



This document provides standards for writing a DoD DTM using the template and other resources on the DoD Issuances Websites. Use DoD ISSUANCE STANDARDS for detailed guidance not otherwise specified here.

[Use Secretary, Deputy Secretary, or Component letterhead as appropriate to signature level]

[month, day, year published inserted by DD]

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP (SEE DISTRIBUTION)  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

Additional recipients who are **not** senior Pentagon leadership may be added to this list.

**SUBJECT:** Directive-type Memorandum (DTM) [##-###] – [Enter subject. Enter the subject in title case. Do not use the same title in more than one DTM. Do not exceed two lines. DD enters the # during the precoordination review.]

Format the DTM according to the instructions in these standards including attachments. (See Attachment 1 for guidance on citing references. See Attachments 2 and 3 for standards for using attachments. See Attachment 4 if using a glossary.) For guidance on composition, go to DoD Issuances, Issuance Toolbox, at <http://www.esd.whs.mil/DD/> (unclassified) and <https://directives.whs.smil.mil> (classified). Go to these same sites for all other “go to” guidance in these standards.

**References:** Use the “14\_References First Page” style to format references. List six or fewer references here, in alphanumeric order. List other DoD issuances this one amends or cancels. Use of more than six references is discouraged. However, if your DTM requires more, move all to the first attachment. In that case, the citation on this page should read:

**References:** See Attachment 1  
– OR – if there is only one attachment:

**References:** See Attachment

Purpose. [Required first paragraph.] Use the “15\_Front Matter Heading” and “16\_Front Matter text” styles for correct front matter text formatting.

- [“17\_Front Matter Bullets” style] DTMs are issued only for time-sensitive actions (see DoDI 5025.01 definition) that affect current issuances or that will become DoD issuances, and only when time constraints prevent publishing a new issuance or a change to an existing issuance. DTMs can’t be used to permanently change or supplement existing issuances.
- Begin the purpose paragraph with this statement: **This DTM [insert purpose].** Explain the reason for publishing the DTM, including how it meets the definition of DTM as established in DoDI 5025.01. Policy is either “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. Identify and reference any DoD issuances it amends or cancels.
  - {“18\_Front Matter Sub-Bullets” style} Additional text will appear in sub-bullets.
  - You can’t have only one bullet.

*DTM Standards as of 10/8/2020*

Second page and subsequent headers are preset. DD enters the DTM # during the precoordination review and the date after the DTM is signed.

*DTM-##-###, Publication Month Day, Year  
(if a change: Change #, Month Day, Year)*

- End the paragraph with one of these two statements (select from dropdown menu; delete this text): This DTM is effective [DD will insert publication date before publishing]; it will be converted to a new DoD [directive, instruction, or manual]. This DTM will expire effective [12 months from the date issuance is published on the DoD Issuances Website, inserted by the Directives Division]. or This DTM is effective [DD will insert date before publishing]; it will be incorporated into [type and number of issuance being changed]. This DTM will expire effective [12 months from the date issuance is published on the DoD Issuances Website, inserted by the Directives Division].

**Applicability.** [Required second paragraph.] This DTM applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of 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 (referred to collectively in this DTM as the “DoD Components”). [Modify as appropriate. Although not all the OSD and DoD Components may have equity in the DTM, they must all be provided the DTM as with any other DoD issuance.]

**Definitions.** [Optional paragraph.] Use if establishing new terms. Place terms in alphabetical order; if using the acronym, alphabetize by acronym. If more than half a page OR if an acronym/abbreviation listing is used, move all terms to Glossary at end of DTM; in that case, this line would read: See Glossary.

- **attachment.** Use lower case for common nouns.
- **Attachment 1.** Capitalize proper nouns only.
- **DTM.** Use acronyms already established.

**Policy.** [Recommended paragraph.] State briefly but precisely the activity governed by the DTM, the requirements it establishes, and the reason for them. For DTMs that establish policy, the section may need to be longer to assure new policies are clearly articulated.

**Responsibilities.** [Required paragraph.] Identify the key officials who will implement the DTM and list the overarching duties and obligations of each. Keep main DTM (above the signature) to 2 or 3 pages. If responsibilities exceed half a page, place in an attachment. Go to DoD Issuance Standards for proper listing order of responsible officials.

**Procedures.** [Recommended paragraph.] Provide the sequence of actions to be taken or instructions to be followed to accomplish the DTM's purpose. If more than half a page, place in an attachment.

**Information Collection Requirements.** [Required paragraph if it applies to DTM; see Paragraph 5.4. in DoD Issuance Standards for detailed guidance.]

### Other Paragraphs

- Most material in DTMs can be structured using the required, optional, and recommended paragraphs discussed in these standards. Use them in the order discussed. If other paragraphs are needed, place them immediately above the releasability paragraph, which will be last before the signature. Organize the

paragraphs to present the most important information first, followed by supporting detail. Always use paragraph headings. Keep the memorandum itself to two or three pages.

- If any additional paragraph exceeds half a page, place the material in an attachment or attachments.

**Tables and/or Figures.** Place tables and/or figures in an attachment or attachments, not in the memorandum. Number them in the order to which they are referred. (See Figures 1 through 6 for samples. Go to the DoD Issuances Standards, Paragraph 1.15., for detailed guidance.)

**Releasability.** (Required last paragraph.) In the DTM template, pick one of the following options for releasability of the DTM from the dropdown menu; delete this text. For guidance on determining releasability, go to DoD Instructions 5230.09 and 5230.29, and SECDEF MESSAGE: INFORMATION SECURITY/WEBSITE ALERT.

- Cleared for public release. This DTM is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.
- Not cleared for public release. This DTM is available to users with Common Access Card authorization on the Directives Division Website at [https://www.esd.whs.mil/DD](https://www.esd.whs.mil/DD/). (As a rule this option is used for CUI issuances.)
- Not cleared for public release. This DTM is available to authorized users on the SIPRNET at <https://directives.whs.esd.mil/>.
- Not cleared for public release. The release and distribution of this DTM will be approved only by [enter originating Component and contact information].

1  
2  
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6 blank lines

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



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Attachment(s):  
As stated

1

2 blank line

DTMs **establishing policy** must be signed by the originating OSD Component head, **except** that the Secretary or Deputy Secretary will sign DTMs on subjects requiring their direct oversight. **Omit** the signature block on DTMs signed by the Secretary or Deputy Secretary. DTMs **implementing policy** may be signed by the Component head, the Deputy USD, or an OSD Presidentially Appointed, Senate-confirmed (PAS) official. (See the List of Signature Authorities.)

**DISTRIBUTION:**

Chief Management Officer of the Department of Defense  
Secretaries of the Military Departments  
Chairman of the Joint Chiefs of Staff  
Under Secretaries of Defense  
Chief of the National Guard Bureau  
General Counsel of the Department of Defense  
Director of Cost Assessment and Program Evaluation  
Inspector General of the Department of Defense  
Director of Operational Test and Evaluation  
DoD Chief Information Officer  
Assistant Secretary of Defense for Legislative Affairs  
Assistant to the Secretary of Defense for Public Affairs  
Director of Net Assessment

Always use the distribution list provided in the template. **Do not** delete any of these addressees. You may add additional people as necessary. If they are senior Pentagon leadership, then add them here, after the Director of Net Assessment. If not, add them to the first page.

Don't let the distribution list break across the page.

ATTACHMENT 1

CITING REFERENCES

1. WHEN TO CITE. For DTMs approved by the Secretary or Deputy Secretary, cite only other DoD issuances this one amends or cancels. For DTMs signed at other levels, the DoD directive charter of the individual signing must be cited; other references may be cited, but the number should be kept to the minimum. Cite only issuances having a direct bearing on the DTM (usually six or fewer).

2. HOW TO CITE

a. These standards provide basic information on citing references for DTMs. For more detailed guidance on reference use and citation, including formatting legal citations, go to Section 7 of the DoD Issuances Standards.

b. 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 DoD Issuances Standards, Appendix 7A for samples).

c. List a maximum of six references on the first page in alphanumeric order, using the block style format provided in the template (see Figure 1). If more are required, move all references to the first attachment (see Figure 2).

d. Cite publications as shown in Figure 1.

Figure 1. Sample Reference List on the First Page

References: Code of Federal Regulations, Title 38, Part 17  
DoD Instruction 5025.01, "DoD Issuances Program," August 1, 2016, as amended  
DoD Instruction 5200.02, "DoD Personnel Security Program (PSP)," March 21, 2014, as amended  
DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014, as amended  
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," April 24, 1997  
United States Code, Title 50, Section 2170 (also known as "The Defense Production Act of 1950," as amended)

e. Follow these standards when citing references in the DTM text:

(1) 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").

(2) 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").

(3) For citation of memorandums, state "...in accordance with the July 2, 2102 USD(I) memorandum." The memorandum subject title will be in the reference list.

f. Use a footnote to tell readers precisely where to find reference documents that are not readily found on a government website using an Internet search engine, but do **not** hyperlink to the website.

Figure 2. Sample Reference Attachment

<i>DTM ##-###, December 31, 2008</i>
<u>ATTACHMENT</u>
<u>REFERENCES</u>
Code of Federal Regulations, Title 38, Parts 17 and 18 <i>All sections of the same title of a U.S.C. or CFR citation should be grouped in one reference.</i>
DoD Directive 4630.05, "Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS)," May 5, 2004, as amended <i>If the DoD issuance has been changed or certified current; do NOT use change/cert date.</i>
DoD Directive 8100.02, "Use of Commercial Wireless Devices, Services, and Technologies in the DoD Global Information Grid (GIG)," April 14, 2004 <i>Use Style "13_References" to format references.</i>
DoD Instruction 8500.02, "Information Assurance (IA) Implementation," February 6, 2003 <i>When entering the date, ensure the month and day are on the same line.</i>
National Security Telecommunications and Information Systems Security Policy 11, "National Policy Governing the Acquisition of Information Assurance (IA) and IA-Enabled Information Technology (IT) Products," June 2003 <sup>1</sup> <i>Availability statement provided for documents not easily found on the Internet.</i>
Under Secretary of Defense for Intelligence Memorandum, "Implementation of Information Technology Guidelines," July 2, 2012
United States Code, Title 5 <i>Do not place a period at the end of the citation.</i>
<sup>1</sup> Available through the Internet at <a href="http://www.nstissc.gov/Assets/pdf/NSTISSP_11_revised_fst.pdf">http://www.nstissc.gov/Assets/pdf/NSTISSP_11_revised_fst.pdf</a>
3
Attachment
<i>Do not number if there is only one attachment.</i>

## ATTACHMENT 2

### USING ATTACHMENTS

#### 1. ATTACHMENT BASICS

a. Use an attachment or attachments when:

- (1) There are more than six references.
- (2) A paragraph in the DTM exceeds half a page (except that the policy paragraph will always be within the memorandum itself).
- (3) Presenting a table or figure.

b. Use Arabic numerals to identify attachments. If you have only one attachment, don't number it.

c. Refer to attachments in the text of the memorandum. Number them in the order they appear in the text and capitalize the word "Attachment," e.g.: "Attachment 2 provides responsibilities for implementing this DTM." – and – "Attachment 3 provides mandatory procedures for complying with this DTM."

#### 2. FORMAT BASICS

a. Use the Microsoft Word sections preset in the DTM template including font, margins, spacing, alignment, and header and footers. If you don't need a preset attachment, delete the applicable MS Word section and adjust the subsequent footer(s) as necessary. If you insert additional MS Word sections for attachments, carry the header forward and adjust the text in the footer to read: "Attachment [applicable #]."

b. Use the "01\_Attachment Title" style to center the attachment identifier and title at the top of the first page.

c. For all attachments except the reference attachment, always use the DTM attachment section and paragraph numbering format shown in Figures 3-5, as appropriate.

d. When using a:

- (1) Reference Attachment. Follow the instructions in Attachment 1.
- (2) Responsibilities Attachment. Follow the instructions in Attachment 3.

Figure 3. DTM Section and Paragraph Numbering Format

1. SECTION TITLE. When you have no paragraphs in a section or when you wish to place explanatory material before the subsequent paragraphs, place a period after the section title and begin the text on the same line.
2. SECTION TITLE. When no text follows a title or heading, **don't** place a period at the end of the title/heading.
  - a. Paragraph Heading. To have a paragraph "a.," you must have a paragraph "b." To have a paragraph "(1)," you must have a paragraph "(2)." If one paragraph has a heading, all paragraphs on the same level must have a heading.
    - (1) Use Style "07\_(1) Text" to format text at this level. **Don't** use the AutoFormat function in MS Word. (To turn this function off in MS Word 2013, go to Using the Issuance Template's MS Word Features on our website)
      - (a) Paragraph Heading. Use Style "09\_(a) Text" to format text at this level.
      - (b) Paragraph Heading.
        1. Paragraph Heading. Use the "10\_Underlined number" style to format text at this level. Avoid using paragraph headings at this level, if possible. You will have to add the underline manually.
          - a. Use the "11\_Underlined letter" style to format text at this level. This is the fifth level. Do NOT create paragraphs below this level. Avoid using paragraph headings at this level, if possible. You will have to add the underline manually.
          - b. If you have material subordinate to this level, reorganize the material at a higher level.
        2. Paragraph Heading
          - (c) Paragraph Heading
            - (2) Because Paragraph 2.a.(1) has no heading, this paragraph has none.
      - b. Paragraph Heading. Because Paragraph 1.a. has a heading, this paragraph must have one.

Figure 4. Format for Attachment With One Section

<p><u>ATTACHMENT #</u></p> <p><u>ATTACHMENT NAME</u></p>
<p>Section text . . . Do not number the paragraph. Do not use a section title.</p> <p>a. <u>Paragraph Heading</u>. Header use is optional in paragraphs, but must be consistent (e.g., if paragraph “a” has a header, than paragraph “b” must, as well).</p> <p>(1) <u>Paragraph Heading</u>.</p> <p>(a) <u>Paragraph Heading</u>.</p> <p>1. This is the fourth level. You will have to add the underline manually.</p> <p>a. This is the fifth level. Don’t create paragraphs below this level. You will have to add the underline manually.</p> <p>b. If you have material subordinate to this level, reorganize the material at a higher level.</p>

Figure 5. Format for Attachment With Sections Only

<p><u>ATTACHMENT #</u></p> <p><u>ATTACHMENT NAME</u></p>
<p>1. <u>SECTION TITLE</u>. Number the paragraph. Use of section titles is optional, but must be consistent (e.g., if section 1 has a title, then section 2 must, as well).</p> <p>2. <u>SECTION TITLE</u>.</p> <p><b>or</b></p> <p>1. Section text . . . If section titles are not used, simply number the paragraph and begin with text.</p> <p>2. Section text . . .</p>

ATTACHMENT 3

USING A RESPONSIBILITIES ATTACHMENT

1. RESPONSIBILITY BASICS

a. Identify the key officials who will carry out the policy and list the overarching duties and obligations of each. By clearly aligning the responsibility with the official, the intent of the DTM can be better accomplished.

(1) Always assign responsibilities to officials, not to their offices or organizations.

(2) Be specific but succinct.

(3) Don't include procedures. State what the official is responsible for doing, not how the official should do it.

b. DTMs signed by the Secretary or Deputy Secretary of Defense assign responsibilities, as applicable, to the Under Secretaries and the Assistants to the Secretary of Defense, the heads of other DoD Components, and the Directors of the Defense Agencies and DoD Field Activities.

c. DTMs signed by the originating OSD Component head or other originating OSD Component officials assign responsibilities, as applicable, to the Deputy Under Secretaries and Deputy Assistant Secretaries of Defense, the Directors of the Defense Agencies and DoD Field Activities and, when authorized by a DoDD, to the heads of other DoD Components. The authorizing DoDD must be cited when responsibilities are assigned to other DoD Components heads.

2. ORDER OF OFFICIALS. 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) The Chief Management Officer of the Department of Defense.

(2) The OSD Component heads, individually. *If responsibilities are also assigned to the OSD Components collectively in your issuance, use this language for individual responsibilities: "In addition to the responsibilities in [section/paragraph] [reference the section/paragraph assigning collective responsibilities], the [individual title]..."* Go to "DoD and OSD Component Heads" for assistance in determining the individual OSD Component heads.

(a) Under each, list any Assistant Secretaries, Deputy Under Secretaries, Deputy Assistant Secretaries, or Directors assigned responsibilities who are under the authority, direction, and control of the individual OSD Component head.

(b) When assigning responsibilities to officials at any level subordinate to the OSD Component heads, use this language to name the Under Secretary of Defense having authority over that official: “Under the authority, direction, and control of [OSD Component head], the [subordinate agency head]...”

(3) The DoD Component heads, collectively. If responsibilities are also assigned to the DoD Component heads individually in your issuance, the “individual” paragraph(s) must include the language described in Paragraph 2.c.(2) of this attachment. Go to “DoD and OSD Component Heads” for assistance in determining the individual DoD Component heads.

(4) The OSD Component heads, collectively.

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

(6) The Secretaries of the Military Departments, individually. If responsibilities are also assigned to the Service Secretaries collectively in your issuance, this paragraph must include the language described in Paragraph 2.c.(2) of this attachment.

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

(8) The Combatant Commanders, collectively. When tasking Combatant Commanders to take action outside of the Joint Staff or their Combatant Command, use this language as applicable: “...through the Chairman of the Joint Chiefs of Staff.” 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.

(9) The Combatant Commanders, individually. If responsibilities are also assigned to the Combatant Commanders collectively in your issuance, this paragraph must include the language described in Paragraph 2.c.(2) of this attachment.

ATTACHMENT 4

USING A GLOSSARY

1. WHEN TO USE. Use a glossary when:

- a. Establishing new terms or referencing terms established in other Government issuances, and the definitions paragraph exceeds half a page; or
- b. Using an acronym/abbreviation listing in accordance with Paragraph 2.c. of this attachment.

2. HOW TO USE

- a. Always place the Glossary at the end of the DTM, after all attachments. Terms in the Glossary should be those that are particular to the DTM itself or are not accurately defined in a standard dictionary for your purposes.
- b. Don't number the terms being defined. List them alphabetically.
- c. Underline terms. 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 or reestablish the acronym.
- d. If acronyms other than "DoD," "OSD," or "U.S." are used and the DTM is more than two pages, an acronym listing must be provided in the Glossary; go to the DoD Issuance Standards for formatting guidance.
- e. Leave one blank line between terms. If a definition requires subparagraphs, leave one blank line between them and indent them using the "05\_a.Text" style.
- f. If your definition must always match the term as defined somewhere else (e.g., the DoD Dictionary for Military and Associated Terms, other DoD issuances, or other Government publications), 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. For detailed direction on listing terms established in other Government publications, go to the DoD Issuance Standards Glossary.
- g. Figure 6 provides a sample glossary. For additional guidance on using a glossary, go to the sample glossary at the end of the DoD Issuance Standards.

Figure 6. Sample Glossary

If the Glossary has only one part, then "Part #" will not be used	
<b><u>GLOSSARY</u></b>	
<b><u>PART I. ABBREVIATIONS AND ACRONYMS</u></b>	
A listing of acronyms is mandatory for issuances over 2 pages using acronyms other than "DoD," "OSD," or "U.S."	
<b>ACRONYM</b>	<b>MEANING</b>
	Use the table in the DTM template to alphabetically list all acronyms used in the issuance with a row for each identified term. Add more rows as necessary.
AI	administrative instruction use lower case when term is a common noun
CFR	Code of Federal Regulations Use Title Case When Term is a Proper Noun Leave a space (hard return) between acronyms beginning with a different letter.
BEGINS WITH "F"	
BEGINS WITH "F"	
BEGINS WITH "S"	
<b><u>PART II. DEFINITIONS</u></b>	
Unless otherwise noted, these terms and their definitions are for the purpose of this issuance. [Remove "unless otherwise noted" if not applicable. Delete this text.]	
<b>TERM</b>	<b>DEFINITION</b>
<b>TERMS</b>	Use the table in this template to alphabetically list terms used in the issuance with a row for each identified term. Add more rows as necessary.
<b>term</b>	Use lower case when term is a common noun. Capitalize proper nouns.
<b>ACRONYM</b>	For terms that are acronyms you've 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.  Use a hard return in the cell of each definition to separate it from the next term.