

DoD Issuance Style Guide, Addendum A

THE OFFICIAL GUIDE TO WRITING
AND PUBLISHING DOD ISSUANCES

ADDENDUM A: SPECIAL ISSUANCE
AUTHORITY REQUIREMENTS

Current as of March 19, 2025



1.1. Issuance Authority Requirements for the Performance Improvement Officer / Director of Administration and Management (PIO/DA&M).

The following references must be cited in the purpose statement and the reference list of PIO/DA&M issuances (or any former DA&M, Chief Management Officer of the Department of Defense (CMO), or Deputy CMO (DCMO) issuance that has responsibilities accruing to the PIO/DA&M) until DoDD 5105.53 is updated:

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, "Supplemental Guidance on Functions and Responsibilities of the Performance Improvement Officer," January 18, 2022

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 Director of the Defense Innovation Unit (DDIU).

The following reference must be cited in the purpose statement and the reference list of DDIU issuances until a DDIU chartering directive is issued:

Deputy Secretary of Defense Memorandum, "Director of the Defense Innovation Unit and Defense Innovation," December 6, 2024

1.4. Issuance Authority Requirements for the Assistant Secretary of Defense for Sustainment (ASD(S)).

The following references must be cited in the purpose statement and the reference list of DoDIs or DTMs that **implement** policy or manuals approved by the ASD(S) until a chartering directive for this Presidentially-appointed, Senate Confirmed (PAS) official is published:

DoD Directive 5134.12, "Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR))," May 25, 2000, as amended

Under Secretary of Defense for Acquisition and Sustainment Memorandum, "Assistant Secretary of Defense Restructuring and Deputy Assistant Secretary of Defense Position Change Approval Request," June 26, 2020, Approved by the Deputy Secretary of Defense July 9, 2020

1.5. Issuance Authority Requirements for the Assistant Secretary of Defense for Energy, Installations, and Environment (ASD(EI&E)).

The following references must be cited in the purpose statement and the reference list of DoDIs or DTMs that **implement** policy or manuals approved by the ASD(EI&E) until a chartering directive for this PAS official is published:

DoD Directive 5134.12, "Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR))," May 25, 2000, as amended

Under Secretary of Defense for Acquisition and Sustainment Memorandum, "Assistant Secretary of Defense Restructuring and Deputy Assistant Secretary of Defense Position Change Approval Request," June 26, 2020, Approved by the Deputy Secretary of Defense July 9, 2020

Deputy Secretary of Defense Memorandum, "Establishment of the Office of the Assistant Secretary of Defense for Energy, Installations, and Environment," February 10, 2022

1.6. Note Regarding Authority for Approval of DoD Manuals and Non-policy Directive-type Memorandums.

In its definitions of "DoD manual" and "directive-type memorandum," DoDI 5025.01 states that manuals and directive-type memorandums that implement policy may be approved by PAS officials "as authorized by their chartering DoDDs." If your PAS official doesn't have that authority in their chartering DoDD or establishing Deputy Secretary memorandum, your Principal Staff Assistant or their Principal Deputy must approve your issuance.

As of this date, the following PAS officials do **not** appear to have the necessary authority.

- ASD (Critical Technologies)
- ASD (Cyber Policy)
- ASD (Industrial Base Policy)
- ASD (Mission Capabilities)
- ASD (Science and Technology)
- ASD (Space Policy)