Current as of June 6, 2019

DoD Issuances Standards

Purpose: In accordance with DoD Instruction (DoDI) 5025.01, this document provides standards for writing DoD issuances using the template on the DoD Issuances Website.

- Use of the template is mandatory. Do not write over an earlier version of an issuance.
- See Section 8 for a list of useful resources found on the DoD Issuances Website. Go to these sites for all other "go to" guidance in these standards.
- For "how to" guidance on using Microsoft (MS) Word features in the new standards and template, go to the "Guide to Using Word Features in DoD Issuances."

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SECTION 1: FORMATTING BASICS

1.1. GENERAL. **Do not** use the MS Word AutoFormat function, as it is not compatible with these standards. To turn off that function and for other "how to" guidance on using MS Word features in the new standards and template, go to the "Guide to Using Word Features in DoD Issuances."

1.2. LENGTH Length of an issuance depends on the issuance type. If a single document must exceed the standard amount, the originating OSD Component leadership asks the Directives Division, Washington Headquarters Services (DD/WHS) approval of a page waiver. The waiver request must justify the necessity for the page length of the document. Go to "Supporting Documents" for a sample of the page waiver request memorandum.

a. DoD Directives (DoDDs). The complete DoDD should not exceed 12 pages.

b. DoDIs and Administrative Instructions (AIs). A DoDI or AI should not exceed 50 pages. If necessary, it may be separated into volumes, which is the recommended course of action. If you feel a single document is required, request a page waiver.

c. DoD Manuals (DoDMs). The complete DoDM should not exceed 100 pages. If more than 100 pages are required, separate the DoDM into volumes. If you feel a single document is required, request a page waiver.

1.3. STYLE AND FONT. Instead of directly applying formatting to text, use the styles preset in the template. You must use the template for both new and reissued issuances. See Appendix 1A for images of the DoD issuances styles. In addition to use of styles:

a. 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.

b. 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.

1.4. MARGINS, SPACING, AND ALIGNMENT.

a. Spacing, indentation, and color are preset in the styles default in the template.

b. Center tables and figures.

c. Follow the paragraph formatting guidance in Section 2 for each section of the issuance. Use the preset template format for Page 1, generation of the table of contents (TOC) using styles, and the format shown in Section 8, Appendix 8A, and the Glossary for the reference list and Glossary, respectively.

1.5. SELECTING DROPDOWN MENU TEXT. Content controlled text frequently used in DoD issuances have been added to the template in the form of dropdown menus. Most of these dropdown menus are on the template's cover page and page headers, and include the issuance type, originating OSD Component, and releasability.

1.6. HEADERS. Use the headers preset in the template. All pages but Page 1 will have a visible header.

a. Headers are preset in the template for all mandatory sections. Do not change the formatting of the header.

b. Select the issuance type (i.e., DoDD, DoDI, or DoDM) as applicable from the dropdown menu.

c. Enter the issuance number in the TOC page header, using the style set in the template, after the issuance acronym.

d. 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).

e. If the issuance is not a change, remove the second line "(if a change…)" entirely from the header.

1.7. FOOTERS. Use the footers preset in the template. All pages but Page 1 must have a footer. Page 1 will not have a visible footer.

a. Footers are preset in the template for all mandatory sections. Do not change the formatting of the footer.

b. Starting at Section 3, add the section number and title to the footer. The title must exactly match the title provided at the beginning of the section.

c. Type the footer text in title case, i.e., With the Beginning of Each Principle Word Capitalized.

d. To add new sections with different footers, insert MS Word section breaks. See the "Guide to Using Word Features in DoD Issuances" for more on MS Word sections.

1.8. USING MS WORD SECTIONS. The use of MS Word section breaks is mandatory for different sections of an issuance. MS Word section breaks allow different footers in each section.

a. 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 list), as well as Sections 3 and 4 with filler text.

b. If you don't need a preset section, delete the applicable MS Word section, and adjust any misnamed footers as necessary. If more sections are required, add new MS Word sections by selecting Page Layout → Breaks → Section Breaks → Next Page. See the "Guide to Using Word Features in DoD Issuances" for more information.

1.9. TOC. A TOC is mandatory for all issuances; if you feel a TOC is unnecessary, talk to your compliance analyst about waiving the requirement. Go to the "Guide for Using MS Word Features in DoD Issuances" for information on updating and troubleshooting the TOC.

a. The TOC provides a sequential list of the issuance structure with each section's number, title, and starting page location and is distinct from the rest of the issuance content. It 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. Do **not** manually change the text in the TOC itself. Instead, adjust the appropriate area in the body of the issuance and update your TOC.

b. Section titles and 1.1. level paragraph titles, when used, are the only mandatory level needed in the TOC, however, the template's default style set, as shown in Appendix 1A, creates links to the TOC for paragraph headings down to the (1) paragraph level. These styles also appear in the Navigation pane. See the TOC of this document for a TOC example.

1.10. GLOSSARY.

a. The Glossary is mandatory for all issuances over two pages using acronyms other than "DoD," "OSD," or "U.S." Acronyms must be used a minimum of three times in an issuance to be established; if the acronym is not used at least three times, spell out the term. In accordance with Paragraph 1.9, 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.

b. When referring to the Glossary in text, always capitalize "Glossary." The Glossary is always the second to last section in an issuance, followed only by the reference list. It is broken up into two parts, "Acronyms" and "Definitions," as appropriate for each issuance. Format the Glossary following the guidance in the Glossary in these standards and as provided in the template.

1.11. REFERENCES. A reference list 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 list is always the last section of the issuance and is included in the template. Use the spacing and alignment provided in the template. Format reference citations in the list and in the text of the issuance according to Section 7, Appendix 7A, and the guidance in the Reference section of these standards.

1.12. FOOTNOTES AND ENDNOTES. **Don't** use endnotes or the word "NOTE" in DoD issuances. Use footnotes **only** within the reference list to direct the reader to publications not readily found on an official government website using an Internet search engine.

1.13. ISSUANCE SECTIONS. Use the Page 1, TOC, Sections 1 and 2, Glossary, and reference section in the template. Use the filler sections and any additional sections to publish procedures, charters, or other information that adds to or supplements text on Page 1 or Sections 1 and 2 of the issuance. Create new sections using the MS Word section function discussed in Paragraph 1.8.

a. Section 1 will always be General Issuance Information.

b. Section 2 will always be Responsibilities.

c. The order of procedures (excluding DoDDs), 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.

d. 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 from the title. For example, a section titled "Procedures" may be too broad, if that one section has 40 pages of information with 5 distinct topics. Instead, consider breaking up that section into multiple sections, with more specific titles, e.g., "Formatting an Issuance," "Purpose Statements."

e. Section material must be original. You can't copy and paste material directly from another issuance or other reference to use as a section.

1.14. APPENDICES. Create appendices using the MS Word section function discussed in Paragraph 1.8.

a. Use an appendix or appendices to publish information that adds to or supplements a section. Appendix material must be original. You can't copy and paste material directly from another issuance or other references to use as an appendix.

b. Refer to appendices in the text of the sections they support. Use the format: "Appendix 1A" ("1" refers to the section; "A" the appendix) using the "Section Title" style for the appendix title. The title should state, "Appendix #(letter): Appendix Title." See Paragraph 2.1.d. on how to identify appendices.

c. Appendices immediately follow the section they support. They are listed in the order they are identified in text.

d. 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…").

1.15. TABLES AND FIGURES.

a. If you wish to place text in an issuance in a format other than the standard identified in Section 2, you must insert the text in a figure or table. The only exception is when providing a mailing address for information.

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

(2) Use a figure to present information that is best communicated as an illustration (image or drawing; due to file size restrictions, photos shouldn't be used), or as example (textual depiction) with or without instructional material, such as that in the figures in these standards.

(3) Mailing addresses may be set off from their 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.

b. Tables or figures cannot be used on Page 1 or in the TOC.

c. Use the "Caption" function of MS Word to label tables and figures using the References group, captions tab of the MS Word banner. See the "Guide to Using Word Features in DoD Issuances."

(1) Identify the table or figure using the word "Table" or "Figure," as appropriate.

(2) Table and figure numbering and identification in the TOC is generated through MS Word captions each time you update the TOC.

d. 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. Center the table or figure on the page.

(1) Font size - but **not** style - within a table or figure may be adjusted to accommodate internal requirements, but may not be smaller than 9 point font.

(2) Use bolding sparingly for emphasis; don't use underlining or italics.

(3) If using color in a table or figure, the table or figure must still be legible when printed in black and white hard copy.

e. The table or figure title is centered above the table or figure. Apply the "Table/Figure Title" style to the table or figure title. See the tables and figures in these standards for examples.

f. 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 1 in Appendix 7A for an example of a table breaking across a page.

1.16. FORMS. In general, don't include forms in DoD issuances, as subsequent updates of the form will make the issuance obsolete. Instead refer to the form (e.g., Department of Defense (DD) Form 818, "DoD Issuance Coordination Response") and identify its location - for DoD forms, this would be the DoD Forms Management Program website. Once the form has been identified, subsequent references in the issuance will only include the number (e.g., "DD Form 818").

1.17. MARKING CLASSIFIED INFORMATION. Follow the guidelines in Volume 2 of DoD Manual 5200.01 to properly identify classified information and mark classified documents.

1.18. FORMATTING CHANGES. A change amends no more than 25 percent of an existing issuance and has the full authority of the issuance. A changed issuance keeps its original date (initial publication or last coordinated revision). If more than 25 percent of an issuance requires change, the entire issuance must be revised, coordinated, and reissued with a new date.

a. During processing (DD Stages 1 – 5b), changes will be visible in red text so that coordinators and leadership can quickly see and comment on what is changing. Use the "change text - addition" and "change text - deletion" styles in the template to change issuances instead of MS Word Track Changes. A summary of the changes must also be provided.

(1) Pre-2015 Format. If your issuance is not in the current format, add a new paragraph in red italics immediately before the effective date paragraph called "Summary of Change #." If your issuance doesn't have an effective date paragraph and circumstances prevent reissuance, contact DD/WHS for assistance.

(2) Current Format. In Section 1, add a new final paragraph (1.#., Summary of Change #).

(3) Summary Content. This will not be a listing of every change, but a summary of the intent or result of the change. For example:

(a) "The changes to this issuance are administrative and update organizational titles and references."

(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?]."

(4) 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 archives.

b. Deleted information must be shown in red font with red strikethrough (e.g., ~~red strikethrough~~).

c. New information must be shown in red italics (e.g., *red italics*).

d. Always show deleted text first, placing new text after the deleted text, if applicable, (e.g., ~~deleted text~~ *followed by new text*).

e. On Page 1, keep the "Change # Effective" line without filling in the date. The number should reflect the most recent change number. DD/WHS provides the change date before publishing the issuance to the website.

f. In the headers, update the change line to reflect the change number of your issuance. Remove "(if a change:" and the closing parenthesis. Do not update the date. DD/WHS will add the change date before publishing the issuance to the website.

g. After the change has been approved, DD/WHS will remove the ~~red strikethrough~~ text and convert the *red italics* to regular text before publication (Stage 5B).

APPENDIX 1A: DOD ISSUANCE STYLE SET

Figure 1 shows the styles used in DoD issuances the way they would show up in an issuance. The starting text shows the name of each style and is associated with where it should be used in the document (e.g., "1.1. Heading" is used for a main paragraph heading, "1.1. Text" is used for text in a main paragraph that is not a heading). The parenthetical remarks show the font adjustments specific to each style.

Figure 1. 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 1. 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)

SECTION 2: PARAGRAPH NUMBERING AND FORMATTING

2.1. NUMBERING. All text in DoD issuance must follow these paragraph numbering and formatting guidelines. The only exception is mailing addresses within the text, and the use of tables and figures, following the guidelines in Paragraph 1.15.

a. Section Numbering. Sections 1 and 2 will always be General Issuance Information and Responsibilities. Any additional sections would follow numerically. Sections 3 and 4 are provided in the template for your convenience, but can be deleted if they aren't needed.

b. "1.1" Level Paragraph Numbering. On this level, the first number indicates the section, and the second is the paragraph number within the section (e.g., the first paragraph in Section 2 would be written as 2.1.).

c. Subparagraph Numbering. All subparagraphs are listed with alternating letters and numbers at .25" increasing indents; the indents are automatically supplied by styles. See Figures 2 - 5 for section and paragraph numbering, as appropriate.

d. Appendix Identification. Appendix identifiers have two parts. They are identified by the number of the section they follow and a capitalized letter listed in alphabetical order (e.g., A, B, C) without a period separating the two. Appendix lettering restarts for each section, so you may have Appendices 1A, 1B, 2A, 2B, and 3A.

e. Glossary Identification. The Glossary may consist of two parts, which will be identified as "G.1." and "G.2." For more information on the Glossary, see the Glossary of these standards.

2.2. SECTION IDENTIFIER FORMATTING. Use the style supplied in the template labeled "Section Title." See the title to this section as an example. The section identifier consists of two parts: the label and title. Use "Section" and the appropriate number, followed by a colon. Then add the title.

2.3. PARAGRAPHS WITH HEADINGS FORMATTING. Use the style supplied in the template for headings at the 1.1., a., (1), and (a) levels. Any headings in paragraphs below the (a) level must be manually underlined. See Appendix 1A and Figures 2 - 5 to view how the style should appear.

a. Paragraph headings always have a period.

b. Text begins immediately after the heading if that paragraph has no subparagraphs, or if there is explanatory material before the subparagraphs.

c. Heading use is optional at each level (though highly encouraged at the 1.1. level paragraph); however, paragraphs at the same level (e.g., a., b., c.) must have consistent formatting. Either all must have a heading or none.

2.4. PARAGRAPHS WITHOUT HEADINGS FORMATTING. Place the appropriate number or letter identifier, and then place the text immediately following.

2.5. PARAGRAPH ORGANIZATION.

a. 1.1. Level Paragraphs. Paragraphs at this level may also be referred to as a "main paragraph."

(1) If a section has multiple main paragraphs, it must be numbered as illustrated in Figure 2.

Figure 2. DoD Issuance Section and Paragraph Number Formatting

SECTION 3: PARAGRAPH NUMBERING AND FORMATTING

3.1. PARAGRAPH TITLE.

a. Heading. This is what paragraph level "a." looks like if it has a heading.

b. Heading.

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

(a)

(b)

1. You must manually add the underline at this level. **Don't** use headers at this level.

2.

a. You must manually add the underline at this level. **Don't** use headers at this level.

b. **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. This is what paragraph level "a." looks like if it does not have a heading.

b.

(1) Heading. This is what paragraph level "(1)" looks like if it does have a heading.

(2) Heading.

(2) If a section has main paragraphs with no headers, it must be formatted as illustrated in Figure 3.

Figure 3. Format for Section with Main Paragraphs without Headers

SECTION 3: PARAGRAPH NUMBERING AND FORMATTING

3.1. Paragraph text…If paragraph headings aren't used, simply number the paragraph and insert the text. Apply the "1.1. Text" style. This heading style will not appear in the table of contents.

3.2. Paragraph text…

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.

(3) If a section has only one main paragraph, it must be numbered as illustrated in Figure 4.

Figure 4. Format for Section with One Main Paragraph

SECTION 3: PARAGRAPH NUMBERING AND FORMATTING

Main paragraph text…. Don't number the paragraph. Don't use a paragraph heading.

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.

(4) If a section has only main paragraphs (i.e., there are no subparagraphs in the section), it must be numbered as illustrated in Figure 5.

Figure 5. 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. Paragraph text…If paragraph headings aren't used, simply number the paragraph and insert the text. Apply the "1.1. Text" style. This heading style will not appear in the table of contents.

3.2. Paragraph text…

b. Subparagraphs.

(1) 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.).

(2) Don't use the AutoFormat function in MS Word. (To turn this function off, go to the "Guide to Using MS Word Features in DoD Issuances.")

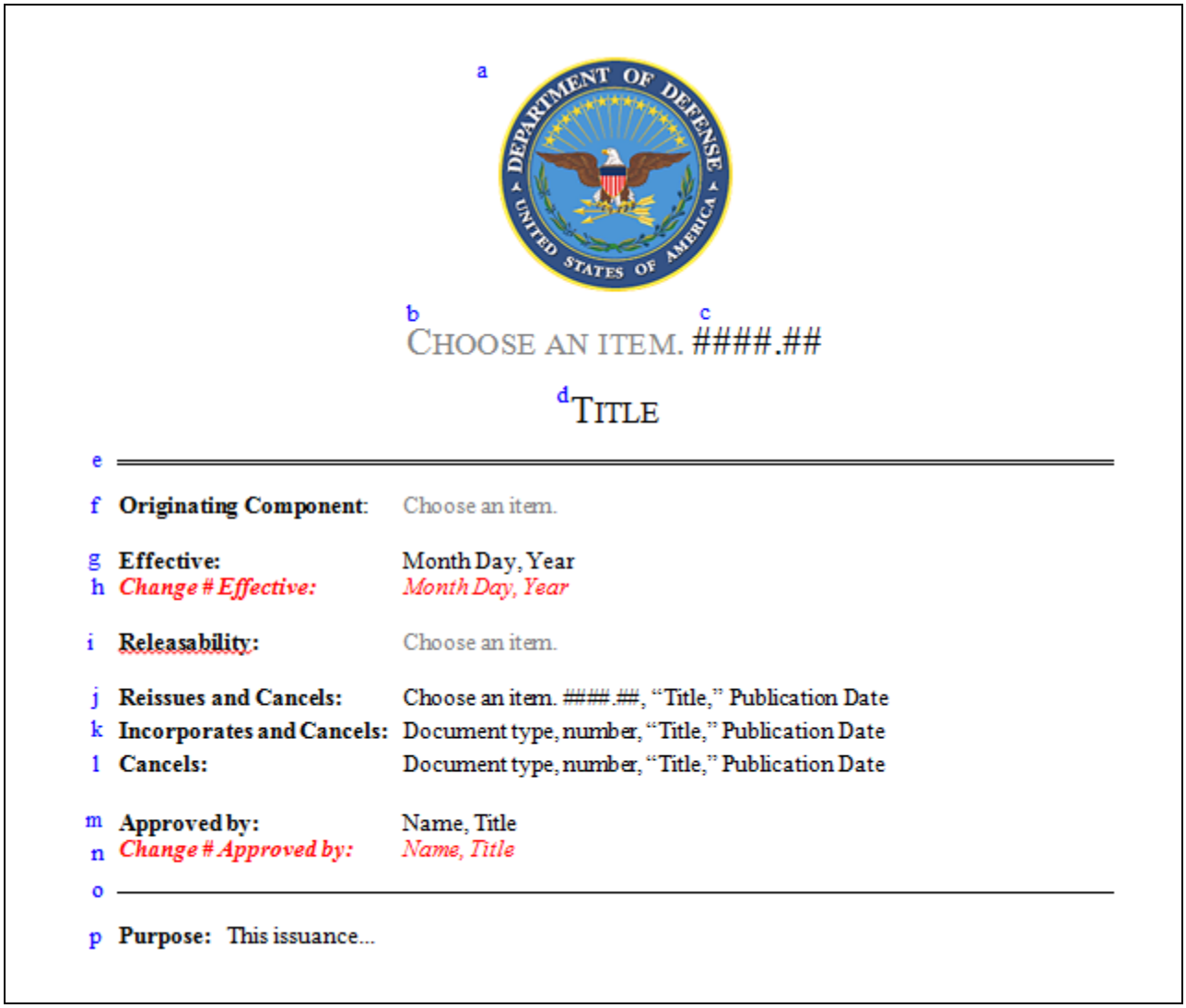
(3) Don't create subparagraphs below the "a." level. If you have material subordinate to that level, reorganize the material at a higher level.

2.6. SECTION SPACING. One blank line follows the section title and each paragraph. (This is default in the style, so you should only have to press Enter once to get to the appropriate line.) Don't tab between the paragraph numbers and text. Instead use spaces.

SECTION 3: PAGE 1 INFORMATION GUIDELINES

3.1. PAGE 1 REQUIREMENTS. Page 1 information is required based on its applicability to the issuance, and as noted in Paragraphs 3.1.a. through 3.1.o. Delete any lines not applicable to the issuance in their entirety. Page 1 information is about the issuance itself rather than the subject matter of the issuance. Page 1 always includes the DoD emblem, general information about the issuance, and the purpose of the issuance. Acronyms will only be established in the title or the Purpose on Page 1. See Figure 6 for a sample issuance Page 1. The subparagraphs within this section correspond with and refer to the letters within Figure 6.

Figure 6. Sample Page 1



a. DoD Emblem. Required. The DoD emblem is centered at the top of the page. It is provided in the template. Do not remove or modify.

b. 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. Go to "DoD Issuances Defined."

c. 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). Go to "DoD Issuance Numbering System."

d. Issuance Title. Required. Include the title based on the subject of the issuance. If possible, the title shouldn't exceed two lines. Don't 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)

e. Double Separating Line. Required. A double line separates the emblem and issuance type, number, and title from the remainder of the Page 1 information. Do not remove or modify the line.

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

g. Effective Date. Required. DD/WHS enters the date the issuance becomes effective after the issuance is signed. Do not remove the line.

h. Change # Date. Only required if a change.

(1) If the issuance is being changed, do not 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." DD enters the date the change becomes effective after the issuance is signed.

(2) If the issuance is **not** a change, then remove the line completely from Page 1.

i. Releasability. Required. Standard releasability statements are in the template in drop down menus. Select from the menu as appropriate for the issuance. See Figure 7 for the standard releasability statements.

(1) For guidance on determining releasability, go to DoDD 5230.9, DoDI 5230.29, and Secretary of Defense MESSAGE: INFORMATION SECURITY/WEBSITE ALERT.

(2) For guidance on getting Defense Office of Prepublication and Security Review clearance to release an unclassified issuance to the public, go to the "DoD Process".

Figure 7. 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 FOUO issuances.]
– Option 3 – Not cleared for public release. Available to authorized users on the SIPRNET at https://directives.whs.smil.mil.
– 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.]

j. Reissues and Cancels. Required, for issuances being reissued. If the document is a new DoD issuance, remove the entire line.

(1) List the type, number, title, and publication date of the current online version in the applicable areas provided in the template.

(2) Do **not** include the current publication in the reference list.

k. Incorporates and Cancels. Required, for issuances incorporating and cancelling documents. If the issuance is not incorporating and cancelling another document, remove the entire line.

(1) List the type, number, title, and publication date of the documents being incorporated and cancelled (e.g., an issuance, a memorandum) in the applicable areas provided in the template.

(2) If multiple documents are being incorporated and cancelled, list the documents alphabetically on subsequent lines. Only one "incorporates and cancels" heading is needed.

(3) Do **not** include a DoD issuance already listed under Paragraph 3.1.k.

l. Cancels. Required, for issuances cancelling documents. If the issuance is not cancelling another document, remove this entire line.

(1) List the type, number, title, and publication date of the documents being cancelled (e.g., an issuance, a memorandum) in the applicable areas provided in the template.

(2) If multiple documents are being cancelled, list the documents alphabetically on subsequent lines. Only one "cancels" heading is needed.

(3) Do **not** include any documents already listed under Paragraphs 3.1.k or 3.1.l.

(4) If a multi-volume issuance is reissuing a single DoDI, DoDM, or DoD publication, only Volume 1 of the new issuance will contain the cancellation line.

m. 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 he or she will not sign the issuance itself.

(1) DoDDs are approved by the Secretary or Deputy Secretary of Defense.

(2) DoDIs are approved by the originating OSD Component head.

(3) DoDMs may be approved by the OSD Component head, the Principal Deputy, or an OSD Presidentially appointed, Senate-confirmed official (go to the "List of Signature Authorities").

(4) AIs are approved by the Chief Management Officer of the Department of Defense or the Director, Washington Headquarters Services (WHS).

n. Change # Approved By. Only required if a change.

(1) 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; he or she will *not* sign the issuance itself. Change approval authority is same as identified in Paragraph 3.1.m. DD enters the date the change becomes effective before publishing the change.

(2) If the action is not a change, then remove the line completely from Page 1.

o. Single Separating Line. Required. A single line separates the information mentioned in Paragraphs 3.1.a.-3.1.n. from the purpose. Do not remove or modify the line.

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

3.2. STYLE. Use the styles supplied in the template. If the style has changed for any reason, apply the appropriate style from the style gallery or style menu. The headings of each area on Page 1 should be bold and left-aligned. The information following the headings, specific to each issuance, should begin at 2" with a 2" hanging indent. This requirement excludes the purpose text, which uses a .25" tab following the word "purpose."

3.3. BLANK LINES. One blank line follows the emblem; 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.

APPENDIX 3A: 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, follow the formatting sample in Figure 8.

Figure 8. Cancelling Multiple Documents

DOD DIRECTIVE 5105.82

DEPUTY CHIEF MANAGEMENT OFFICER (DCMO) OF THE DEPARTMENT OF DEFENSE

MULTIPLE CANCELLATION SAMPLE

Originating Component:	Office of the Deputy Chief Management Officer of the Department of Defense
Effective:	Month Day, Year
Releasability:	Cleared for public release. Available on the DoD Issuances Website at http://www.dtic.mil/whs/directives.
Reissues and Cancels:	DoD Directive (DoDD) 5105.82, "Deputy Chief Management Officer (DCMO) of the Department of Defense," October 17, 2008
Cancels:	See Paragraph 1.2.
Approved by:	Robert O. Work, Deputy Secretary of Defense

Purpose: This issuance:

- Updates the responsibilities and functions, relationships, and authorities of the DCMO, pursuant to the authority vested in the Secretary of Defense by Sections 113, 132a, 186, and 2222 of Title 10, United States Code (U.S.C.); Sections 1115 through 1125 of Title 31, U.S.C.; Sections 306 and 4312 of Title 5, U.S.C; Section 904 of Public Law 110-81; and Executive Order (E.O.) 13450
- Consolidates three chartering directives (DCMO, DA&M, and ATSD(IO)) into one, reflecting the 2014 reorganization directed by the July 11, 2014 Deputy Secretary of Defense Memorandum, "Reorganization of the Office of the Deputy Chief Management Officer."
- Affirms the designation of the former ATSD(IO) as the DoD Senior Intelligence Oversight Official (SIOO); the Director, Administration as the Designated Senior Career Reserved Official and SCO of the DoD; and the ADCMO as the Senior Career Official (SCO) of ODCMO.

Figure 8. Cancelling Multiple Documents, Continued

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MULTIPLE CANCELLATION SAMPLE

Figure 8. Cancelling Multiple Documents, Continued

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Office of the Chairman of the Joint Chiefs 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. CANCELLED DOCUMENTS. This issuance cancels the following documents:

Deputy Secretary of Defense Memorandums:

"Advisory Committee Management," October 9, 2014

"Authority to Direct Other Defense Organizations' Financial Improvement and Audit Readiness Efforts," October 25, 2015

"Commemoration of the 50th Anniversary of the Vietnam War," January 14, 2011

"Delegation of Authority to Approve Requests for Exceptions to the Policy Prescribed in DoD Directive 5200.27," August 4, 2015

"Department of Defense (DoD) Implementation Plan for Executive Order, 'Promoting Efficient Spending,' " December 29, 2011

"Department of Defense Performance Improvement Officer (PIO)," January 31, 2008

"Department of Defense Federal Advisory Committee (FACA) Management Program," August 22, 2006

"Delegation of Authority to Exempt Information under the Freedom of Information Act (FOIA)," May 2, 2011

"Delegation of Authority to Administer Oaths," February 27, 2013

"Designation of Regulatory Policy Officer and Delegation of Authority to Approve Regulations," December 2, 2013

"DoD Consolidated Adjudications Facilities (CAF) Consolidations," May 3, 2012

"Notification of the Re-Alignment of the Assistant to the Secretary of Defense for Intelligence Oversight (ATSD(IO)) as the Department of Defense Senior Intelligence Oversight Official (DoD SIOO)," December 23, 2014

"Procedures for Combat Support Agency Review Team Assessments (CSART)," October 28, 2008

"Premium-Class Travel Program," January 18, 2005

"Reorganization of the Office of the Deputy Chief Management Officer," July 11, 2014

"Secretary of Defense Corporate Fellows Program," August 25, 2009

DoDD 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008

DoDD 5148.11, "Assistant to the Secretary of Defense for Intelligence Oversight (ATSD(IO))," April 24, 2013

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

MULTIPLE CANCELLATION SAMPLE

SECTION 4: PURPOSE STATEMENTS

4.1. CONTENT. The structure of the purpose depends on the type of issuance being issued. State concisely why the issuance is being published.

a. The purpose section must state whether policy is "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 Paragraph 5.3. and Appendix 5B for more information on and samples of policy statements.

b. Include a reference to the document that gives the person approving the issuance the authority to do so. For OSD Component heads, it will be their charter, which is in the 5100 series of DoDDs. Until the Under Secretary for Policy's charter is updated, issuances from that office must also reference Deputy Secretary of Defense Memorandum, "Delegations of Authority," November 30, 2006. DoDDs approved by the Deputy Secretary will almost always be authorized by law or Executive order.

c. Include a reference to any other document serving as an authoritative source; e.g., a DoDD directing that your OSD Component head establish policy for the subject, or a DoDI requiring development of detailed procedures in your DoDM.

d. Identify any committees, boards, or other entities the issuance establishes.

e. For DoDDs, identify any DoD Executive Agents (EAs) assigned responsibilities. 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"). Include a reference to DoDD 5101.1.

f. For multi-volume DoDIs or DoDMs, the purpose consists of a basic statement pertaining to the issuance's purpose in its entirety and a volume-specific statement summarizing the content of the subject volume.

g. AIs must clearly state the DoDD or DoDI whose policy is being implemented. AIs typically implement DoD policy and only apply to the National Capital Region or WHS-serviced Components.

4.2. FORMATTING.

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

b. Issuances With Volumes. List the purpose of the overall instruction or manual, followed by the purpose of the volume. 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.

4.3. SAMPLE PURPOSE STATEMENTS. See Figures 9 through 13 for sample purpose statements.

Figure 9. 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 the chartering DoDD authorizes the Component head to issue 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.

Figure 10. Purpose Statement Designating a DoD Executive Agent

For DoDDs only.
Purpose: This issuance:

- Establishes policy and assigns responsibilities for support to non-federal entities authorized to operate on DoD installations.
- Designates the Secretary of the Army as the DoD Executive Agent (EA) for Support to the American Red Cross in accordance with DoDD 5101.1.
- Designates the Secretary of the Air Force as the DoD EA for Conducting the Armed Forces Program in accordance with DoDD 5101.1.

Figure 11. 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 12. Purpose Statements for Converting DoDDs to DoDIs

When the chartering DoDD authorizes the Component head to issue 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 the chartering DoDD does not authorize the Component head to issue 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].

Figure 13. 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 charter and, if a manual, 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 prescribes procedures for the life-cycle management of record and non-record material within the DoD. Volume-specific statement.

SECTION 5: GENERAL ISSUANCE INFORMATION REQUIREMENTS AND GUIDELINES

5.1. GENERAL. General issuance information is required and is always Section 1 of an issuance. It contains the applicability, policy, and information collections paragraphs. If the issuance is being changed, the last paragraph in Section 1 will be a summary of the changes.

5.2. APPLICABILITY. Required for all issuances. Use the standard statement or alternates provided in the template, as appropriate. AIs have a distinct applicability statement. If the issuance applies to organizations not listed in the standard statements, applies only under certain conditions, or multi-volume issuances have different volume-specific applicability statements, separate the paragraph into subparagraphs as shown in the figures in Appendix 5A.

5.3. POLICY. Required for DoDDs, DoDIs, and AIs. Optional for DoDMs. See sample statements in Appendix 5B.

a. General Policy Information. 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 the procedures, etc.?

(1) 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.

(2) Policy statements may differ based on the type of issuance.

b. DoDD-specific Policy. Required. DoDDs establish policy. The policy section of a DoDD 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.

c. DoDI-specific Policy. Required. DoDIs establish policy. The policy section should meet the same criteria as DoDD-specific policy.

d. DoDM-specific Policy. Optional. DoDMs **can't** establish policy. This section is only used to briefly describe policy being implemented and must cite the DoDDs or DoDIs 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 will be stated. For multi-volume DoDMs, the policy section may also contain a volume-specific statement.

e. 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 policy for the **WHS-serviced Components** in order to implement DoD policy established in DoDDs or DoDIs.

5.4. INFORMATION COLLECTIONS. Required, if there are information collections in the issuance. The standard information collections paragraph text is included in the template (see Figure 14). If you do not have an information collection, remove the entire paragraph.

Figure 14. Standard Information Collections Paragraph

1.3. INFORMATION COLLECTIONS. [Enter the formal information collection title], referred to in Paragraph [enter the appropriate paragraph citation(s) where the information collection is described or referred to in the issuance], has been assigned report control symbol [enter report control symbol] in accordance with the procedures in Volume 1 of DoD Manual 8910.01.

a. The information collection requirements section identifies information collections described in the issuance and verifies that the collection has been approved and licensed. Use this section to identify forms, reports, record-keeping systems, or other requirements for collecting information from or furnishing information to other DoD and OSD Components and non-DoD federal agencies. Don't use this section to establish policy, procedures, or responsibilities related to the collection of information.

b. For general guidance or a list of program authority documents, see the Information Collections Branch page on the Directives Division Website at https://www.esd.whs.mil/DD/.

5.5. ADDITIONAL PARAGRAPHS. You may add other paragraphs to this section so long as the information is not related to the actual substance of the issuance. For example, 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, "1.4. Implementation Requirements." These additional paragraphs should come before the Summary of Changes (if applicable).

APPENDIX 5A: SAMPLE APPLICABILITY STATEMENTS

Figure 15. Standard Applicability Statements

Standard DoD Issuance Applicability Statement (not including AIs)

Always use the standard applicability statement, which includes the Coast Guard when operating as a Service in the Navy pursuant to law. The Secretary and Deputy Secretary of Defense are the OSD authority in this statement. OSD Component heads **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 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"). Delete the final, parenthetical remark if the term "DoD Components" isn't used in the issuance.

Standard DoD Applicability Statement All-inclusive of the Coast Guard

When the issuance applies to the Coast Guard at all times, **always** 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 is 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 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"). Delete the final, parenthetical remark if the term "DoD Components" isn't used in the issuance.

Standard AI Applicability Statement, All-inclusive (*except* for 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 the 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 16. 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.] Always 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.

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.] Always 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]. Always place the standard statement first.

(2) When a member of the Military Services, a U.S. citizen civilian officer or 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 17. Statements That Qualify the Standard Applicability of a Single-volume Issuance or a Multi-volume Issuance in its Entirety

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

1.1. APPLICABILITY. This [instruction/manual/volume] applies to:

a. [Standard statement.] Always 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 17. Statements That Qualify the Standard Applicability of a Single-volume Issuance or a Multi-volume Issuance in its Entirety, Continued

When the issuance does not apply in certain circumstances:

1.1. APPLICABILITY. This [instruction/manual/volume]:

a. Applies to [standard statement].

b. Doesn't apply to:

(1) Requests for information made in accordance with DoDD 5400.07, which are processed in accordance with DoD Manual 5400.07.

(2) Requests for information from systems of records controlled by the Office of Personnel Management, which are processed in accordance with Parts 293, 294, 297, 735, and 736 of Title 5 of the Code of Federal Regulations.

Figure 18. Statements That Qualify the Applicability of a Single Volume of a Multi-volume Issuance

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.

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 active duty military members; DoD contractors, current or former employees of contractors, or applicants for employment with contractors; current or former employees of, or applicants for employment with, the Army and Air Force Exchange Service; or local nationals employed by the DoD outside of the United States.

Figure 18. Statements That Qualify the Applicability of a Single Volume of a Multi-volume Issuance, Continued

When the subject volume applies only 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. Applies only to civilian air traffic control positions within the DoD.

Figure 19. 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" is not 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 19. 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.

APPENDIX 5B: SAMPLE POLICY STATEMENTS

Figure 20. 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 2

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.

Sample 3

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 21. 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 [appropriate 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 22. Restating Policy Established in Other Sources

When the statement summarizes the policy in 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 23. 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.

SECTION 6: RESPONSIBILITY SECTION GUIDELINES

6.1. GENERAL. Responsibilities are required and are always in Section 2 of an issuance (for samples, see Figure 24). For multi-volume issuances, the responsibilities should be volume-specific.

a. Identify the key OSD and DoD Component heads or officials of the same level who'll 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. Responsibilities aren't assigned 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 OSD and DoD Component heads in their efforts to efficiently manage their Component.

b. In assigning responsibilities, be specific but succinct. Don't include procedures. State what the official's responsible for doing, not how the official should do it. By clearly aligning the responsibility with the official, the intent of the issuance can be better accomplished. Ask yourself, "will the individual actually be doing this him/herself?" 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 have the responsibility of making sure those procedures are implemented.

6.2. ORDER OF OFFICIALS ASSIGNED RESPONSIBILITIES. List the officials being assigned responsibilities in this order:

a. The originating OSD Component head.

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

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

(1) Chief Management Officer of the Department of Defense.

(2) The OSD Component heads, individually. If responsibilities are also assigned to the OSD Component heads collectively in your issuance, use this language for individual responsibilities: "In addition to the responsibilities in [Paragraph #] [Reference the paragraph assigning collective responsibilities], the [individual title]..." For help determining the individual OSD Component heads, go to "DoD and OSD Component Heads."

(a) 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.

(b) Nest subordinate offices together by organizational structure. See Figure 25 for examples.

(c) When assigning responsibilities to officials at any level subordinate to the OSD Component heads, use this language to name the position having authority over them: "Under the authority, direction, and control of the [OSD Component head], the [subordinate agency head]..."

(3) Individual Defense Agency or DoD Field Activity directors whose OSD Component authority is not assigned any responsibilities. If responsibilities are also assigned to the directors collectively in your issuance, this paragraph must include language as described in Paragraph 6.2.c.(2).

(4) The directors of the Defense Agencies and DoD Field Activities, collectively.

(5) The DoD Component heads, collectively. If responsibilities are also assigned to individual DoD Component heads in your issuance, the "individual" paragraphs must include language as described in Paragraph 6.2.c.(2). For help determining the individual DoD Component heads, go to "DoD and OSD Component Heads."

(6) The OSD Component heads, collectively.

(7) The Secretaries of the Military Departments, collectively.

(8) Individual Secretaries of the Military Departments. If responsibilities are also assigned to the Service Secretaries collectively in your issuance, this paragraph must include language as described in Paragraph 6.2.c.(2).

(9) The Chairman of the Joint Chiefs of Staff.

(10) The Combatant Commanders, collectively. When tasking Combatant Commanders to take action outside of the Joint Staff or their Combatant Commands, use this language as applicable: "…through the Chairman of the Joint Chiefs of Staff, will ...." 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.

(11) Individual Combatant Commanders. If responsibilities are also assigned to the Combatant Commanders collectively in your issuance, this paragraph must include language as described in Paragraph 6.2.c.(2).

(12) The Executive Secretary of the Department of Defense.

Figure 24. 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 will develop…

2.2. DOD CHIEF INFORMATION OFFICER. The DoD Chief Information Officer will coordinate…

2.3. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS. The Under Secretary of Defense for Personnel and Readiness will provide…

Assigning Responsibilities to Subordinate OSD Component Heads

2.1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) will have 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) will develop and oversee 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) will support the ASD(R&FM) in…

Assigning Responsibilities to OSD and DoD Component Heads

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) will have overall responsibility for DoD…

The term "OSD" listed in the standard "Applicability" statement of DoD issuances applies to the Secretary and Deputy Secretary and all OSD Components. However, when the term "DoD Component heads" is used in assigning responsibility, it refers to the Secretary and 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 and a reference added to identify where other responsibility paragraph is located.

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) will develop and oversee 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) will advise the Deputy USD(P&R) on…

2.4. OSD AND DOD COMPONENT HEADS. The OSD and DoD Component heads will develop and implement...

Figure 24. Sample Responsibility Statements, Continued

Assigning Responsibilities to the Component Heads Individually and Collectively

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

2.2. DOD COMPONENT HEADS. The DoD Component heads will 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 will… 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 will…

Figure 25. Responsibilities Order for Subordinate Official Heads

2.1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) will establish…

2.2. 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) will coordinate…

2.3. 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) will provide…

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

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

2.6. UNDER SECRETARY OF DEFENSE FOR POLICY (USD(P)). The USD(P) will oversee…

2.7. 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) will…

2.8. 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 will…

SECTION 7: CITING REFERENCES IN DOD ISSUANCES

7.1. CITATIONS IN TEXT. (See Appendix 7A.)

a. Go to "Writing Style Guide" 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.

b. Always identify the source you are using as it applies in text by citing the type of issuance or originator (e.g.: "…in accordance with DoD Instruction 1234.56," "…in accordance with Section 940 of Title 10, United States Code").

c. When an issuance uses more than one volume of an issuance or for the United States Code (U.S.C.) and Code of Federal Regulations (CFR), more than one section or part, cite the specific volume, section, or part that pertains to the text; e.g., "pursuant to Volume 2 of DoD Manual 4567.89." Follow this practice when you wish to cite a specific paragraph within a reference that is not broken into volumes, sections, or parts; e.g.: "…in accordance with Enclosure 1, Paragraph 1.1.b. of DoD Instruction 1234.56."

d. For multiple document citations, group by type if applicable (e.g., "…in accordance with DoDIs 1234.45, 3456.55, and 3456.78; DoDD 4567.89; and Section 34 of Title 5, CFR" or "...in accordance with DoDI 1234.45, DoDI 3456.55, DoDI 3456.78, DoDD 4567.89, and Section 34 of Title 5, CFR").

7.2. CITATIONS IN THE REFERENCE LIST.

a. With some exceptions, including references to law, citations in the reference list are organized by type of issuance or originator, exact title or subject in quotation marks, and date of publication (see the appendix to this section for samples). There should **not** be a period at the end of your citation.

b. List the references alphabetically by word, then number. See the sample CFR and DoDI citations in Appendix 7A.

c. If a reference citation runs into the second line, use the block style format preset in the template. The month and day of the publication date must be on the same line. When citing a document that has been changed or updated, use the original publication date and indicate "as amended" after the date.

d. Don't establish or use acronyms in the reference list; include them only if they are part of the issuance title, in parentheses in the title in quotation marks (see Figure 26). Exception: 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.

Figure 26. Sample Reference List Format

REFERENCES

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

Code of Federal Regulations, Title 14

DoD Directive 5110.4, "Washington Headquarters Services (WHS)," March 27, 2013

DoD Instruction 1400.25, Volume 536, "DoD Civilian Personnel Management System: Grade and Pay Retention," June 26, 2006, as amended

DoD Instruction 1400.25, Volume 540, "DoD Civilian Personnel Management System: Pay Pursuant to Title 38 - Additional Pay for Certain Healthcare Professionals," December 1996, as amended

DoD Instruction 5025.01, "DoD Issuances Program," June 6, 2014

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, 1981[1]

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

United States Code, Title 14, Section 1234

[1] Available on the Internet at http://www.denix.osd.mil/na/upload/DoD-AI-AN-Policy-Booklet.pdf

Availability statements are **not** used for Secretary of Defense and Deputy Secretary of Defense memorandums.

Use the actual MS Word footnote feature; **don't** change the font to superscript to look like a footnote.

e. **Don't** include reference listings for the documents being reissued, incorporated and cancelled, or cancelled by your issuance (i.e., don't include those publications listed on Page 1).

f. Use a footnote to tell readers precisely where to find reference documents that aren't easily found on a government website using an Internet search engine. In accordance with Section 508 requirements, **don't** hyperlink to the website.

g. Don't cite unpublished material such as drafts and documents not available to readers. Don't cite issuances in the process of being cancelled.

h. Don't include references if you don't cite them in the issuance. The reference list is a works cited list, not a bibliography.

7.2. CITING MILITARY DEPARTMENT AND JOINT SERVICE PUBLICATIONS.

(See Appendix 7A for examples.) Don't cite Military Department or joint Service publications in DoD issuances **except**:

a. When including a military or associated term in the definitions section or Glossary (cite the DoD Dictionary of Military and Associated Terms).

b. When a Military Department or joint Service publication is the only document that establishes or implements a crucial policy.

7.4. LEGAL CITATIONS.

a. When to Cite.

(1) When 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.

(2) When 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.

(3) For a Public Law not included 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.

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

b. How to Cite.

(1) U.S.C. and CFR.

(a) Don't include the subject of the title's part, section, or chapter. If citing more than one part, section or chapter, simply cite the title in the reference list and specify part, section, or chapter within the text. In the text, always cite the specific part(s), section(s), or chapter(s) that pertain to the text, e.g.:

1. In text – "pursuant to Sections 1234 and 5678 of Title 10, United States Code."

2. In the reference list – "United States Code, Title 10."

(b) If a codified law is more well known by a common name, it may be cited within the body of the issuance by referring to the codified information first, then the common name (e.g., "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."). Further references in the issuance will state "the Defense Production Act of 1950." Within the reference list, the citation should reflect the same format and include the information that the Act has been amended, if appropriate.

(c) When citing more than one common name within a single title, list the codified information first, then the common name by chapter, section, or part, as applicable, in the order it appears in the law (i.e., list the common name for Section 1234 before the common name of Section 2345).

(2) Public Law. In the reference list, cite the Public Law number, title, and date; if citing more than one section of a Public Law in your issuance, don't list the individual sections. In the text, cite the specific section that pertains to the text.

7.5. AMENDMENTS AND CURRENT EDITIONS. Many government publications are now maintained on the Internet and are amended or updated electronically.

a. 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 – e.g., 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). You won't document what has amended the Public Law or Executive Order in the issuance, as this information is easily found online.

b. DoD issuances that have been changed keep their original publication date, with the notation "as amended" added to the citation.

c. 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 list, e.g.:

(1) Defense Federal Acquisition Regulation Supplement, current edition.

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

APPENDIX 7A: REFERENCE CITATIONS FREQUENTLY USED IN DOD ISSUANCES

Accepted abbreviations for the types of references are provided in the first column of Tables 1 and 2. Use them only in the text and only after establishing them on first use in the text.

Table 1. 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
Code of Federal Regulations (CFR)	Referencing one title and one part ...in accordance with Part 40 of Title 32, Code of Federal Regulations	Code of Federal Regulations, Title 32, Part 40
	Referencing one title and more than one part Initial In-text citation ...in accordance with Part 40 of Title 32, Code of Federal Regulations (CFR) Second in-text citation ...in accordance with Part 64 of Title 32, CFR	Code of Federal Regulations, Title 32
	Referencing more than one title …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
DoD Directive (DoDD)	DoD Directive 3020.40	DoD Directive 3020.40, "Defense Critical Infrastructure Program (DCIP)," August 19, 2005
DoD Instruction (DoDI)	DoD Instruction 3020.42	DoD Instruction 3020.42, "Defense Continuity Plan Development," February 17, 2006
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

Table 1. Frequently Used Reference Citations, Continued

Reference	Format Used in Text	Format Used in Reference List
DoD Manual (DoDM)	DoD Manual 4165.66	DoD Manual 4165.66, "Base Realignment," March 1, 2007
	Volume 1 of DoD Manual 4150.07	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 under 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
Issuances with multiple volumes (DoDIs, DoDMs, or AIs)	*If citing another volume in the same series:*	*If citing more than one volume in the same series, cite each volume:*
	Volumes 2 and 3 of this manual [or instruction/administrative instruction]	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
Joint Travel Regulations (JTR)	Joint Travel Regulations	Joint Travel Regulations, current edition
Executive Order	Executive Order 13392	Executive Order 13392, "Improving Agency Disclosure of Information," December 14, 2005

Table 1. Frequently Used Reference Citations, Continued

Reference	Format Used in Text	Format Used in Reference List
Federal Register	Page 12345 of Volume 10, Federal Register	Federal Register, Volume 10, Page 12345, June 12 2007
The DoD Dictionary of Military and Associated Terms (formerly JP 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
Manual for Courts-Martial (MCM)	Manual for Courts-Martial 2000	Manual for Courts-Martial, United States, 2000
	<u>If referring to a specific part of the MCM</u>: ... in accordance with Paragraph 44 of Manual for Courts-Martial 2000	Manual for Courts-Martial, United States, 2000, Paragraph 44
Memorandums	<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 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…	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

Table 1. Frequently Used Reference Citations, Continued

Reference	Format Used in Text	Format Used in Reference List
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
United States Code (U.S.C.)	When one title and one section are referenced ...in accordance with Section 801 of Title 10, United States Code	United States Code, Title 10, Section 801
	When one title and more than one section are referenced ...in accordance with Sections 801and 940 of Title 10, United States Code (U.S.C.)	United States Code, Title 10
	When more than one title is referenced ...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
	When codified law has a common name First in-text citation ...Section 2170 of Title 50, United States Code (U.S.C.) Appendix, also known and referred to in this issuance as the "Defense Production Act of 1950," as amended. ...Chapter 47 of Title 10, U.S.C., also known and referred to in this instruction as the "Uniform Code of Military Justice (UCMJ)." Subsequent in-text citation ...the Defense Production Act of 1950 ...the UCMJ	United States Code Appendix, Title 50, Section 2170 (also known as the "Defense Production Act of 1950," as amended) United States Code, Title 10, Chapter 47 (also known as the "Uniform Code of Military Justice (UCMJ)")
	When citing annually recurring provisions First in-text citation ....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 Subsequent in-text citation ...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.
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 1. Frequently Used Reference Citations, Continued

Reference	Format Used in Text	Format Used in Reference List
OTHER miscellaneous issuances. In the list, enter originator, title, and date. In the text, cite originator and type of issuance.	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
	Organization for the Prohibition of Chemical Weapons Convention	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," ratified April 24, 1997
	Joint Requirements Office for CBRN Defense Plan	Joint Requirements Office for CBRN Defense, "Joint Service (CBRN) Defense Modernization Plan," 2008 [in this example, the originating office uses the acronym in its official name]

Table 2. Military Department and Joint Service Reference Citations

Reference	Format Used in Text	Format Used in Reference List
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 8: OTHER RESOURCES

All resources are available on the DoD Issuances Website at https://www.esd.whs.mil/DD/ (unclassified) and https://directives.whs.smil.mil (classified).

a. For guidance on composition, go to the Issuance Toolbox → Forms, Templates, and Resources → Standards → "Writing Style Guide and Preferred Usage."

b. For the DoD issuance numbering system, go to Issuance Toolbox → Forms, Templates, and Resources → General Guidance → "DoD Issuance Numbering System."

c. For the DoD issuance types, go to Issuance Toolbox → Forms, Templates, and Resources → General Guidance → "DoD Issuances Defined."

d. For help using MS Word features, including turning off MS Word autoformatting and creating multi-page tables, go to Issuance Toolbox → Forms, Templates, and Resources → General Guidance

e. For help determining the difference between OSD and DoD Component heads, go to Issuance Toolbox → Forms, Templates, and Resources → Coordination Guidance → "DoD and OSD Component Heads."

f. To determine who can sign the DD Forms 106 and 818 or approve the issuance, go to Issuance Toolbox → Forms, Templates, and Resources → Coordination Guidance → "List Of Signature Authorities."

g. To determine who's specifically been delegated authority to sign the DD Form 818, go to Issuance Toolbox → Forms, Templates, and Resources → Coordination Guidance → "Authorized Component Coordinators"

h. For a sample page waiver request, go to Issuance Toolbox → Forms, Templates, and Resources → Action Memorandums → "Page Waiver Action Memo."

i. For guidance on getting Defense Office of Prepublication and Security Review clearance to release an unclassified issuance to the public, go to Issuance Toolbox → DoD Process (Or OCMO Process) → Stage 4D.

GLOSSARY

G.1. ACRONYMS. A listing of all acronyms is mandatory for issuances over 2 pages using acronyms other than "DoD," "OSD," or "U.S." Use the table in the template, with each term in its own row. If the Glossary only has one paragraph, 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.

AI	administrative instruction List acronyms alphabetically; don't number them. Leave one blank line between those beginning with a different letter. For military terms, use the approved joint abbreviations and acronyms in the DoD Dictionary of Military and Associated Terms.
1 blank line	
CFR	Code of Federal Regulations Use title case only when the term is a proper noun.
DoDD	DoD directive
DoDI	DoD instruction
DoDM	DoD manual
DTM	directive-type memorandum
EA	Executive Agent
E.O.	Executive order "Executive" is always capitalized when it refers to the President or to the Office of the President. Use title case for "order" only when referring to a specific Executive order, e.g., "Executive Order 11111.".
JP	joint publication Use lower case when the term is not 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).
MS	Microsoft
TOC	table of contents
U.S.C.	United States Code
WHS	Washington Headquarters Services

G.2. DEFINITIONS. If only the paragraph title would remain on the same page, you may start the definitions on the next page. Apply the "definition term" style to the term being defined, not the definition.

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. They must either be described as: 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 descriptive statements in the Glossary can be avoided by using the general caveats in Figure 27 immediately after the paragraph heading:

Figure 27. Definition Caveats

G.2. DEFINITIONS. These terms and their definitions are for the purposes of this issuance.

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purposes of this issuance.

List the terms being defined alphabetically; don't number them. Only include terms that are used in the issuance. Capitalize them **only** if they are proper nouns. If an acronym has been established for a term, use the acronym; **don't** write the term out. Alphabetize by acronym. If a definition requires subparagraphs, leave one blank line between them and indent the first line of the subparagraph to.25".

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's defined as a reference in place of the definition, e.g., "**DoD EA**. Defined in the DoD Dictionary of Military and Associated Terms."

If you believe a 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 Chairman of the Joint Chiefs of Staff must be listed as a primary coordinator.

ACRONYM. Use acronyms 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.

DoD publication. A former type of DoD issuance that provides detailed procedures for implementing policy established in DoDDs and DoDIs. DoD publications include these types of issuances approved and signed before October 28, 2007: catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations. All DoD publications are now categorized as DoDMs.

information collection. The functional area expression of need for data or information to carry out specified and authorized functions or for management purposes that require the establishment or maintenance of forms and formats, or reporting or recordkeeping systems, whether manual or automated.

Proper Noun. Capitalize proper nouns only.

term is not a proper noun. When a definition has paragraphs:

Indent the subordinate paragraphs to .25".

Do not number them.

REFERENCES

Use the "References" style in the template style set. List in alphabetical (and then numeric, as appropriate) order. The DoD information collections reference (DoD Manual 8910.01, Volume 2) is in the template as an example. Remove if not applicable to your issuance. To enter footnotes for availability statements, go to the MS Word References tab, Footnotes group, and select Insert Footnote.

Deputy Secretary of Defense Memorandum, "Delegations of Authority," November 30, 2006.

Directives Division Website, DoD Forms Management, https://www.esd.whs.mil/DD/

Directives Division Website, DoD Information Collections Branch, https://www.esd.whs.mil/DD/

DoD Directive 5230.09, "Clearance of Information for Public Release," August 22, 2008, as amended

DoD Instruction 5025.01, "DoD Issuances Program," August 1, 2016, as amended

DoD Instruction 5025.12, "Standardization of Military and Associated Terminology," August 14, 2009, as amended

DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," August 13, 2014, as amended

DoD Manual 5200.01, Volume 2, "DoD Information Security Program: Marking of Classified Information," February 24, 2012, as amended

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

Secretary of Defense Message, "Information Security/Website Alert," August 6, 2006

If you need to cite more than 10 references at once, they may be grouped in the reference list and identified in the text by a specific tag, as long as use of that tag is consistent throughout your issuance. For instance, the in text citation would read, "Implements the policy identified in the references as "EEO Authority" by establishing…" ("EEO Authority" in this case is the tag). The reference list would first identify EEO Authority as a section, followed by all references in that group in alphanumeric order. All remaining references in your issuance would be identified as "Other References" and be listed in alphanumeric order. (See Figure 28. For the purpose of this example, fewer than 10 references are included.)

Figure 28. Grouped References

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