

## DoD ISSUANCE CHANGE STANDARDS

1. A change amends no more than 25 percent of an existing DoD issuance and has the full authority of the issuance. A changed issuance keeps its original publication date and signature or approval authority. For information on processing changes to DoD issuances, please see *Processing DoD Issuances* and *Processing OCMO Issuances* on the Directives Division Website.

2. The two types of changes to DoD issuances are:

**a. Administrative.** Changes only non-substantive portions of an issuance, such as reference titles and publication dates or organizational names and symbols.

**b. Substantive.** Changes an essential section of an issuance, such as purpose, applicability, policy, responsibilities, procedures, information requirements, and releasability.

(1) Standards for making changes to the DoD issuance template in use before May 1, 2015, are on the next page.

(2) Standards for making changes to the current DoD issuance template are on page 5.

3. The standard for making changes is that the deleted text comes first, then the new text. Keeping that in mind, note your changes clearly using the guidance in Table 1.

**Table 1. Making Changes Clear**

<i>Not...</i>	<i>But...</i>
w <del>h</del> eather	<del>whether</del> weather
2 <del>4</del> 8	<del>24</del> 28
DoD <del>Directive</del> <i>Instruction</i> 5120.08, “Armed Forces Chaplains Board <del>Charter</del> ,” <del>March</del> <i>August</i> 20, <del>1995-2007</del>	<del>DoD Directive 5120.8, “Armed Forces Chaplains Board Charter,” March 20, 1995</del> <i>DoD Instruction 5120.08, “Armed Forces Chaplains Board,” August 20, 2007</i>
<del>sh</del> awill not	<del>shall</del> will not

4. Use your judgement, though. These are some examples of changes that are easily understandable:      virtually      users      ~~un~~willing      *dis*regard

5. A summary of the changes will also be provided as noted in the samples.

6. After the change has been approved, the Directives Division will remove deleted text and convert the issuance to standard text before publication.



# Department of Defense INSTRUCTION

Changed issuances keep the original date and signature.  
**Formatting stays the same.**

Change should not be more than 25% of the document as a rule.

Directives Division  
provides the change date  
before posting to the  
website.

NUMBER 6025.18

December 2, 2009

*Incorporating Change #, Effective Month Day, Year*

USD(P&R)

SUBJECT: Privacy of Individually Identifiable Health Information in DoD Health Care Programs

- References:
- (a) Sections 1320a -1320d-8 of title 42, United States Code
  - (b) Title 45, Code of Federal Regulations, "Public Welfare," current edition
  - ~~(e) DoD 5025.1-M, "DoD Directive System Procedures, "current edition~~
  - ~~(d)(c)~~ Section 552 of title 5, United States Code
  - ~~(e)(d)~~ DoD Directive 5400.11, "DoD Privacy Program," *August 13, 1999-May 8, 2007*
  - ~~(e)~~ DoD 5400.11-R,"Department of Defense Privacy Program," *August, 1983 May 14, 2007*
  - ~~(f)~~ DoD 6025.18-R, "DoD Health Information Privacy Regulation," *January 24, 2003.*

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

## 1. PURPOSE.

This Instruction:

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

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

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

### 3. DEFINITIONS

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

### 4. POLICY

It is DoD policy:

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

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

### 5. RESPONSIBILITIES

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

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

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

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

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

7. SUMMARY OF CHANGE #. This paragraph will always appear before “Effective Date” in the old format. The following are examples of possible statements:

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

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

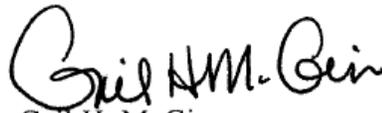
68. EFFECTIVE DATE. This Instruction ~~is effective December 2, 2009~~. [Use the original publication date on the current issuance version online].

The effective date paragraph must match current standards.

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

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

The original signature stays throughout all changes.



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

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



## DoD INSTRUCTION 1234.56

### EXAMPLE OF CHANGE TO NEW FORMAT

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Originating Component:	Office of the <b>Deputy</b> Chief Management Officer	
Effective: <b>Change # Effective:</b>	September 1, 2015 <i>Month Day, Year</i>	<b>Directives Division will insert change effective date before publication.</b>
Releasability:	Cleared for public release. Available <del>on the Internet from the DoD Issuances Website at <a href="http://www.dtic.mil/whs/directives">http://www.dtic.mil/whs/directives</a> on the Directives Division Website at <a href="http://www.esd.whs.mil/DD/">http://www.esd.whs.mil/DD/</a>.</del>	
Reissues and Cancels:	DoD Instruction 1234.56, "Example of Change to New Format," September 1, 2010	
Approved by: <b>Change # Approved by:</b>	Joe Smith, Imaginary CMO <i>Name, Title</i>	<b>The change will be approved by the person currently serving in the position of the original approving authority.</b>

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

- This is only used for issuances published using the new format.
- If you are changing a document that was published in the pre-May 1 2015 format, you will not be ~~updating~~ **changing** the format.

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

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

*DoDI 1234.56, September 1, 2015  
Change #, Month Day, Year*

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

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

## SECTION 1: GENERAL ISSUANCE INFORMATION

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

### 1.2. POLICY.

- a. The Department of Defense will issue guidance on how changes will be ~~done~~ *made in DoD issuances*.
- b. The guidance will be ~~late and incomplete~~ *current and complete*.

~~**1.3. INFORMATION COLLECTIONS.** The make believe report, referred to in Paragraph 2.1.a of this imaginary issuance, has been assigned report control symbol XXXX in accordance with the procedures in Volume 1 of DoD Manual 8910.01. Our make believe change removed the report and thus the requirement for this paragraph.~~

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

**1.3. SUMMARY OF CHANGE #.** *This paragraph is always the last to appear in Section 1. The following are examples of possible statements:*

- a. *“The changes to this issuance are administrative and update organizational titles and references.”; OR*
- b. *“The changes to this issuance are a result of [what prompted the change?]. Responsibilities [of what organization / individual?] have been amended to include [how did they change?], and processes in [which part of the document?] have been [how have they changed?].”*