

DoD Issuance Style Guide, Addendum A

THE OFFICIAL GUIDE TO WRITING
AND PUBLISHING DOD ISSUANCES

ADDENDUM A: SPECIAL ISSUANCE
AUTHORITY REQUIREMENTS

Current as of April 13, 2021



1.1. Issuance Authority Requirements for the Director of Administration and Management (DA&M).

The following references must be cited in the purpose statement and the reference list of DA&M issuances (or any former Chief Management Officer of the Department of Defense (CMO) or Deputy CMO (DCMO) issuance that has responsibilities accruing to the DA&M):

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

Deputy Secretary of Defense Memorandum, "Re-establishment of the Assistant to the Secretary of Defense for Intelligence Oversight and the Director of Administration and Management," January 11, 2021

Deputy Secretary of Defense Memorandum, "Disestablishment of the Chief Management Officer of the DoD and Realignment of Functions and Responsibilities," January 11, 2021

1.2. Issuance Authority Requirements for the Director, Washington Headquarters Services.

In addition to citing DoD Directive 5110.04 in the purpose statement of any issuance approved by the Director, you must also cite DoD Instruction 5025.01.

1.3. Issuance Authority Requirements for the Assistant Secretary of Defense for Special Operations and Low Intensity Conflict (ASD(SO/LIC))

In addition to citing DoD Directive 5111.10 in the purpose statement of any DoD Instruction or policy directive-type memorandums approved by the ASD(SO/LIC), you must also cite the Secretary of Defense Memorandum, "Organizational Role of the Assistant Secretary of Defense for Special Operations and Low Intensity Conflict," November 18, 2020.

The memo does *not* need to be cited if the ASD(SO/LIC) is approving a manual, as that responsibility is covered in DoDD 5111.10.