

Summary of Changes DoD Issuance Style Guide

April 18, 2022

DoD Issuance Style Guide changes updated organizational titles. In particular, “Organizational Policy and Decision Support Directorate” in the Office of the Director for Administration and Management was updated to “Organizational and Management Policy Directorate.”

January 4, 2022

DoD Issuance Style Guide changes clarified capitalization of “DoD” in accordance with DoD Manual 5110.04 rather than the *DoD Dictionary of Military and Associated Terms* (Paragraphs 1.34 and 7.4, Table 3).

October 4, 2021

DoD Issuance Style Guide changes added language to clarify the use of itemized lists (Paragraphs 1.21 and 1.29).

September 1, 2021

DoD Issuance Style Guide changes updated Table 3, “Preferred Usage and Capitalization in DoD Issuances,” to clarify the use of “ensure.”

August 11, 2021

DoD Issuance Style Guide changes include:

- Updates info on classified information to include controlled unclassified information and citation of DoDI 5200.48 (Para 1.9).
- Corrects DTM page length info to match DoDI 5025.01 (Para 1.13).
- Discontinues use of “functional Combatant Commands” and “geographic Combatant Commands” in accordance with the 2020 Unified Command Plan (Table 3).
- Figure 27, “Order of Officials Assigned Responsibilities”:
 - Individual OSD Component heads and Defense Agency and DoD Field Activities Directors are listed according to the current DoD Order of Precedence.
 - Individual Secretaries of the Military Departments are listed in order they were established (Army, Navy, Air Force).
 - Individual Combatant Commanders are listed in alphabetical order.
- Figure 37, “DTM Section and Paragraph Numbering Format” and Figure 38, “Format for Attachment with One Section.” Corrects sample; headings don’t stand alone in DTMs.
- Clarifies:
 - Gender neutral pronoun usage (Para 1.24).
 - Paragraph formatting in Section 2 does *not* apply to DTMs (Paras 2.11-2.14).
 - Use of sample forms as a figure in the issuance (Para 2.23).

- Citations of authority versus guidance or policy (Para 4.4).
- Notation that the issuance is superseding other material (Para 4.10).
- Corrects administrative errors (typos, table and figure references or placement).

June 8, 2021

DoD Issuance Style Guide, Addendum A changes include:

- Removal from DA&M authorities of Deputy Secretary of Defense Memorandum, “Disestablishment of the Chief Management Officer of the DoD and Realignment of Functions and Responsibilities,” January 11, 2021. According to Organizational Policy and Decision Support, ODA&M, this memo should only be cited in the Summary of Changes paragraph when changing issuance references to the Chief Management Officer (CMO) to the Director of Administration and Management as part of an administrative or substantive change.

June 2, 2021

DoD Issuance Style Guide changes include:

- Correction of minor typographical error.
- Clarification of use of contractions.

May 13, 2021

DoD Issuance Style Guide, changes include:

- Added Paragraph 4.10 clarifying documentation of an issuance superseding material from another publication.

May 6, 2021

DoD Issuance Style Guide, Addendum A changes include:

- Removal of ASD(SO/LIC) issuance authority requirements due to the reissuance of DoD Directive 5111.10, “Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict.”

April 12, 2021

DoD Issuance Style Guide changes include:

- Directive-type memorandum addressee list guidance updated per ODA&M Correspondence Management Branch requirements

DoD Issuance Style Guide, Addendum A changes include:

- DoD Directive 5105.53, “Director of Administration and Management (DA&M),” issuance authority requirements updated.

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.