi-volume AIs, DoDIs, or DoDMs, the purpose consists of one basic statement pertaining to the issuance's purpose in its entirety (i.e., all the volumes) and a volume-specific statement summarizing the content of the subject volume (see Figure 14). The purpose of the overall manual or instruction must be identical in every volume; exceptions may include changes in the authoritative guidance or issuance formatting.

Figure 14. Purpose Statements for Multi-volume Issuances

For a new multi-volume issuance:
Purpose: This [instruction/manual] is composed of several volumes, each containing its own purpose. In accordance with the authority in [Principal Staff Assistant chartering DoDD and, if a manual, the Presidentially Appointed, Senate-confirmed authority chartering DoDD and the document establishing the policy (DoD issuance or law)]:
- This [instruction/manual] establishes (only if DoDI; if a manual, "implements") policy, assigns responsibilities, and provides procedures for the maintenance and disposition of DoD records. Statement applying to the entire DoD issuance; this statement must be identical in all volumes.
- This volume assigns responsibilities and provides procedures for the life-cycle management of record and non-record material within the DoD. Volume-specific statement.

4.10. Issuance Supersedes Other Material.

If your issuance is superseding material found elsewhere but it cannot incorporate or cancel that document, put this information in the final bullet of the Purpose (see Figure 15). List the document(s) being superseded in References.

Figure 15. Purpose Statement for Issuance Superseding Other Material

Purpose: In accordance with the authority in DoD Directive (DoDD) 5124.02, this issuance:
• Establishes policy, assigns responsibilities, and provides procedures for development and implementation of the DoD Education and Employment Initiative.
• May affect the responsibilities in DoD Instruction (DoDI) 1300.25 and supersedes any conflicting guidance in that issuance.

Figure 16. Purpose Statements Establishing a Board, Committee, or Other Entity

For a DoDD:
Purpose: This issuance:
• Establishes policy and assigns responsibilities for the lifecycle management of the DoD Senior Executive Service in accordance with Section 552 of Title 5, United States Code.
• Establishes the DoD Executive Advisory Board to advise the DoD on the lifecycle management of the Senior Executive Service.
• Establishes a corps of key Senior Executive Service positions that require an enterprise perspective, referred to in this directive as "enterprise positions."

When a DoDI establishes an entity:
Purpose: In accordance with the authority in [chartering DoDD] and [other authorizing DoDD as applicable], this issuance establishes the DoD Energy Policy Council to provide for the coordinated review of DoD energy policies, issues, systems, and programs.

When a DoDI updates an established entity:
Purpose: In accordance with the authority in [chartering DoDD], this issuance establishes the [established entity] to update the organization, membership, functions, and responsibilities of the Defense Advisory Committee on Women in the Services.

Figure 17. Purpose Statements for Converting DoDDs to DoDIs

When their chartering DoDD authorizes the approving official to establish policy:

Purpose: This issuance reissues the [year of the DoDD being reissued] directive as a DoD instruction in accordance with the authority in [chartering DoDD] to establish policy and assign responsibilities for the collection of information and control of the paperwork burden in accordance with [additional reference providing purpose, as applicable].

When their chartering DoDD does not authorize the approving official to establish policy:

Purpose: This issuance:

- Reissues the [year of the DoDD being reissued] directive as a DoD instruction in accordance with the guidance in DoD Instruction 5025.01 and the authority in [chartering DoDD].
- Establishes policies and assigns responsibilities for the collection of information and control of the paperwork burden in accordance with [additional reference providing purpose, as applicable].

SECTION 5: GENERAL ISSUANCE INFORMATION GUIDANCE

OVERVIEW

5.1.   General issuance information is required and is always Section 1 of an issuance. It contains the applicability, policy and, when applicable, summary of change paragraphs. Additional general information may be included in coordination with WHS/DD.

APPLICABILITY

5.2.   Required for all issuances. Use one of the standard applicability statements provided in Figure 18. If the issuance applies to organizations not listed in the standard statements or applies only under certain conditions, separate the paragraph into subparagraphs as shown in Figure 19.

If necessary, you may alter the language in the standard statements, but you must be able to justify exclusion of any standard organization.

For multi-volume issuances, each volume has its own applicability statement as shown in Figure 20.

For AIs, follow the guidance in Figure 21.

SAMPLE APPLICABILITY STATEMENTS

Figure 18. Standard Applicability Statements

Standard DoD Issuance Applicability Statement (not including AIs)

This standard applicability statement includes the Coast Guard when operating as a Service in the Navy pursuant to law. The Deputy Secretary of Defense is the head of the OSD; PSAs **aren't** considered to be included in the term "DoD Component head."

1.1. APPLICABILITY. This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the "DoD Components"). Delete the final, parenthetical remark if the term "DoD Components" isn't used in the issuance.

Figure 18. Standard Applicability Statements, Continued

Standard DoD Applicability Statement All-inclusive of the Coast Guard (not including AIs)

When the issuance applies to the Coast Guard at all times, use this standard statement that's all-inclusive of the Coast Guard. The Coast Guard must be a primary coordinator during formal coordination and responsibilities and procedures in the issuance must specify what's being required of the Coast Guard.

1.1. APPLICABILITY. This issuance applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the "DoD Components"). Delete the final, parenthetical remark if the term "DoD Components" isn't used in the issuance.

Standard AI Applicability Statement, All-inclusive (*except* for AIs produced by WHS Human Resources Division)

1.1. APPLICABILITY. This issuance applies to OSD, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Office of Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities that are serviced by Washington Headquarters Services (WHS) (referred to collectively in this issuance as the "WHS-serviced Components"). Remove any of the DoD Components that the AI does not apply to.

Standard Applicability Statement for WHS Human Resources Division AIs

1.1. APPLICABILITY. This issuance applies to OSD and those Defense Agencies, DoD Field Activities, and other components of the DoD that receive human resource services from Washington Headquarters Services (WHS), referred to collectively in this issuance as "WHS-serviced Components."

Figure 19. Statements That Qualify the Standard Applicability

When the issuance applies to organizations not listed in the standard statements:

1.1. APPLICABILITY. This issuance applies to:

    a. [Standard statement.] Place the standard statement first.

    b. The Commissioned Corps of the Public Health Service, under agreement with the Department of Health and Human Services, and the Commissioned Corps of the National Oceanic and Atmospheric Administration, under agreement with the Department of Commerce.

Figure 19. Statements That Qualify the Standard Applicability, Continued

When the issuance does not apply to certain persons in (or sub-elements of) the organizations in the standard statements:

1.1. APPLICABILITY. This issuance:

    a. Applies to [Standard statement.] Place the standard statement first.

    b. Does not apply to commissioned warrant officers and retired commissioned officers of the Military Services.

When the issuance applies only under certain circumstances:

1.1. APPLICABILITY.

    a. This issuance applies:

        (1) To [standard statement]. Place the standard statement first.

        (2) When a Service member, U.S. citizen, civilian employee of the DoD, or any other person determined by the Under Secretary of Defense for Policy to be a covered person becomes involuntarily absent as a result of a hostile action and is unaccounted for or otherwise in an undetermined status.

    b. The provisions of this issuance pertaining to boards of inquiry don't apply when a covered person becomes accounted for or is otherwise determined to be in a status other than missing (i.e., deserted, absent without leave, or dead).

Figure 20. Applicability of a Multi-volume Issuance

For multi-volume issuances, each volume's applicability, policy, and responsibilities are particular to that volume only. When the subject volume does not apply in certain circumstances:

1.1. APPLICABILITY. This volume:

    a. Applies to [standard statement and any qualifying statements that pertain to the entire issuance].

    b. Does not apply to fill actions when such actions would detract from ongoing equal opportunity programs, i.e., when fill actions would have an adverse impact on programs for persons with disabilities, for achievement of minority and gender equality, or for affirmative employment of veterans.

Figure 20. Applicability of a Multi-volume Issuance, Continued

When the subject volume does not apply to certain persons in (or sub-elements of) the organizations in the standard statement:

1.1. APPLICABILITY. This volume:

a. Applies to [standard statement and any qualifying statements that pertain to the entire manual].

b. Does not apply to:

(1) Active duty military members;

(2) DoD contractors, current or former employees of contractors, or applicants for employment with contractors;

(3) Current or former employees of, or applicants for employment with, the Army and Air Force Exchange Service; or

(4) Local nationals employed by the DoD outside of the United States.

Figure 21. AI-specific Applicability Statements

When the statement applies to only certain of the DoD Components that may be serviced by WHS.

Sample 1:

1.1. APPLICABILITY. This issuance applies to OSD. In this example, no parenthetical statement is needed as the term "WHS-serviced Components" isn't used in the AI.

Sample 2: Applicability restricted to the National Capital Region.

1.1. APPLICABILITY. This issuance applies to OSD, the Defense Agencies, and the DoD Field Activities in the National Capital Region that are serviced by Washington Headquarters Services (WHS) (referred to collectively in this AI as the "WHS-serviced Components").

Sample 3:

1.1. APPLICABILITY. This issuance applies to OSD, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Defense Advanced Research Projects Agency, the Defense Security Cooperation Agency, the Missile Defense Agency, and the DoD Field Activities that are serviced by Washington Headquarters Services (WHS) (referred to collectively in this AI as the "WHS-serviced Components").

When the statement emphasizes the exclusion of a particular Component.

1.1. APPLICABILITY. This issuance:

a. Applies to OSD, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, and the Military Departments that are serviced by Washington Headquarters Services (WHS) (referred to collectively in this AI as the "WHS-serviced Components").

b. Does not apply to the Defense Agencies or the DoD Field Activities.

Figure 21. AI-specific Applicability Statements, Continued

When the statement emphasizes the exclusion of an individual (or organization) not included in the basic statement:

1.1. APPLICABILITY. This issuance:

   a. Applies to OSD, the Defense Agencies, and the DoD Field Activities that are serviced by Washington Headquarters Services (WHS) (referred to collectively in this AI as the "WHS-serviced Components").

   b. Does not apply to the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff or the Joint Staff, or the U.S. Representative to the NATO Military Committee.

- -

When the AI does not apply under certain circumstances:

1.1. APPLICABILITY. This issuance:

   a. [standard AI applicability statement identifying appropriate agencies].

   b. Does not apply to property and materiel for which accountability and inventory control requirements are prescribed in DoD Manuals 4140.01 and 4000.25.

POLICY

5.3.   General.

State briefly but precisely the activity governed by the issuance, its requirements, and the reason for them. Think of the policy statement as the "why" of your issuance. Why is it necessary to assign these responsibilities, develop these procedures, etc.? See sample policy statements in Figure 23, Figure 24, and Figure 25.

5.4.   Length.

Try to limit policy to half a page, but no longer than one page. Don't include responsibilities or procedures. A common result of an imprecise policy section is the improper embedding of responsibilities. As a result, critical responsibilities are not clearly assigned, which can lead to failure to perform them.

5.5.   Policy in DoDDs and DoDIs.

Required. DoDDs (not including charters) and DoDIs establish policy. The policy section of a DoDD or DoDI states the principles or goals of a DoD mission and defines performance standards and other means by which the DoD Components can evaluate their success in implementing the policy.

Policy statements should be as concise as possible; however, they must be written in sufficient detail to ensure the policies are clearly articulated.

5.6.   DoDM-specific Policy.

Optional. DoDMs **can't establish** policy. This section can only be used to briefly describe policy being implemented and must cite the DoDDs, DoDIs, or law that established the policy. If used, it should be no more than one or two paragraphs long. This is the only place in the DoDM where policy may be stated. For multi-volume DoDMs, the policy section may also contain a volume-specific statement.

5.7.   AI-specific Policy.

Required. AIs implement DoD policy established in DoDDs or DoDIs for the administration of the DoD Components that are serviced by WHS. Summarize the DoD policy the AI implements and cite the DoDDs or DoDIs that established the policy.

AIs can't establish DoD-wide policy, but they can establish OSD policy for the WHS-serviced Components in order to implement DoD policy established in DoDDs or DoDIs. See Figure 25.

SAMPLE POLICY STATEMENTS

Figure 22. Statements for Issuances Establishing Policy (DoDDs and DoDIs Only)

Sample 1   **1.2. POLICY.** Allegations of misconduct against senior officials in the DoD must be promptly reported to the IG DoD and the appropriate DoD Component or Components notified of IG DoD receipt at the same time. Such allegations will be vigorously investigated.
Sample 2   **1.2. POLICY.** In accordance with the authority in [issuances establishing policy], Service members assigned to OSD, with the exceptions listed in Paragraphs 2.2.b. and 2.2.c., must be issued and authorized to wear the OSD Badge.

Sample 3
 	
 1.2. POLICY. The DoD Education Activity:
 	
  a. Provides exemplary educational programs that inspire and prepare all students, including those with special needs, for success in a global environment.
 	
  b. Focuses on attaining the highest in student achievement using performance-driven, efficient management systems and developing a high-performing, diverse workforce at every organizational level.

Figure 22. Statements for Issuances Establishing Policy (DoDDs and DoDIs Only), Continued

Sample 4

1.2. POLICY. The DoD supports:

    a. U.S. Government policy to minimize the pain and suffering caused by HIV/AIDS and the devastating impact on families, as well as the threat of global destabilization due to HIV/AIDS. In this example, the acronym "HIV/AIDS" was established earlier in the issuance.

    b. U.S. Military HIV Research Program efforts to prevent the spread of HIV/AIDS in U.S. military forces, primarily through the development of a vaccine.

Figure 23. Restating Policy Already Established in DoD Issuances

For issuances that implement policy, keep the section to one or two paragraphs. Summarize the policy and cite the issuance or issuances that establish it.

When the statement summarizes the policy in one policy issuance:

1.2. POLICY. In accordance with [issuance establishing policy], the DoD Components conducting or participating in operations in the Antarctic area must observe the terms of the Antarctic Treaty.

When the statement summarizes the policy in more than one issuance:

1.2. POLICY. In accordance with [issuance establishing the policy], the DoD has a single source of standards of ethical conduct and ethics guidance. These standards include direction in the areas of financial and employment disclosure systems, post-employment rules, enforcement, and training pursuant to [different issuance establishing the policy].

Figure 24. Restating Policy Established in Other Sources

When the statement summarizes the policy from other sources:

1.2. POLICY. Service members in the Standby Reserve are liable for active duty pursuant to Sections 12301 and 12306 of Title 10, United States Code, and will be managed pursuant to criteria prescribed in this issuance in accordance with Sections 10150, 10151, 10152, 10153, and 12735 of Title 10, United States Code.

Figure 25. AI Establishing Policy for the WHS-serviced Components in Support of Established DoD Policy

When an AI establishes policy for DoD Components that are supported by WHS in order to implement DoD policy established in another document.

1.2. POLICY. In order to promote the public trust, the maximum amount of information possible will be made available to the public on the operation and activities of the DoD, consistent with the DoD's responsibility to ensure national security in accordance with DoDI 5200.01.

ADDITIONAL PARAGRAPHS

5.8.   Additional Paragraphs.

You may add other paragraphs to this section if the information is broad in scope and isn't procedural. These additional paragraphs should come before the Summary of Changes (if applicable; see Paragraph 10.10). For example:

If you've completed the *Special Considerations Checklist* and determined that your issuance has information collections requirements, and the Office of Information Management says you must have an Information Collections paragraph in your issuance, you may add "1.3. Information Collections."

If the issuance has vital deadline requirements (e.g., "The Military Departments must develop and publish internal guidance in support of these procedures within 6 months of this issuance's effective date."), you may add an appropriate paragraph, "1.3. Implementation Requirements."

SECTION 6: RESPONSIBILITY SECTION GUIDANCE

OVERVIEW

6.1. Requirements.

Responsibilities are required and are always in Section 2 of an issuance. Identify the key DoD Component heads and PSAs who will carry out the policy and procedures in the issuance and list the overarching duties and obligations of each. Always assign responsibilities to officials, not to their offices or organizations. For multi-volume issuances, the responsibilities must be volume-specific.

6.2. Content.

Be specific but succinct, and use the present tense and active voice. Don't include procedures. State what the officials are responsible for doing, not how they should do it. Ask yourself, "will the individuals actually be doing this themselves?" If the answer is no, the text should be moved to a procedural section and tasked to the organization. The individual (e.g., the Under Secretary of Defense for Personnel and Readiness) will be responsible for making sure those procedures are implemented. For examples of responsibilities, see Figure 27.

6.3. Leadership Level.

Don't assign responsibilities below the Deputy Assistant Secretary of Defense or Defense Agency or DoD Field Activity Director level. Issuances shouldn't assign responsibilities that will unnecessarily hamper the PSAs or DoD Component heads in their efforts to efficiently manage their Component. While specific designation of responsibilities may clarify program management, the more general the assignment, the greater flexibility the Component(s) will have in implementation.

6.4. Duplicate Responsibilities.

If you assign the same responsibilities to more than one official, combine them into one paragraph to avoid unnecessary repetition in your issuance. For example, "The Secretaries of the Military Departments and the Director, Defense Logistics Agency: [followed by the joint responsibilities]"

6.5.   Order of Officials Assigned Responsibilities.

List the officials you're assigning responsibilities to, as shown in Figure 26.

6.6.   Cross-referencing Responsibilities.

If you assign responsibilities to an official individually and also include them in a collective responsibility paragraph, you must cross-reference them. For example, if you assign responsibilities to both the USD(P) and the "OSD Component heads" (which includes the USD(P)), add the following language to the USD(P)'s paragraph: "In addition to the responsibilities in [Paragraph #.#. (the paragraph assigning collective OSD Component head responsibilities)], the USD(P)…"

6.7.   Collective Responsibilities.

The most common "collective responsibilities" are those assigned to the DoD Component heads, the PSAs, and the OSD Component heads. For clarification on these and how they apply, see *Collective Leadership Terms* on the Website. Duplicate responsibilities (see Paragraph 6.4.) are also considered to be collective and must follow Paragraph 6.6. if appropriate.

6.8.   Subordinate Officials.

When assigning responsibilities to officials at any level subordinate to the PSAs, you must use this language to make it clear which position has authority over them. That is, "Under the authority, direction, and control of the [PSA], the [subordinate agency head]…"

6.9.   Chain of Command.

To establish a chain of command, you must use the term "through." That is, "Under the authority, direction, and control of the [PSA], through the [parent agency head], the [subordinate agency head]…"

6.10.   Combatant Commanders and the Joint Staff.

When tasking Combatant Commanders to take action outside of the Joint Staff or their Combatant Commands (e.g., reporting to the Deputy Secretary of Defense or PSAs), use this language as applicable: "…through the Chairman of the Joint Chiefs of Staff…" This language can only be used in the opening statement if *all* responsibilities being assigned are taking place outside of the Joint Staff or Combatant Command.

Figure 26. Order of Officials Assigned Responsibilities

1. The originating PSA. Do not assign responsibilities to the Deputy PSA: that individual has the same non-statutory authorities as the PSA and can carry out their responsibilities.

2. Other key officials within the originating OSD Component according to their levels.

3. Other key officials within the DoD in this order:

    a. The OSD Component heads, individually, listed according to Code 2 in the current *DoD Order of Precedence* (see General Guidance on the Website).

        (1) Under each, list any Assistant Secretaries, Deputy Assistant Secretaries, or Defense Agency or DoD Field Activity Directors assigned responsibilities who are under the authority, direction, and control of the individual OSD Component head.

        (2) Nest subordinate offices together by organizational structure. See Figure 28 for examples.

    b. Performance Improvement Officer/Director of Administration and Management.

    c. Chief Digital and Artificial Intelligence Officer.

    d. Individual Defense Agency or DoD Field Activity Directors whose OSD Component authority isn't assigned any responsibilities, listed according to Notes 11 and 12 in the current *DoD Order of Precedence* (see General Guidance on the Website).

    e. The Directors of the Defense Agencies and DoD Field Activities, collectively.

    f. The DoD Component heads, collectively.

    g. The OSD Component heads or PSAs, collectively.

    h. The Secretaries of the Military Departments, collectively.

    i. Individual Secretaries of the Military Departments, listed in the order they were established (Army, Navy, Air Force).

    j. Chief, National Guard Bureau.

    k. Commandant, U.S. Coast Guard.

    l. The Chairman of the Joint Chiefs of Staff.

    m. The Combatant Commanders, collectively.

    n. Individual Combatant Commanders, listed in alphabetical order.

    o. The Executive Secretary of the Department of Defense.

SAMPLE RESPONSIBILITY STATEMENTS

Figure 27. Sample Responsibility Statements

Assigning Responsibilities to Individual OSD Component Heads

2.1. UNDER SECRETARY OF DEFENSE FOR POLICY. The Under Secretary of Defense for Policy develops…

2.2. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS. The Under Secretary of Defense for Personnel and Readiness provides…

2.3. DOD CHIEF INFORMATION OFFICER. The DoD Chief Information Officer coordinates…

Assigning Responsibilities to Subordinates of OSD Component Heads

2.1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) has the overall responsibility for…

2.2. ASSISTANT SECRETARY OF DEFENSE FOR READINESS AND FORCE MANAGEMENT (ASD(R&FM)). Under the authority, direction, and control of the USD(P&R), the ASD(R&FM) develops and oversees the implementation of DoD policy on… Add "under the authority, direction, and control of [responsible OSD Component head]"

2.3. ASSISTANT SECRETARY OF DEFENSE FOR LOGISTICS AND MATERIEL READINESS (ASD(L&MR)). Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment, the ASD(L&MR) supports the ASD(R&FM) in…In this example, the Under Secretary of Defense for Acquisition and Sustainment is not being assigned responsibilities.

Assigning Responsibilities to OSD and DoD Component Heads (with PSA caveat)

2.1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). In addition to the responsibilities in Paragraph 2.4., the USD(P&R) has overall responsibility for DoD…

2.2. ASSISTANT SECRETARY OF DEFENSE FOR READINESS AND FORCE MANAGEMENT (ASD(R&FM)). Under the authority, direction, and control of the USD(P&R), the ASD(R&FM) develops and oversees the implementation of DoD policy on… Add "under the authority, direction, and control of [responsible OSD Component head]"

2.3. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). Under the authority, direction, and control of USD(P&R), the ASD(RA) advises the Deputy USD(P&R) on…

2.4. OSD AND DOD COMPONENT HEADS. The OSD and DoD Component heads develop and implement... The term "OSD" listed in the standard "Applicability" statement of DoD issuances applies to all the components of OSD. However, when the term "DoD Component heads" is used in assigning responsibility, it applies *only* to the Deputy Secretary since they are the "head" of OSD. If there are responsibilities that pertain to the OSD Component heads, it must be specifically stated in your issuance as in this example. If you wish to **include** the Assistant Secretary of Defense for Special Operations and Low Intensity Conflict as well as the OSD Component heads, you must assign responsibilities to "Principal Staff Assistants and DoD Component Heads."

Figure 27. Sample Responsibility Statements, Continued

Assigning Responsibilities to the DoD Component Heads Individually and Collectively

2.1. UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE AND SECURITY (USD(I&S). The USD(I&S) oversees… The USD(I&S) is an OSD Component head, **not** a DoD Component head.

2.2. DOD COMPONENT HEADS. The DoD Component heads provide policy, direction, and resources to…

2.3. SECRETARIES OF THE MILITARY DEPARTMENTS. In addition to the responsibilities in Paragraph 2.2., the Secretaries of the Military Departments review… When responsibilities are assigned to DoD Component heads individually as well as collectively.

2.4. COMBATANT COMMANDERS. In addition to the responsibilities in Paragraph 2.2., the Combatant Commanders train…

Figure 28. Responsibilities Order for Subordinate Official Heads

2.1. UNDER SECRETARY OF DEFENSE FOR POLICY (USD(P)). The USD(P) establishes…

2.2. ASSISTANT SECRETARY OF DEFENSE FOR HOMELAND DEFENSE AND GLOBAL SECURITY (ASD(HD&GS)). Under the authority, direction, and control of the USD(P), the ASD(HD&GS) plans…

2.3. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR SPACE POLICY. Under the authority, direction, and control of the ASD(HD&GS), the Deputy Assistant Secretary of Defense for Space Policy reviews…

2.4. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) establishes…

2.5. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the USD(P&R), the ASD(M&RA) coordinates…

2.6. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)). Under the authority, direction, and control of the ASD(M&RA), the DASD(CPP) provides…

2.7. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS (ASD(HA)). Under the authority, direction, and control of the USD(P&R), the ASD(HA) develops…

2.8. DIRECTOR, DEFENSE HEALTH AGENCY (DHA). Under the authority, direction, and control of the USD(P&R), through the ASD(HA), the Director, DHA oversees…

SECTION 7: GLOSSARY

OVERVIEW

7.1.   Requirements.

A glossary is mandatory for all issuances over two pages that define terms and/or establish acronyms. It is always the second to last section in an issuance, followed only by the Reference section. It is broken up into two parts, "G.1. Acronyms" and "G.2. Definitions." An acronym list must include all acronyms used in the issuance except "DoD," "OSD," and "U.S.," as well as acronyms that only appear in the titles of issuances in the front matter or Reference section of the issuance.

7.2.   Single-part Glossary.

If you define terms but don't use any acronyms (or vice versa), delete the part you don't need from the template. Remove "G.1." or "G.2." and the paragraph title, so the Glossary is only listed as "Glossary" followed by the acronym or definition terms, as appropriate.

ACRONYM USE

7.3.   Articles Before Use.

Use of the articles "the," "a," and "an" before abbreviations and acronyms will be determined by basic rules of grammar. The use of "a" and "an" depends on the sound of the word that follows, not on the first letter. For example, the vowel sound at the beginning of the acronym "MP" (pronounced "em-pea") requires that "an" be used. However, "a" is used before "MOOTW," since the acronym is pronounced "moo-twah."

7.4.   Correct Usage.

Use the approved abbreviations and acronyms in Table 3 and, for military terminology, the *DoD Dictionary of Military and Associated Terms*. Please note that "Department of Defense" is not considered exclusively military terminology as the organization includes civilian personnel. If the *DoD Dictionary* and this style guide provide different guidance, this style guide takes precedence for DoD issuances.

7.5.   Acronym Establishment.

Write terms out the first time they appear in the body of the issuance and place the abbreviation or acronym in parenthesis following it. Use the acronym consistently thereafter: don't repeat the term. Don't establish acronyms in the title of the issuance itself.

7.6.   Number of Times Used.

In accordance with the Plain Writing Act of 2010, a term must be used a minimum of three times in an issuance in order for its acronym to be used (this doesn't include items in the TOC, References, figures or tables, or front matter). The acronym will be established on the first use of the term and used consistently from then on. There are two exceptions:

If the acronym is more well-known than the term itself (e.g., TRICARE, NISPOM), simply use the acronym in the text and define it in G1.

For multi-Service publications cited, the Service document acronym is used (e.g., DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215) in the text and the acronyms (e.g., "DLAI," "AR," "SECNAVINST," and "AFJMAN") are defined in G.1.

7.7.   TOC.

In accordance with Paragraph 2.10., acronyms are not established in the TOC; they only appear to be if the acronym is being established in the paragraph header the TOC is pulling from.

7.8.   Acronyms in the Definitions Section.

Use acronyms already established; don't write the term out or reestablish the acronym. Acronyms are ordered alphabetically in the definitions section by the acronym, not the term as it would be spelled out.

If a term that is also known as an acronym is *only* used in the Glossary, we recommend not using the acronym at all.

ACRONYM LIST

7.9.   Order.

List acronyms alphabetically; don't number them. For military terminology, use the approved joint abbreviations and acronyms in the *DoD Dictionary of Military and Associated Terms.*

7.10.   Formatting.

The list must be in a borderless table and each entry must be in its own cell; this table is included in the DoD issuance template. Add a hard return at the end of each acronym that appears last in that letter group (e.g., if you have the acronyms U.S.C., USD(P), and USD(P&R), place a hard return after USD(P&R)). A sample acronym list is in Table 5.

7.11.   Capitalization.

Use title case only when the term is a proper noun. Use lowercase when the term isn't a proper noun. Examples of other frequently used common nouns that shouldn't be capitalized are: action officer, active duty, area of responsibility, peace operations, point of contact, and memorandum of agreement (unless referring to a specific memorandum). See Table 3 for a more comprehensive list of preferred capitalization for specific terms.

Table 5. Sample Acronym List

ACRONYM	MEANING
AI	administrative instruction
CFR	Code of Federal Regulations
DoDD	DoD directive
DoDI	DoD instruction
DoDM	DoD manual
DTM	directive-type memorandum
EA	Executive Agent
E.O.	Executive order
JP	joint publication
MS	Microsoft
TOC	table of contents
U.S.C.	United States Code

DEFINITIONS

7.12.　Guidelines.

Terms in the Glossary should be those that are particular to the DoD issuance itself or are not accurately defined in a standard dictionary for your purposes. Only include terms in the Definitions section if they are used in the issuance. Subparagraphs of the definition, if needed, are indented .25" and are not generally numbered or bulleted. A sample is in Table 6.

Table 6.　Sample Terms and Definitions

TERM	DEFINITION
aliquot	A portion of a specimen used in drug analysis.
allies and partners dimension	The specific areas where ally and partner nations and forces are acting in support of U.S. defense priorities including, but not limited to:
	Providing capabilities to support U.S. operations and activities.
	Allowing access, basing, and overflight.
	Sharing information and intelligence.
analyte	A drug or drug metabolite for which a specimen or sample is being analyzed or tested.
approved bottles	National Stock Number 6640-01-681-3575.
autotune	An adjustment of MS conditions that ensures the ability of the MS to accurately measure ion mass resolution.

7.13.　Definition Classifications.

Definitions must be described as one of the following: for the purpose of this issuance; defined in another DoD publication; or proposed for inclusion in the next edition of the *DoD Dictionary of Military and Associated Terms*. Repetition of these statements in the Glossary can be avoided by using the general caveats in Figure 29 immediately after the paragraph heading.

Figure 29. Definition Caveats

> **G.2. DEFINITIONS.**
>
> Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.
>
> **G.2. DEFINITIONS.**
>
> These terms and their definitions are for the purpose of this issuance.
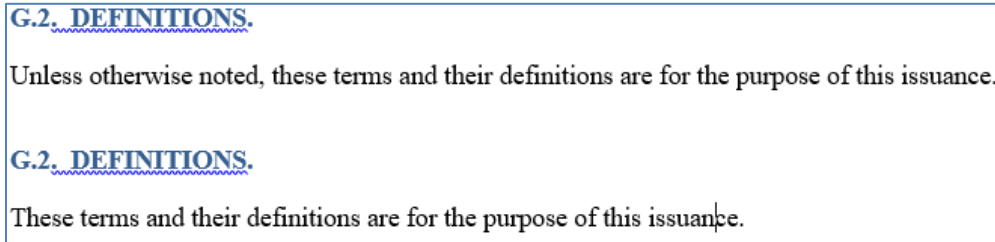
7.14.   Spacing.

If only the paragraph title would remain on the same page, you may start the definitions on the next page. Add a hard return at the end of each definition.

7.15.   Order.

List the terms being defined alphabetically; don't number them or use bullets. If the term is more than one word, alphabetize word by word, e.g., "Air Force" comes before "airborne."

If a definition requires subparagraphs, leave one blank line between them and indent the first line of the subparagraph to .25". Don't use bullets, letters, or numbers for the subparagraphs.

7.16.   Capitalization.

Capitalize definitions only if they are proper nouns. If an acronym has been established for a term, use the acronym; don't write the term out.

7.17.   Citing Definitions from Other Sources.

If your definition must always match the term as defined somewhere else (e.g., the *DoD Dictionary of Military and Associated Terms*), other DoD issuances, or other government publications (e.g., Executive orders, Public Law, the Code of Federal Regulations, the United States Code)), to avoid inconsistency, don't repeat the definition. Instead, cite the issuance or publication in which the term is defined as a reference in place of the definition, e.g., "DoD EA. Defined in the *DoD Dictionary of Military and Associated Terms*."

7.18.   DoD Dictionary Terms.

If you believe a term and its definition should be added to the *DoD Dictionary of Military and Associated Terms* (see DoDI 5025.12 for the establishing criteria for terms with DoD-wide applicability), place this statement at the end of the definition: "This term and its definition are proposed for inclusion in the next edition of the *DoD Dictionary of Military and Associated Terms*."

The DD 106 prepared for formal coordination must include the statement that a term has been nominated for inclusion in the *DoD Dictionary,* and the Office of the Chairman of the Joint Chiefs of Staff and Military Departments must coordinate. This coordination is required by DoDI 5025.12.

After formal coordination and Joint Staff and Military Department concurrence with proposed term(s), change the statement after the definition(s) in your issuance to read: "This term and its definition are approved for inclusion in the next edition of the *DoD Dictionary of Military and Associated Terms*."

SECTION 8: REFERENCES AND CITATIONS

REFERENCE SECTION

8.1.   Requirements.

A Reference section is mandatory for all issuances that refer to other documents or sources and will only include those documents or sources referred to in the issuance. The Reference section is always the last section of the issuance and is included in the template. Don't include references if you don't cite them in the issuance. The Reference section is a works cited list, not a bibliography.

References must be current and should be reviewed and updated at each stage of the issuance development process (see Paragraph 8.8. for citation of amended references).

8.2.   Formatting.

Use the spacing and alignment provided in the template (i.e., the "13_References" Style). With some exceptions (including legal citations), organize Reference section citations alphanumerically by the type of issuance or originating office, the exact title, in quotation marks, and the publication date. Don't put a period at the end of your citation. The month and day of the publication date must be on the same line; if they get separated, use a soft return (Shift+Enter) to move the month to the next line with the rest of the date. See Figure 30 for a sample Reference section.

Figure 30. Sample Reference Section

<div style="border:1px solid">

<div align="center">REFERENCES</div>

Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review – Phase II," July 13, 2005

Administrative Instruction 15, "OSD Records and Information Management Program," May 13, 2013, as amended

Code of Federal Regulations, Title 8

DoD Directive 5110.04, "Washington Headquarters Services (WHS)," March 27, 2013

DoD Instruction 1400.25, Volume 540, "DoD Civilian Personnel Management System: Pay Pursuant to Title 38 - Additional Pay for Certain Healthcare Professionals," August 1, 2018

DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014, as amended

Office of the Chairman of the Joint Chiefs of Staff, "DoD Dictionary of Military and Associated Terms," current edition

Office of the Secretary of Defense, "Department of Defense American Indian and Alaska Native Policy," October 20, 19811

United States Code, Title 10, Chapter 47 (also known as the "Uniform Code of Military Justice (UCMJ)")

United States Code, Title 14, Section 1234

</div>

8.3.   Availability Statements.

If a reference can't be found on a government website or with a simple internet search, add an availability statement explaining where the reference can be accessed (e.g., URL, office contact info), in the form of a footnote. Don't use such footnotes for Secretary and Deputy Secretary of Defense memorandums. To enter footnotes for availability statements, go to the MS Word "References" tab, go to the Footnotes group, and select "Insert Footnote." Footnotes must be in the default MS Word setting of 10-point font in Times New Roman.

If multiple references can be found in the same place (e.g., two references can be found at the URL in Footnote 1), use superscript numbering for subsequent citations.

8.4.   Grouped References.

If you need to cite more than 10 references at once in the issuance text, group them in the Reference section, identify them with a specific tag, and use the tag consistently throughout the issuance.

For example, the in-text citation would read, "Implements the policy identified in the "EEO Authority" references by establishing..." ("EEO Authority" in this case is the tag). Identify EEO Authority as a section in the Reference section, followed by all references in that group in alphanumeric order. Next, bring all

remaining references together as a group called "Other References," and list them in alphanumeric order. See Figure 31 for an example; for the purposes of this example, fewer than 10 references are included.

Figure 31. Grouped References Example

EEO Authority

DoD Human Goals Charter, March 21, 1988

Executive Order 11141, "Declaring a Public Policy Against Discrimination on the Basis of Age," February 12, 1964

Executive Order 11246, Part II, "Nondiscrimination in Employment by Government Contractors and Subcontractors," September 24, 1965

The following are referred to in this directive collectively as "OPM guidance":

Code of Federal Regulations, Title 5, Section 720 ("Federal Equal Opportunity Recruitment Program")

Federal Personnel Manual, Chapter 306, "Selective Placement Programs," February 26, 1982

Federal Personnel Manual, Chapter 713, "Equal Employment Opportunity," December 21, 1976

Federal Personnel Manual Letter 713-23, "Equal Employment Opportunity for Spanish-Speaking Program," April 5, 1974

Other References

DoD 7110.1-M, "Department of Defense Budget Guidance Manual," May 1990

DoD Directive 1020.1, "Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense," March 31, 1982

DoD Directive 1341.6, "Veterans' Employment Assistance Program," March 28, 1985

DoD Directive 1350.2, "The Department of Defense Military Equal Opportunity Program," December 23, 1988

DoD Directive 5105.18, "DoD Committee Management Program," January 18, 1990

8.5.   Cancelled References.

Don't list documents being reissued, incorporated, or cancelled by your issuance in the Reference section (i.e., don't include those publications listed the front matter).

8.6.   Forms.

Don't cite forms in the Reference section. See "forms" in Table 3. Preferred Usage and Capitalization in DoD Issuances for guidance on citing forms.

8.7.   Unpublished References.

Avoid citing unpublished material such as drafts and documents not available to readers. If you must cite draft material, your issuance cannot be published until that reference has been published as well. During the review process, you may cite unpublished references as "DoD [1234.XX]," [insert issuance title here]," (draft), date TBD."

8.8.   Amended References.

When citing a document that has been changed or updated, use the original publication date and indicate "as amended" after the date. Citations of Public Laws and Executive orders that may be amended by subsequent laws should include the original publication date and note that it has been amended. For example, "Executive Order 13178, "Northwestern Hawaiian Islands Coral Reef Ecosystem Reserve," December 4, 2000, as amended"; in this case, the Executive order was amended by Executive Order 13196 in 2001. Don't cite which document has amended the Public Law or Executive order in the issuance, as this information is easily found online.

8.9.   Current Editions.

Documents that are maintained online, frequently updated, and have multiple or undefined publication dates must use the citation "current edition" in place of the publication date in the Reference section, e.g., "Defense Federal Acquisition Regulation Supplement, current edition."

8.10.   Acronyms.

Don't establish or use acronyms in the Reference section unless they are part of the reference title. Joint Service publications may use the acronym title string (e.g., DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215), but the acronyms used (in this example, "DLAI," "AR," "SECNAVINST," and "AFJMAN") must be included in the Glossary.

8.11.   Multi-volume References.

Cite each volume(s) referenced in the issuance individually in the Reference section (e.g., if you cite Volumes 2000 and 2003 of DoD Instruction 1400.25, they will both be included in the Reference section, rather than simply listing DoD Instruction 1400.25). Only reference the complete publication if you're referring to the document as a whole.

8.12.   Legal Citations.

If you cite a single section of a law, then you may include it in the Reference section (e.g., United States Code, Title 10, Section 123). If you refer to more than one section or part of a law, only cite the title (e.g., use "United States Code, Title 10" not "United States Code, Title 10, Sections 234, 123, 456, and 7891.")

8.13.   Laws with Common Names.

If a codified law is better known by a common name that you establish in the issuance, include it in the Reference section, e.g., "United States Code, Title 50 Appendix, Section 2170 (also known as the "Defense Production Act of 1950," as amended)." If you have more than one law with a common name within a single title, cite the title only. For example, the Adult Education Act and the American Folklife Preservation Act are both in Title 20, U.S.C.; the Reference section citation would be "United States Code, Title 20" instead of citing both common names. See Paragraph 8.22. for in-text citations of laws with common names.

IN-TEXT CITATIONS

8.14.   Formatting In-text Citations.

When citing your references anywhere other than the Reference section, follow the guidance in Table 7 ("Format Used in Text"). The only exception is for any references being cancelled, which follow the guidance in Paragraphs 3.11. and 3.12.

8.15.   Relating References to Content.

Always explain the relationship between the reference you cite and the text in your issuance. Go to Table 3 for the correct use of the terms "pursuant to," "in accordance with," and "under." General Counsel will check the use of these terms during their review. Examples:

"Munitions will be distributed in accordance with DoD Instruction 1234.56."

"The Military Services will provide appropriate training pursuant to Section 123 of Title 10, United States Code."

"The Assistant Secretary of Defense for Homeland Defense and Global Security will serve as the Domestic Crisis Manager among other defense-wide crisis management responsibilities assigned in DoD Directive 3020.44."

8.16.   Specificity.

Be as specific as possible with reference citations so your reader knows where to find the information you're citing. For example, the United States Code is a huge body of work; cite sections or chapters, such as, "…in accordance with Section 123a of Title 2, United States Code" instead of "…in accordance with Title 2, United States Code." For other types of references, use clear language to show what content you're citing (e.g., "…in accordance with Enclosure 1, Paragraph 1.b.(2) of DoD Instruction 1234.56.").

8.17.   Citing Multiple Documents.

List citations by type, if applicable. For example, instead of "...in accordance with DoDD 3456.78, DoDI 1234.45, DoDI 3456.55, Section 34 of Title 5, CFR, and DoDI 3456.78," write "…in accordance with DoDD 4567.89; DoDIs 1234.45, 3456.55, and 3456.78; and Section 34 of Title 5, CFR."

8.18.   Citing Multi-volume Issuances.

If you refer to a different volume within your overall DoDI, DoDM, or AI, use this language: "…Volume [#] of this [instruction/manual/administrative instruction]." Cite the volume in the Reference section based on the format in Paragraph 7.12.

8.19.   Military Department and Joint Service Publications.

Only cite a Military Department or joint Service publication in a DoD issuance when it is the only document that establishes or implements a crucial policy.

8.20.   Citing Issuances vs. Laws.

If a DoD issuance has implemented an Executive order, Public Law, or section of the U.S.C., cite the DoD issuance, not the order, law, or code.

8.21.   Citing U.S.C. vs. Public Law.

If a Public Law has been codified in the U.S.C., cite the title and section of the U.S.C., not the Public Law. If a Public Law has not been codified in the U.S.C., cite the Public Law and applicable section. Verify the proper statutory authority with the Office of the General Counsel of the Department of Defense when drafting the issuance.

8.22. Citing the Federal Register vs. CFR.

Cite the Federal Register for documents that have been published in the Federal Register but not in the CFR.

8.23. Laws with Common Names.

If a codified law is better known by a common name, you may cite it in the issuance text like so: "…pursuant to Section 2170 of Title 50, United States Code Appendix, also known and referred to in this issuance as the "Defense Production Act of 1950," as amended."). If you choose to establish the common name, always use that name in subsequent in-text citations. For example, "the Defense Production Act of 1950." If there are no additional in-text citations, you would omit "and referred to in this issuance" from the citation statement.

FREQUENTLY USED REFERENCE CITATIONS

Table 7. Frequently Used Reference Citations

Reference	Format Used in Text	Format Used in Reference List
Administrative Instruction (AI)	Administrative Instruction 27	Administrative Instruction 27, "Control of North Atlantic Treaty Organization Classified Documents," October 26, 2006
CJCS publications (alphabetic extensions)	CJCS Instruction 1100.01 - *no letter extension used* (This example assumes the acronym "CJCS" has been established earlier.)	Chairman of the Joint Chiefs of Staff Instruction 1100.01, "Joint Staff Awards, Identification Badges, and Flags for Joint Commands," current edition *The alphabetic extension indicates a specific version and dates your citation; when the publication is updated, your reference is obsolete. If you intend to refer only to a specific version, use the alphabetic extension (e.g., CJCSI 1100.01D).*

Table 7. Frequently Used Reference Citations, Continued

Reference	Format Used in Text	Format Used in Reference Section
Code of Federal Regulations (CFR)	<u>Referencing one title and one part</u> ...in accordance with Part 40 of Title 32, Code of Federal Regulations	Code of Federal Regulations, Title 32, Part 40

	<u>Referencing one title and more than one part</u>
	   <u>Initial In-text citation</u>
	   ...in accordance with Part 40 of Title 32, Code of Federal Regulations (CFR)
	   <u>Second in-text citation</u>
	   ...in accordance with Part 64 of Title 32, CFR
		Code of Federal Regulations, Title 32

	<u>Referencing more than one title</u> …in accordance with Part 40 of Title 32, Code of Federal Regulations (CFR). …in accordance with Part 64 of Title 32, CFR. …in accordance with Subpart 227.71 of Title 48, CFR.	Code of Federal Regulations, Title 32 Code of Federal Regulations, Title 48
Defense Federal Acquisition Regulation Supplement	Part 201 of the Defense Federal Acquisition Regulation Supplement* *Subparts may also be cited, and the DFARS acronym may be established if used three or more times in the issuance.	Defense Federal Acquisition Regulation Supplement, current edition* *If you cite a single part or subpart, you may include that as well.
DoD Dictionary of Military and Associated Terms (formerly Joint Publication 1-02)	DoD Dictionary of Military and Associated Terms	Office of the Chairman of the Joint Chiefs of Staff, "DoD Dictionary of Military and Associated Terms," current edition
DoD Financial Management Regulations (FMRs)	<u>Referencing the publication:</u> DoD 7000.14-R <u>Referencing one volume:</u> Volume 8 of DoD 7000.14-R	DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRs)," current edition DoD 7000.14-R, Volume 8, "Department of Defense Financial Management Regulations (FMRs): Civilian Pay Policy," current edition
Directive-type Memorandum (DTM)	Directive-type Memorandum 09-019	Directive-type Memorandum 09-019, "Policy Guidance for Foreign Ownership, Control, or Influence (FOCI)," September 2, 2009
DoD Instruction (DoDI)	DoD Instruction 3020.42	DoD Instruction 3020.42, "Defense Continuity Plan Development," February 17, 2006

Table 7. Frequently Used Reference Citations, Continued

Reference	Format Used in Text	Format Used in Reference Section
DoD issuances with multiple volumes (DoDIs, DoDMs, or AIs)	*If citing another volume in the same series:* Volumes 2 and 3 of this manual [or instruction/administrative instruction]	*If citing more than one volume in the same series, cite each volume:* DoD Manual 4160.28, Volume 2, "Defense Demilitarization: Demilitarization Coding," March 9, 2017, as amended DoD Manual 4160.28, Volume 3, "Defense Demilitarization: Procedural Guidance," June 7, 2011, as amended *If citing entire multi-volume issuance as a whole:* DoD Manual 4160.28, "Defense Demilitarization," date varies by volume
DoD Manual (DoDM)	DoD Manual 4165.66 Volume 1 of DoD Manual 4150.07	DoD Manual 4165.66, "Base Realignment," March 1, 2007 DoD Manual 4150.07, Volume 1, "DoD Pest Management Training: The DoD Plan for the Certification of Pesticide Applicators," December 12, 2008
DoDM that hasn't been reissued in accordance with the 2007 version of DoDI 5025.01	DoD 1100.19-M	DoD 1100.19-M, "Wartime Manpower Planning System ADP System Users Manual," March 13, 1987
DoD Publications (To be discontinued on reissuance as manuals)	DoD Guide DoD 7000.3-G	DoD 7000.3-G, "Preparation and Review of Selected Acquisition Reports," May 20, 1980
	DoD Inventory DoD 4100.33-INV	DoD 4100.33-INV, "Department of Defense Commercial Activities Inventory Report and Five Year Review Schedule FY 1991," May 7, 1992
	DoD Regulation DoD 1330.17-R	DoD 1330.17-R, "Armed Services Commissary Regulations (ASCR)," April 1987
E-mail	*E-mail citations will only be provided when no other published source is available. You must be able to provide a copy upon request.* December 17, 2020 e-mail from Christopher Smith	*E-mail citations must have an availability statement in the References.* Smith, Christopher. "RE: 5200.47 Transfer Action." E-mail message to Jennifer Black, December 17, 2020[1] ——————— [1]Contact the Directives Division at whs.mc-alex.esd.mbx.dod-directives@mail.mil for a copy.

Table 7. Frequently Used Reference Citations, Continued

Reference	Format Used in Text	Format Used in Reference Section
Executive order	Executive Order 13392	Executive Order 13392, "Improving Agency Disclosure of Information," December 14, 2005
Federal Acquisition Regulation	Part 2 of the Federal Acquisition Regulation* *Subparts and Clauses may also be cited, and the FAR acronym may be established if used three or more times in the issuance	Federal Acquisition Regulation, current edition* *If you cite a single section, subpart, or clause, you may include that as well.
Federal Register	Page 12345 of Volume 10, Federal Register	Federal Register, Volume 10, Page 12345, June 12, 2007
Joint publications (JP) (except for the DoD Dictionary)	Joint Publication 3-36	Joint Publication 3-36, "Detainee Operations," November 13, 2014, as amended
Joint Staff publications	See "CJCS publications"	
Joint Travel Regulations (JTR)	Joint Travel Regulations	Joint Travel Regulations, current edition
Manual for Courts-Martial (MCM)	<u>First use:</u> Manual for Courts-Martial, United States (MCM) <u>If referring to a specific part of the MCM:</u> ...in accordance with Paragraph 44 of the Manual for Courts-Martial	Manual for Courts-Martial, United States, current edition
Memorandum	<u>First use:</u> ...the October 15, 2006 Secretary of Defense (SecDef) Memorandum… (establish acronym if used 3+ times)	Secretary of Defense Memorandum, "Regulatory Relief Task Force," October 15, 2006
	<u>Subsequent references (3 or more):</u> …the October 15, 2006 SecDef Memorandum	
Memorandum of Agreement (MOA)	<u>First use:</u> …the September 16, 2010 Memorandum of Understanding (MOA)* between the DoD and Department of Education (DOE)* … <u>Subsequent references:</u> …the 2010 DoD/DOE MOA… *Only establish acronym if used three or more times in the issuance.	Memorandum of Agreement Between the Department of Defense and the Department of Energy Governing Department of Defense Funded Work Performed at the Department of Energy Laboratories and Facilities, September 16, 2010

Table 7. Frequently Used Reference Citations, Continued

Reference	Format Used in Text	Format Used in Reference Section
Memorandum of Understanding (MOU)	<u>First use:</u> …the August 16, 1982 Memorandum of Understanding (MOU)* between the DoD and Department of Education (DOE)* … <u>Subsequent references:</u> …the 1982 DoD/DOE MOU… *Only establish acronym if used three or more times in the issuance.	Memorandum of Understanding Between the Department of Defense and the Department of Education, August 16, 1982
National Security Decision Directive (NSDD)	National Security Decision Directive-18	National Security Decision Directive-18, "International Trade and Transfer," July 2, 1990
National Security Presidential Directive (NSPD)	National Security Presidential Directive-9	National Security Presidential Directive-9, "Combating Terrorism," October 25, 2001
Office of Management and Budget (OMB) Bulletin	Office of Management and Budget Bulletin No. 81-17	Office of Management and Budget Bulletin No. 81-17, "Debt Collection," April 27, 1981
Office of Management and Budget (OMB) Circular	Office of Management and Budget Circular No. A-110	Office of Management and Budget Circular No. A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education," September 30, 1999
Presidential Decision Directive (PDD)	Presidential Decision Directive No. 63	Presidential Decision Directive No. 63, "Critical Infrastructure Protection," May 22, 1998
Public Law	...in accordance with Section 8070 of Public Law 102-172	Public Law 102-172, Section 8070, "The Department of Defense Appropriations Act for Fiscal Year 1992," November 26, 1991
	<u>When citing annually recurring provisions First in-text citation</u> ...Section 8061 of Public Law 111-118 (also known as the "Leahy Human Rights Provisions"), or a similar annually recurring provision, if enacted, in subsequent years <u>Subsequent in-text citation</u> ...in accordance with Section 8061 of Public Law 111-118	Public Law 111-118, Section 8061, "The Department of Defense Appropriations Act for Fiscal Year 2010," December 19, 2009 (also known as the "Leahy Human Rights Provisions"), and similar annually recurring provisions, if enacted, in subsequent years.

Table 7. Frequently Used Reference Citations, Continued

Reference	Format Used in Text	Format Used in Reference Section
Public Law	<u>When citing a U.S.C. note, formerly in public law, that is burdensome to cite as listed in https://uscode.house.gov/</u> <u>First in-text citation</u> …Section 596 of Public Law 111-84, codified as a note in Section 1071 of Title 10, U.S.C. *In this example, the tile of the note in question is "Comprehensive Plan on Prevention, Diagnosis, and Treatment of Substance Use Disorders and Disposition of Substance Abuse Offenders in the Armed Forces." Including the title would create a lengthy reference that would make the text in question difficult to read and understand.* <u>Subsequent in-text citation</u> …Section 596 of Public Law 111-84	Public Law 111-84, Section 596, "National Defense Authorization Act for Fiscal Year 2010," October 28, 2009, codified as a note in Section 1071 of Title 10, U.S.C.
United States Code (U.S.C.)	<u>When one title and one section are referenced</u> ...in accordance with Section 801 of Title 10, United States Code	United States Code, Title 10, Section 801
	<u>When one title and more than one section are referenced</u> ...in accordance with Sections 801and 940 of Title 10, United States Code (U.S.C.)	United States Code, Title 10
	<u>When more than one title is referenced</u> ...in accordance with Section 801 of Title 10, United States Code (U.S.C.) ...in accordance with Chapter 47 of Title 10, U.S.C. ...in accordance with Section 470 of Title 16, U.S.C.	United States Code, Title 10 United States Code, Title 16
Website, when the reference is located only on a website	Directives Division Website	Directives Division Website, "DoD Issuances," https://www.esd.whs.mil/DD/

Table 7. Frequently Used Reference Citations, Continued

Reference	Format Used in Text	Format Used in Reference Section
OTHER miscellaneous publications. In the list, enter originator, title, and date. In the text, cite originator and type of publication.	National Military Strategy	Office of the Chairman of the Joint Chiefs of Staff, "National Military Strategy to Combat Weapons of Mass Destruction," February 13, 2006

Table 8. Military Department and Joint Service Reference Citations

Reference	Format Used in Text	Format Used in Reference Section
Joint Service Publications	DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215[1]	DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215, "Reporting of Supply Discrepancies," August 6, 2001[1]
Military Handbook (MIL-HDBK)	Military Handbook MIL-HDBK-1013/1A	Military Handbook MIL-HDBK-1013/1A, "Design Guidelines for Physical Security of Facilities," December 15, 2003
Military Detail Specification (MIL-DTL)	Military Detail Specification MIL-DTL-43607H	Military Detail Specification MIL-DTL-43607H, "Padlock, Key Operated, High Security, Shrouded Shackle," March 10, 1998, with Notice 1, May 22, 2000
Military Specification (Acronym is based on type of specification.)	Military Specification MIL-H-29181B	Military Specification MIL-H-29181B, "Hasp, High Security, Shrouded, for High and Medium Security Padlock," May 10, 1994
	Military Specification MIL-P-43607G	Military Specification MIL-P-43607G, "Padlock, Key Operated, High Security, Shrouded Shackle," June 18, 1986, as amended
Military Standard (MIL-STD)	Military Standard MIL-STD-672A	Military Standard MIL-STD-672A "Aviation Calibrations," June 9, 2006
[1]Acronyms used in joint Service publications don't need to be spelled out in the Reference section nor established in their first use in the text; however, the acronyms **must** be identified in Paragraph G.1. (in the Glossary).		

SECTION 9: DTM STANDARDS

9.1. Using DTMs.

DTMs are used only for time-sensitive actions (see DoDI 5025.01 for a definition) that affect current issuances or that will become DoD issuances and only when time constraints prevent publishing a new issuance or a change to an existing issuance. DTMs can't be used to permanently change or supplement existing issuances.

9.2. Template.

Always start with the latest version of the DTM template, available on the Website and use the preset Styles to format the DTM. Use the Styles provided in the template's Style palette.

9.3. Length.

Keep the main DTM (above the signature) text to two or three pages if possible. Create attachments as appropriate. See Paragraphs 9.25. through 9.30. for more information about attachments.

FRONT MATTER GUIDANCE

9.4. Letterhead.

Use the official letterhead of the signature authority (see Paragraph 9.24.).

9.5. Distribution List.

Always use the distribution list provided in the template. As shown in Figure 32, "Memorandum for…" goes below the issuance date and above the subject line on page one of the DTM. "Senior Pentagon Leadership" and "Defense Agency and DoD Field Activity Directors" must be included in the list on the first page, along with any other recipient that is **not** senior Pentagon leadership.

For a list of the senior Pentagon leadership, see the current version of the Director of Administration and Management Memorandum, "Listing of Address and Addressing DoD Memorandums," available from the Correspondence Management Division at whs.pentagon.esd.list.esb@mail.mil.

Figure 32. DTM First Page Distribution List

[month, day, year published inserted by DD]

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
              DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Directive-type Memorandum (DTM) [##-###] – [Enter subject.]

9.6.   Subject Line.

Enter the subject in title case. Don't use the same title in more than one DTM. Don't exceed two lines. WHS/DD enters the temporary DTM number during precoordination review and the permanent number and effective date when preparing the DTM for publication.

9.7.   References.

If you have six or fewer references, list them on page one in the designated area using block-style formatting (see Figure 33 for an example). If you have more than six references, use the following language in the References line: "See Attachment 1" or "See Attachment" if you only have one attachment, and move the references to that attachment. See Figure 34 for an example of formatting references in an attachment. Go to Section 8 for detailed guidance on reference use and citation, including formatting legal citations. For footnote use, see Paragraph 8.3.

Figure 33. Sample Reference List on the First Page

References: Code of Federal Regulations, Title 38, Part 17
             DoD Instruction 5025.01, "DoD Issuances Program," August 1,
                 2016, as amended
             DoD Instruction 5200.02, "DoD Personnel Security Program (PSP),"
                 March 21, 2014, as amended
             DoD Manual 8910.01, Volume 1, "DoD Information Collections
                 Manual: Procedures for DoD Internal Information Collections,"
                 June 30, 2014, as amended
             Organization for the Prohibition of Chemical Weapons, "Convention
                 on the Prohibition of the Development, Production, Stockpiling
                 and use of Chemical Weapons and on Their Destruction," April
                 24, 1997
             United States Code, Title 50, Section 2170 (also known as "The
                 Defense Production Act of 1950," as amended)

Figure 34. Sample Reference Attachment

DTM ##-###, December 31, 2008

ATTACHMENT

REFERENCES

Code of Federal Regulations, Title 38
DoD Directive 4630.05, "Interoperability and Supportability of Information
    Technology (IT) and National Security Systems (NSS)," May 5, 2004, as
    amended
DoD Directive 8100.02, "Use of Commercial Wireless Devices, Services, and
    Technologies in the DoD Global Information Grid (GIG)," April 14, 2004
DoD Instruction 8500.02, "Information Assurance (IA) Implementation,"
    February 6, 2003
National Security Telecommunications and Information Systems Security Policy
    11, "National Policy Governing the Acquisition of Information Assurance (IA)
    and IA-Enabled Information Technology (IT) Products," June 2003[1]
Under Secretary of Defense for Intelligence Memorandum, "Implementation of
    Information Technology Guidelines," July 2, 2012
United States Code, Title 5

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[1] Available through the Internet at http://www.nstissc.gov/Assets/pdf/NSTISSP_11_revised_fst.pdf

3   Attachment

9.8. Reference Citation.

For DTMs signed by the Secretary or Deputy Secretary, cite only DoD issuances or memorandums this DTM amends, cancels, or refers to.

For DTMs signed at other levels, you must cite the chartering DoDD of the individual signing. Other references may be cited, but the number should be kept to the minimum. Only cite documents that have a direct bearing on the DTM.

9.9. Bullets.

If you use bullets in the front matter, you must have at least two bullets or sub-bullets for each section. Otherwise, use the standard paragraph formatting provided in the template.

9.10.   Purpose.

This paragraph is required. In the first bullet of the purpose statement, explain the reason for publishing the DTM, including how it meets the definition of DTM as established in DoDI 5025.01. Policy is either established (created) or implemented (carried out); be very clear which is the case and don't use verbs such as "sets forth," "updates," "describes," etc., when discussing policy. Identify and reference any DoD issuances it amends or cancels.

9.11.   Future of the DTM.

In the second bullet of the purpose statement, select one of the following two statements from the dropdown menu:

"This DTM is effective [DD will insert publication date before publishing]; it will be converted to a new DoD [directive, instruction, or manual]. This DTM will expire effective [12 months from the date issuance is published on the DoD Issuances Website, inserted by the Directives Division]."

"This DTM is effective [DD will insert date before publishing]; it will be incorporated into [type and number of issuance being changed]. This DTM will expire effective [12 months from the date issuance is published on the DoD Issuances Website, inserted by the Directives Division]."

9.12.   Applicability.

This paragraph is required. Use the appropriate applicability following the guidance and figures in Section 5.

9.13.   Definitions.

This paragraph is optional. Place terms in alphabetical order. If this paragraph is longer than half a page or requires an acronym list, move all terms to Glossary at end of the DTM; in that case, the Definitions line will read: "See Glossary." See Section 8 for guidance on using glossaries and see Figure 35 for a sample DTM Glossary.

Figure 35. Sample DTM Glossary

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

A listing of acronyms is mandatory for issuances over 2 pages using acronyms other than "DoD," "OSD," or "U.S."

ACRONYM	MEANING
	Use the table in the DTM template to alphabetically list all acronyms used in the issuance with a row for each identified term. Add more rows as necessary.
AI	administrative instruction use lower case when term is a common noun
CFR	Code of Federal Regulations Use Title Case When Term is a Proper Noun Leave a space (hard return) between acronyms beginning with a different letter.

BEGINS WITH "F"
BEGINS WITH "F"

BEGINS WITH "S"

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance. [Remove "unless otherwise noted" if not applicable. Delete this text.]

TERM	DEFINITION
TERMS	Use the table in this template to alphabetically list terms used in the issuance with a row for each identified term. Add more rows as necessary.
term	Use lower case when term is a common noun. Capitalize proper nouns.
ACRONYM	For terms that are acronyms you've already established, do not write term out or reestablish acronym. Acronyms are ordered alphabetically in the definitions section by the acronym, not the term as it would be spelled out. Use a hard return in the cell of each definition to separate it from the next term.

9.14.   Policy.

This paragraph is recommended but not required. State briefly but precisely the activity governed by the DTM, the requirements it establishes, and the reason for them. For DTMs that establish policy, the section may need to be longer than in DoDDs or DoDIs to ensure new policies are clearly articulated. See Section 5 for more guidance on writing policy.

9.15.   Responsibilities.

This paragraph is required. Identify the key officials who will implement the DTM and list the overarching duties and obligations of each. If responsibilities are longer than half a page, place them in an attachment and write "See Attachment [#]" in the paragraph. See Section 6 for more guidance on writing responsibilities.

9.16.   Responsibilities in DTMs Signed by the Secretary or Deputy Secretary of Defense.

Only assign responsibilities, as applicable, to the Under Secretaries and the Assistants to the Secretary of Defense, other DoD Component heads, and the Directors of the Defense Agencies and DoD Field Activities.

9.17.   Responsibilities in DTMs Signed by All Other Officials.

Assign responsibilities, as applicable, to the Deputy Under Secretaries and Deputy Assistant Secretaries of Defense, the Directors of the Defense Agencies and DoD Field Activities and, when authorized by a DoDD, to other DoD Component heads. The authorizing DoDD must be cited when responsibilities are assigned to other DoD Component heads.

9.18.   Procedures.

This paragraph is recommended but not required. Provide the sequence of actions to be taken or instructions to be followed to accomplish the DTM's purpose. If longer than half a page, place in an attachment and write "See Attachment [#]" in the paragraph.

9.19.   Other Paragraphs.

Most material in DTMs can be structured using the required, optional, and recommended paragraphs discussed in this section. Use them in the order discussed. If other paragraphs are needed, place them immediately above the releasability paragraph, which will be the last paragraph before the

signature block. Organize the paragraphs to present the most important information first, followed by supporting detail. Always use paragraph headings. If any additional paragraph exceeds half a page, place the material in an attachment or attachments.

9.20.   Tables and Figures.

Don't put tables or figures in the front matter of the DTM. Place tables and figures in an attachment or attachments. Number the tables and figures in the order to which they are referred (e.g., Table 1, Table 2, Figure 1, Table 3, Figure 2).

9.21.   Releasability.

This paragraph is required and must always be the last paragraph before the signature block. In the DTM template, pick one of the following options for releasability of the DTM from the dropdown menu. For guidance on determining releasability, go to DoDD 5230.9, DoDI 5230.29, and SECDEF MESSAGE: INFORMATION SECURITY/WEBSITE ALERT.

"Cleared for public release. This DTM is available on the Directives Division Website at https://www.esd.whs.mil/DD/."

"Not cleared for public release. This DTM is available to users with Common Access Card authorization on the Directives Division Website at https://www.esd.whs.mil/DD." (As a rule this option is used for issuances containing controlled unclassified information (CUI).)

"Not cleared for public release. This DTM is available to authorized users on the SIPRNET at https://IntelShare.intelink.sgov.gov/sites/DoD-Issuances/."

"Not cleared for public release. The release and distribution of this DTM will be approved only by [enter originating OSD Component and contact information]."

9.22.   Signature Block.

Leave six blank lines between the releasability statement and the signature block. If the Secretary or Deputy Secretary is signing the DTM, don't use a signature block in accordance with DoDM 5110.04. If a PSA is signing, include their title.

9.23.   **Signature Authority.**

DTMs establishing policy must be signed by the originating PSA in accordance with their chartering DoDD; the Secretary or Deputy Secretary will sign DTMs on subjects requiring their direct oversight. DTMs implementing policy may be signed by the PSA, their Deputy, or a Presidentially Appointed, Senate-confirmed official who has been granted the authority to establish guidance via DoD issuances in their chartering DoDD. See the *List of Signature Authorities* on the Website for more information.

9.24.   **Attachments.**

Between the signature block and the Attachments line, include one blank line. After the "Attachments:" line, include the language "As stated."

ATTACHMENT GUIDANCE

9.25.   **When to Use.**

Use an attachment or attachments if there is a table or figure; there are more than six references; or a paragraph in the DTM is longer than half a page. Exception: The policy paragraph will always be in the front matter above the signature block, regardless of length.

9.26.   **Attachment Order and Numbering.**

Refer to attachments in the front matter of the DTM above the signature block. Number them in the order they appear in the text. Use Arabic numerals to identify attachments. If you have only one attachment, don't number it.

9.27.   **Referring to Attachments.**

Capitalize the word "Attachment" when referring to a specific attachment; if self-referencing the attachment, say "…this attachment."

9.28.   **Attachment Footers.**

If you don't need a preset attachment provided in the template, delete the applicable MS Word section and adjust the subsequent footer(s) as necessary. If you insert additional MS Word sections for attachments, carry the header forward and adjust the text in the footer to read: "Attachment

[applicable #]." Unlink the footer from the previous section when adding new sections.

9.29.　　Formatting Attachments.

Use the template Styles to format attachments, as shown in Figure 36, Figure 37, and Figure 38.

Figure 36. DTM Section and Paragraph Numbering Format

1. SECTION TITLE. When you have no paragraphs in a section or when you wish to place explanatory material before the subsequent paragraphs, place a period after the section title and begin the text on the same line.

2. SECTION TITLE.

　　a. Paragraph Heading. To have a paragraph "a.," you must have a paragraph "b." To have a paragraph "(1)," you must have a paragraph "(2)." If one paragraph has a heading, all paragraphs on the same level must have a heading.

　　　　(1) Use Style "07_(1) Text" to format text at this level. **Don't** use the AutoFormat function in MS Word. (To turn this function off in MS Word 2013, go to *Using the Issuance Template's MS Word Features* on the Website)

　　　　　　(a) Paragraph Heading. Use Style "09_(a) Text" to format text at this level.

　　　　　　(b) Paragraph Heading. Lorem ipsum dolor sit amet.

　　　　　　　　1. Paragraph Heading. Use the "10_Underline" style to format text at this level. Avoid using paragraph headings at this level, if possible. You will have to add the underline manually.

　　　　　　　　　　a. Use the "11_Underline" style to format text at this level. This is the fifth level. Do NOT create paragraphs below this level. Avoid using paragraph headings at this level, if possible. You will have to add the underline manually.

　　　　　　　　　　b. If you have material subordinate to this level, reorganize the material at a higher level.

　　　　　　　　2. Paragraph Heading. Lorem ipsum dolor sit amet.

　　　　(2) Because Paragraph 2.a.(1) has no heading, this paragraph has none.

　　b. Paragraph Heading. Because Paragraph 1.a. has a heading, this paragraph must have one.

Figure 37. Format for Attachment with One Section

ATTACHMENT #

ATTACHMENT NAME

Section text . . . Don't number the paragraph. Don't use a section title.

 a. Paragraph Heading. Header use is optional in paragraphs, but must be consistent (e.g., if paragraph "a" has a header, than paragraph "b" must, as well).

 (1) Paragraph Heading. Lorem ipsum dolor sit amet.

 (a) Paragraph Heading. Lorem ipsum dolor sit amet.

 1. This is the fourth level. You will have to add the underline manually.

 a. This is the fifth level. Don't create paragraphs below this level. You will have to add the underline manually.

 b. If you have material subordinate to this level, reorganize the material at a higher level.

Figure 38. Format for Attachment with Sections Only

ATTACHMENT #

ATTACHMENT NAME

1. SECTION TITLE. Number the paragraph. Use of section titles is optional, but must be consistent (e.g., if section 1 has a title, then section 2 must, as well).

2. SECTION TITLE.

or

1. Section text . . . If section titles are not used, simply number the paragraph and begin with text.

2. Section text . . .

SECTION 10:   ISSUANCE CHANGE STANDARDS

CHANGE TYPES AND REQUIREMENTS

10.1.   Requirements.

A change amends no more than 25 percent of an existing DoD issuance and has the full authority of the issuance. If more than 25 percent of an issuance requires change, the entire issuance must be revised, coordinated, and reissued with a new date. A changed issuance keeps its original publication date and signature or approval authority. There are two types of change actions: administrative and substantive. For information on processing changes to DoD issuances, see *Processing DoD Issuances* on the Website.

10.2.   Administrative Changes.

Change only non-substantive portions of an issuance, such as reference titles and publication dates or organizational names and symbols. Administrative changes aren't formally coordinated; they are reviewed by WHS/DD, approved by the PSA concerned, and published to the Website.

10.3.   Substantive Changes.

Change an essential section of an issuance, such as purpose, applicability, policy, responsibilities, procedures, information requirements, or releasability, and impacts the DoD Components involved. Substantive changes go through the whole DoD issuance process.

CHANGE FORMATTING

10.4.   Font and Style.

During processing (DD Stages 1 – 5A), changes will be visible in red text so that reviewers and the issuance approval authority can quickly see and comment on what's changing. Don't use MS Word's Track Changes function to make your changes. For issuances published before 2015, use MS Word's font features to make your changes; for issuances in the current standards, use the change text Styles in the template. Use ~~red strikethrough~~ for proposed deleted text and *red italics* for proposed new text.

After the change is approved (Stage 5B), WHS/DD will remove the strikethrough text and convert the new text to black non-italics.

10.5.   Text Placement.

Always show deleted text first, placing new text after the deleted text, if applicable (e.g., ~~deleted text~~ *followed by new text*). Use the guidance in Table 9 to make your revisions clear.

Table 9. Making Changes Clear

Don't…	***Do…***
w~~he~~*a*ther	~~whether~~ *weather*
2~~4~~*8*	~~24~~ *28*
DoD ~~Directive~~ *Instruction* 5120.*0*8, "Armed Forces Chaplains Board ~~Charter~~," ~~March~~ *August* 20, ~~1995~~ *2007*	~~DoD Directive 5120.8, "Armed Forces Chaplains Board Charter," March 20, 1995~~ *DoD Instruction 5120.08, "Armed Forces Chaplains Board," August 20, 2007*
~~shall~~*won't*	~~shall~~ *won't*

Exceptions			
virtual*ly*	user~~s~~	~~un~~willing	*dis*regard

10.6.   Cover Page Change Information.

For issuances published before 2015, add a line after the original publication date that says: "*Incorporating Change [#], Effective Month Day, Year*". For issuances published in 2015 or later, add the following language after the original effective date: "*Change [#] Effective*" and don't fill in the date. The number should reflect the most recent change number. WHS/DD provides the change date before publishing the issuance to the Website.

10.7.   Table of Contents.

The TOC doesn't need to be separately marked. When you regenerate it in accordance with Paragraph 2.8., any changes made to header text in your issuance will be incorporated. However, you will need to color the italicized or strikethrough text red.

10.8. Footers for Issuances Published Before 2015.

Starting on Page 2, add the following to the bottom left footer: "*Change [#], mm/dd/yyyy*" as seen in Figure 39. WHS/DD will add the change date before publishing the issuance to the Website. Leave the headers alone.

10.9. Headers for Issuances Published 2015 or Later.

Add *"Change [#] Effective: Month Day, Year"* below the effective date on Page 1 and in the headers from Page 2 on as seen in Figure 40. Don't update the original publication date. WHS/DD will add the change date before publishing the issuance to the Website. Leave the footers alone.

SUMMARY OF CHANGES PARAGRAPH

10.10. Summary of Changes Formatting.

A summary of changes paragraph must be included. The paragraph heading must be *"SUMMARY OF CHANGE [#]."* For issuances published before 2015, it should be the paragraph immediately before the Effective Date paragraph. In issuances published in 2015 or later, the paragraph must be the last paragraph in Section 1 (usually Paragraph 1.3. or 1.4.).

10.11. Summary of Changes Content.

This won't be a listing of every change, but a summary of the intent or result of the change. Describe briefly what changes were made and what prompted the change (e.g., new Secretary of Defense direction or implementation of a Public Law.) For example:

"The changes to this issuance are administrative and update organizational titles and references for accuracy."

"The changes to this issuance are a result of [what prompted the change?]. Responsibilities [of what organization/individual?] have been amended to include [how did they change?], and processes in [which part of the document?] have been [how have they changed?]."

10.12. Subsequent Changes.

The Summary of Change # paragraph will be updated upon each change; that is, only the most recent change will be summarized. Information regarding previous changes will be available in the WHS/DD archives and, ultimately, the National Archives and Records Administration.

10.13.   Examples of Changes.

Standards for making changes to the DoD issuance template in use before May 1, 2015, are in Figure 39. Standards for making changes to the current DoD issuance template are in Figure 40.

SAMPLES OF CHANGED ISSUANCES

Figure 39. Making Changes to Issuances Published Before 2015

Figure 39. Making Changes to Issuances Published Before 2015, Continued

DoDI 6025.18, December 2, 2009

3. DEFINITIONS

    3.1. Health care entities. Department of Defense health plans (such as TRICARE), health care providers (such as medical treatment facilities), and other covered entities to the extent that such plans, providers, or entities are subject to references (a) and (b).

4. POLICY

It is DoD policy:

    4.1. That health care entities will comply with their obligations under references (a) and (b), while continuing to maintain compliance with 5 U.S.C. 552a, DoD Directive 5400.11, and DoD 5400.11-R (references ~~(d)~~*(c)*, ~~(e)~~*(d)*, and ~~(f)~~*(e)*).

    4.2. That health care entities shall, as authorized by and consistent with the procedures of reference (b), assure the availability to appropriate command authorities of health information concerning military personnel necessary to assure the proper execution of the military mission.

5. RESPONSIBILITIES

    5.1. The Assistant Secretary of Defense (Health Affairs), under the Under Secretary of Defense (Personnel and Readiness), shall exercise oversight to ensure compliance with this Instruction *and DoD 6025.18-R (Reference (f))* and ~~issue the Privacy Program for Health Information in the DoD Health Care Programs publication~~ *update supporting guidance for implementation of this Instruction as necessary*.

    5.2. The Secretaries of the Military Departments and other Heads of the DoD Components shall comply with this Instruction and the ~~Privacy Program for Health Information in the DoD Health Care Programs publication~~ *supporting guidance provided by the Assistant Secretary of Defense (Health Affairs)*.

*6. RELEASABILITY. **Cleared for public release**. This Instruction is available on the Directives Division Website at http://www.esd.whs.mil/DD/.*

The change number and date is in the footer on all pages after page 1.

Issuances posted on the website must have a releasability statement. The new paragraph formatting will be used for this addition.

Change #, mm/dd/yyyy   2

Figure 39. Making Changes to Issuances Published Before 2015, Continued

This will not be a listing of every change, but a
summary of the intent or result of the change.

DoDI 6025.18, December 2, 2009

7. <u>SUMMARY OF CHANGE #</u>. *This paragraph will always appear before "Effective Date" in
the old format. The following are examples of possible statements:*

*a. "The changes to this issuance are administrative and update organizational titles and
references."; OR*

*b. "The changes to this issuance are a result of [what prompted the change?].
Responsibilities [of what organization / individual?] have been amended to include [how did
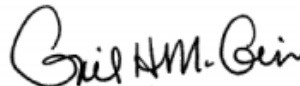they change?], and processes in [which part of the document?] have been [how have they
changed?]."*

~~6~~8. EFFECTIVE DATE. This Instruction~~:~~ *is effective December 2, 2009.* [Use the original
publication date on the current issuance version online].

The effective
date paragraph
must match
current
standards.

~~a. Is effective December 2, 2009.~~

~~b. Will expire effective December 2, 2019 if it hasn't been reissued or cancelled before this
date in accordance with DoDI Instruction 5025.01 (Reference (#)).~~ [Remove text discussing
issuance expiration and citation of DoDI 5025.01, if provided. 5025.01 will also need to be removed
from references, unless it is cited in the issuance elsewhere.]

The original signature stays
throughout all changes.

Gail H. McGinn
Deputy Under Secretary of Defense (Plans)
Performing the Duties of the
Under Secretary of Defense for
Personnel and Readiness

Change #, mm/dd/yyyy   3

Figure 40. Making Changes to Issuances in the Current Standards

Changed issuances keep the original
effective date and approved by line.
Formatting stays the same.

DoD INSTRUCTION 1234.56

EXAMPLE OF CHANGE TO ~~NEW~~ *THE CURRENT* FORMAT

Originating Component:	~~Office of the Deputy Chief Management Officer of the Department of Defense~~ *Office of the Director of Administration and Management*
Effective: *Change # Effective:*	October 31, 2021 *Month Day, Year* Directives Division will insert change effective date before publication.
Releasability:	~~Cleared for public release. Available on the Interned from the DoD Issuance Website at http://www.dtic.mil/whs/directives~~ *Cleared for public release. Available on the Directives Division Website at https://www.esd.whs.mil/DD/.*
Reissues and Cancels:	DoD Instruction 1234.56, "Example of Change to New Format," September 1, 2010
Approved by: *Change # Approved by:*	Jane Doe, Imaginary DA&M *Name, Title* The change will be approved by the person currently serving in the position of the original approving authority

Purpose: This issuance provides an example of how changes are documented using the issuance format in effect January 1, 2020.

• This is only used for issuances published using the current format.

• If you are changing a document that was published in the Pre-May 1, 2015 format, you will not be ~~updating~~ *changing* the format.

All changes are made in red type. Deletions are
strikethrough followed by insertions in italics.
Your issuance will for through processing in this
format so changes are easily seen and
Components comment on red text only.

Figure 40. Making Changes to Issuances in the Current Standards, Continued

The change number and date is the in the header on all pages after page 1. Directives Division will provide the date when the change is published.

DoDI 1234.56, October 31, 2021
Change #, Month Day, Year

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    1.2. Policy. 3
    1.3. Information Collections. 3
    1.3. Summary of Change #. 3

You won't manually change the Table of Contents at all.

Any text changes will be made to the section and paragraph headers in the body of the issuance and will show up here when you automatically update the TOC.

TABLE OF CONTENTS   2

Figure 40. Making Changes to Issuances in the Current Standards, Continued

---

DoDI 1234.56, October 31, 2021
Change #, Month Day, Year

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the "DoD Components").

1.2. POLICY.

    a. The Department of Defense will issue guidance on how changes will be ~~done~~ *made in DoD issuances*.

    b. The guidance will be ~~late and incomplete~~ *current and complete*.

~~1.3. INFORMATION COLLECTIONS.~~

~~The make believe report, referred to in Paragraph 2.1.a. of this imaginary issuance, has been assigned a report control symbol XXXX in accordance with the procedures in Volume 1 of DoD Manual 8910.01. Our make believe change removed the report and this the requirement for this paragraph.~~

1.3. SUMMARY OF CHANGE #.

This will not be a listing of every change, but a summary of the intent or result of the change.

This paragraph is always the last paragraph to appear in Section 1. The following are examples of possible statements:

    a. "The changes to this issuances are administrative and update organizational titles and references"; or

    b. "The changes to this issuances are a result of [what prompted the change?]. Responsibilities [of what organization/individual?] have been amended to include [how did they change?], and processes in [which part of the document?] have been [how have they been changed?]."

SECTION 1: GENERAL ISSUANCE INFORMATION   3

SECTION 11:   DODD EXECUTIVE SUMMARY OF CHANGES

11.1.   Requirements.

The Deputy Secretary of Defense's office requires that all reissued or changed directives contain an executive summary of changes.

11.2.   Sample Executive Summary of Changes.

A sample executive summary of changes is in Figure 41. A template of the DoDD executive summary of changes is available under "Templates" on the Website at:
https://www.esd.whs.mil/Directives/issuance_process/supporting_documents/

Figure 41. Sample Executive Summary of Changes

Executive Summary of Changes
DoD Directive 3600.01, "Information Operations (IO)"

The subject directive was updated in response to changes directed by the June 25, 2011 Secretary of Defense (SecDef) Memorandum, "Strategic Communication and Information Operations in the DoD" (TAB B). Unless otherwise noted in this summary, the SecDef memorandum is the reason for the changes made to this directive.

AUTHORITIES: No changes.

POLICY:
- Directs the Under Secretary of Defense for Intelligence and Security (USD(I&S)) and Under Secretary of Defense for Policy (USD(P)) to coordinate and de-conflict information gathering programs and intelligence activities.

RESPONSIBILITIES:
- Moves the Principal Staff Advisor function and oversight of IO from the USD(I&S) to the USD(P).
- Directs the Chairman of the Joint Chiefs of Staff (CJCS) to provide oversight of the Joint Information Operations Warfare Center, designating it a Chairman's Controlled Activity.
- Further assigns responsibilities as follows:
    - To CJCS: Proponency for joint IO, joint military deception, and joint operations security (OPSEC).
    - To USD(I&S): Development of policy on characterization of the information environment, intelligence support to IO, and OPSEC as a warfighting enabler.
    - To Commander, U.S. Strategic Command: Proponency for Joint Electromagnetic Spectrum Operations and Joint Computer Network Operations.
    - To Commander, U.S. Special Operations Command: Proponency for Joint Military Information Support Operations.

OTHER:
- Modifies the definition of IO, removing references to specific capabilities and broadening the application of IO to any capability employed to achieve an effect in the information environment.
- Establishes an IO Executive Steering Group to execute oversight of IO.

SECTION 12: OTHER RESOURCES

12.1. DoD Issuances Website.

The following resources, created by WHS/DD, are available on the Website at https://www.esd.whs.mil/DD/ (unclassified). Some can also be found on the classified site at https://IntelShare.intelink.sgov.gov/sites/DoD-Issuances/, but the bulk of our guidance is on NIPRNET.

Common Mistakes; DoD Issuance Numbering System; DoD Issuances Defined, and guides on using MS Word features are available at: DoD Issuances Menu → Issuance Toolbox → Forms, Templates, and Resources → General Guidance.

Collective Leadership Terms; List Of Signature Authorities; and *Authorized Component Coordinators* are available at: DoD Issuances Menu → Issuance Toolbox → Forms, Templates, and Resources → Coordination Guidance.

Guidance on getting Defense Office of Prepublication and Security Review clearance to release an unclassified issuance to the public is available at: DoD Issuances Menu → Issuance Toolbox → DoD Process → Stage 4D.

Frequently Asked Questions are available at: Contact/FAQ → FAQ.

DoDM 5110.04, "DoD Manual for Written Material" is available at: DoD Issuances → DoD Publications & Manuals.

12.2. Other Resources.

The current editions of the following resources, not created by WHS/DD, are available online with a quick internet search. If any of the resources contradict our guidance, this style guide takes precedence for DoD issuances.

DoD Dictionary of Military and Associated Terms (also available on the Website at: DoD Issuances Menu → Issuance Toolbox → Forms, Templates, and Resources → General Guidance).

*United States Government Printing Office Style Manua*l.

Chicago Manual of Style.

ACRONYMS

Acronym	Meaning
AI	administrative instruction
CUI	controlled unclassified information
DD	Directives Division
DoDD	DoD directive
DoDI	DoD instruction
DoDM	DoD manual
DTM	directive-type memorandum
EA	executive agent
MS	Microsoft
NOAA	National Oceanic and Atmospheric Administration
PSA	Principal Staff Assistant
TOC	table of contents
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USD(P)	Under Secretary of Defense for Policy
URL	uniform resource locator
WHS	Washington Headquarters Services

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