

Summary of Changes

DoD Issuance Style Guide

The November 13, 2020 *DoD Issuance Style Guide* changes include:

- Consolidating:
 - DoD Issuance Standards
 - Directive-type Memorandum Standards
 - Deputy Secretary of Defense Summary of Change Standards
 - DoD Issuance Change Standards
 - Writing Style Guide and Preferred Usage
- The capitalization of "Federal" in accordance with the GPO Style Manual. "Federal" will now be capitalized when using the term in association with the U.S. Government.
- Acronyms won't be established in the title of the issuance.
- In the DoD Issuance Template guidance, in accordance with Section 794(d) of Title 29, United States Code, also known as Section 508 of the Rehabilitation Act of 1973:
 - Paragraph text will no longer appear on the same line as a paragraph heading.
 - The Definitions List in the Glossary has been reformatted as a table.
 - The Acronym and Definitions tables now have a distinct header row.
- The multi-addressee distribution list in the Directive-type memorandums in accordance with the February 20, 2020 Director for Administration and Organizational Policy, OCMO, Memorandum. The distribution list will now appear after the signature block or attachment notation if applicable.
- The "Cancelling Multiple Documents" format to reflect the paragraph structure in the current DoD Issuance Template. If an issuance requires a "Cancelled Document" section, it will now utilize the preset paragraph styles and the DoD Issuance paragraph structure.