Change Standards as of February 7, 2018

- Standards for making changes to the DoD issuance template in use before May 1, 2015 are on page 2.
- Standards for making changes to the current DoD issuance template are on page 5.

Making Changes Clear

The standard for making changes is that the deleted text comes first, then the new text. But action officers and compliance analysts must work together to make sure that their audience can easily read the changed text: Keeping that in mind, note your changes clearly:

<table>
<thead>
<tr>
<th>Not…</th>
<th>But…</th>
</tr>
</thead>
<tbody>
<tr>
<td>whether</td>
<td>whether weather</td>
</tr>
<tr>
<td>248</td>
<td>24 28</td>
</tr>
<tr>
<td>shall will not</td>
<td>shall will not</td>
</tr>
</tbody>
</table>

Use your judgment! These are some examples of changes that are easily understandable:

virtually users unwilling disregard
SUBJECT: Privacy of Individually Identifiable Health Information in DoD Health Care Programs

References: (a) Sections 1320a -1320d-8 of title 42, United States Code
(d) Section 552 of title 5, United States Code

1. PURPOSE.

This Instruction:

1.1. Establishes policy and assigns responsibilities for implementation of the standards for privacy of individually identifiable health information established by references (a) and 45 CFR Parts 160 and 164 (reference (b)).

1.2. Authorizes the “Privacy Program for Health Information in the DoD Health Care Programs” publication in accordance with reference (c).

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of 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 Department of Defense (hereafter referred to collectively as “the DoD Components”)

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), (e), and (f)).

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 Internet from the DoD Issuances Website at http://www.dtic.mil/whs/directives.

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.
67. EFFECTIVE DATE. This Instruction is effective December 2, 2009. [Use the original publication date on the current issuance version online].


—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.]

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
DoD Instruction 1234.56

Example of Change to New Format

Originating Component: Office of the Deputy Chief Management Officer

Effective: September 1, 2015

Change # Effective: Month Day, Year


Reissues and Cancels: DoD Instruction 1234.56, “Example of Change to New Format,” September 1, 2010

Approved by: Joe Smith, Imaginary CMO

Change # Approved by: Name, Title

Purpose: This issuance provides an example of how changes are documented using the issuance format in effect May 1, 2015.

- This is only used for issuances published using the new 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 go through processing and be published in this format so changes are easily seen.
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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.
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 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 thus the requirement for this paragraph.