[Secretary, Deputy Secretary, or Component letterhead]

[month, day, year published inserted by DD]

*(If a change) Incorporating Change #, Month Day, Year*

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP

DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

[See **Section 9 of the DoD Issuance Style Guide** on the DoD Issuances Website for DTM standards and complete instructions on using this template and adding additional addressees.]

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

References: List six or fewer references here, in alphanumeric order. Use of more than six is discouraged. However, if your DTM requires more, move all to the first attachment.

List other DoD issuances this one amends or cancels.

Purpose.

[Required paragraph. Indent paragraphs at .5 inch. For subparagraphs, use the bullet structure provided on the MS Word Standard Toolbar.] In accordance with the authority of [chartering directive or law], this directive-type memorandum (DTM):

* State concisely why the DTM is being published. Identify any DoD issuances it amends or cancels.
  + Additional text will appear in sub-bullets.
  + You can’t have only one bullet.
* End the paragraph with one of these two statements (select from dropdown menu): Choose an item.

Applicability.

[Required paragraph] This DTM 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 DTM as the “DoD Components”). [Modify as appropriate.]

Definitions.

[Optional paragraph.] Use if establishing new terms. See Section 9 of the DoD Issuance Style Guide for format guidance. If more than half a page OR if an acronym/abbreviation listing is used, move all terms to Glossary at end of DTM; in that case, this line would read: See Glossary.

Policy.

[Recommended paragraph]

Responsibilities.

[Required paragraph] Keep main DTM (above the signature) to 2 or 3 pages. If responsibilities exceed half a page, place in an attachment. [Do not number if only one attachment.] See Section 9 of the DoD Issuance Style Guide for proper listing order of responsible officials.

Procedures.

[Recommended paragraph] If procedures exceed half a page, place the material in an attachment.

Information Collection Requirements.

[Required paragraph if it applies to DTM; see Paragraphs 5.8. through 5.10. in DoD Issuance Style Guide for guidance on this paragraph].

Releasability.

[Required paragraph] Pick one of the following options for releasability of the DTM from the dropdown menu; delete this text. Choose an item.

Name [Blank if for Secretary or Deputy Secretary Signature.]

Title [Blank if for Secretary or Deputy Secretary Signature.]

Attachments:

As stated

Attachment 1

TITLE

1. SECTION HEADING.

Use the section and paragraph numbering format provided in the Style menu.

a. Paragraph Heading.

To have a paragraph “a,” you must have a paragraph “b.”

(1) Paragraph Heading.

If paragraph has a heading, all paragraphs on the same level must have headings.

(a)

(b)

1. You must manually add the underline at this level.

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

b.

2.

(2) Paragraph Heading

b. Paragraph Heading

c. Paragraph Heading

2. SECTION TITLE

a.

b.

c.

Attachment 2

TITLE

1. SECTION HEADING.

a. Paragraph Heading.

(1) Paragraph Heading.

(a)

(b)

1.

a.

b.

2.

(2) Paragraph Heading

b. Paragraph Heading

c. Paragraph Heading

2. SECTION TITLE

a.

b.

c.

Glossary

Part I. Abbreviations and Acronyms

| **Acronym** | **Meaning** |
| --- | --- |
|  | Use the table in this template to alphabetically list all acronyms used in the issuance with a row for each identified term. Add more rows as necessary. |
| ABBREVIATION | use lower case when term is a common noun |
| ACRONYM | Use Title Case When Term is a Proper Noun  Use a hard return in the cell of the last acronym in a letter group |
| BEGINS WITH “B” |  |
| BEGINS WITH “B” |  |
| 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 |
| ACRONYM | Use acronyms already established; do not write term out or reestablish acronyms. Acronyms are ordered alphabetically in the definitions section by the acronym, not the term as it would be spelled out. |
| Term | Use Title Case When Term is a Proper Noun  Use a hard return in the cell of each definition to separate it from the next term. |