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Incorporates and Cancels: Document type, number, “Title,” Publication Date

Cancels: Document type, number, “Title,” Publication Date

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[The language in brackets in this template is directional and must be deleted.]

Purpose:This issuance: [Structure depends on type of issuance being issued. See the options provided in the DoD Issuance Style Guide and Addendum A.]

* [Any text that should be listed as sub-points of the main purpose should be applied in bullets, as shown.]
* [Keep the purpose of the issuance to half a page, so it fits on the cover of the document.]
  + [Additional text will appear in sub-bullets.]
  + [You can’t have only one bullet.]

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Section 1: General Issuance Information

1.1. Applicability.

[Option 1: Standard Applicability Statement] 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”).

1.1. Applicability.

[Option 2: Standard Applicability Statement All-inclusive USCG] 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”).

1.1. Applicability.

[Option 3: Standard Administrative Instruction Applicability Statement] 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”).

1.2. Policy.

a. This is an example of an “a” level paragraph.

b. This is an example of an “b” level paragraph.

Section 2: Responsibilities

2.1. Title of Official (And Acronym if Not Established Earlier).

The [official]:

a. [A paragraph “a” must have a paragraph “b,” etc.]

b.

2.2. Acronym of Official (If Established Earlier).

The [acronym of official]:

a.

b.

(1) [A paragraph “(1)” must have a paragraph “(2),” etc.]

(2)

(a) [A paragraph “(a)” must have a paragraph “(b),” etc.]

(b)

(3)

c.

2.3. Acronym of Official (If Established Earlier).

The [acronym of official]:

a.

b.

2.4. Acronym of Official (If Established Earlier).

The [acronym of official]:

a.

b.

Section 3: Section Title

3.1. Paragraph Title.

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.]

b. [This is what paragraph level “a” looks like if it does not have a heading.]

(1) Heading.

[This is what paragraph level “(1)” looks like if it has a heading.]

(2) [This is what paragraph level “(1)” looks like if it doesn’t have a heading.]

(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.

3.2. Paragraph Title.

3.3. Paragraph Title.

Section 4: Section Title

4.1. Paragraph Title.

a. Heading.

b. Heading.

(1)

(2)

(a)

(b)

1.

a.

b.

2.

c. Heading.

4.2. Paragraph Title.

4.3. Paragraph Title.

Glossary

G.1. Acronyms.

[A listing of acronyms is mandatory for issuances over two pages using acronyms other than “DoD,” “OSD,” or “U.S.” Use the table in this template to alphabetically list all acronyms used in the issuance, with a separate row for each identified term. Add more rows as necessary.]

| **Acronym** | **Meaning** |
| --- | --- |
| 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” |  |

G.2. Definitions.

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

| **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. |

References

[List references in alphabetical (and then numeric, if applicable) order. The reference listed is an example. If your issuance doesn’t include the example issuance, remove the reference.]

DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014