

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 3, 2024



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 Chief Digital and Artificial Intelligence Officer (CDAO).

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

Deputy Secretary of Defense Memorandum, "Establishment of the Chief Digital and Artificial Intelligence Officer," December 8, 2021

Deputy Secretary of Defense Memorandum, "Initial Operating Capability of the Chief Digital and Artificial Intelligence Officer," February 1, 2022

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 manuals approved by the ASD(S) until an ASD(S) chartering directive is issued:

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

NOTE: The following memo, originally the record for redesignation of the ASD(L&MR) as the ASD(S), was cancelled by the publications of DoDDs 5135.02 and 5137.02 (R&E chartering directives, respectively). Updated guidance is pending regarding the necessary authority to cite along with DoDD 5134.12. Deputy Secretary of Defense Memorandum, "Establishment of the Office of the Under Secretary of Defense for Research and Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment," July 13, 2018

1.5. 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 Presidentially-appointed, Senate Confirmed (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)