

# Summary of DoD Issuance Style Guide Changes

## April 3, 2024

*DoD Issuance Style Guide* change updates Table 3 to support use of the terms “geographic Combatant Command” and “functional Combatant Command” as long as they are defined in the issuance Glossary as being established and so designated in the Unified Command Plan as commands with physical areas of responsibility or commands with trans-regional areas of responsibility, respectively. For consistency and per Directives Division discussions with General Counsel, the definition(s) as provided in Table 3 must be used and will be established for the use of that issuance only.

*DoD Issuance Style Guide Addendum A* change adds new Paragraph 1.4. providing issuance authority requirements for DoD manuals approved by the Assistant Secretary of Defense for Sustainment. This corrects an oversight as the ASD(S) position was created in 2018.

## March 11, 2024

*DoD Issuance Style Guide* change:

- Corrects language in Paragraphs 1.10., 3.14., 9.1., and 9.23. and Figures 12 and 17 that incorrectly stated that individuals other than the Performance Improvement Officer / Director of Administration and Management (PIO/DA&M) have the authority to “issue” (i.e., publish) policy or guidance via DoD issuances. According to DoD policy, only the PIO/DA&M has the authority to publish DoD issuances via the DoD Issuances Website. The amended language refers to “developing” or “establishing”, as appropriate.
- Corrects language in Figures 12 and 17 that refer to “OSD Component heads” being authorized to establish policy. Due to the ASD(SO/LIC)’s authority to establish policy in certain areas as granted by their chartering DoDD, this is no longer accurate. Changed to refer to “approving official” with “authority to establish policy in their chartering DoDDs.”

## February 14, 2024

*DoD Issuance Style Guide* change updates Figure 26 to clarify where the National Guard Bureau and United States Coast Guard fall in the order of assigned responsibilities according to the current DoD Order of Precedence.

## January 22, 2024

*DoD Issuance Style Guide* change:

- Updates Paragraph 7.3., Articles Before Use, to correct the paragraph title’s focus and clarify how articles are used with abbreviations and acronyms.
- Corrects a capitalization error in Table 6.

- Corrects Paragraph 7.18, DoD Dictionary Terms, to comply with DoD policy requirements in DoDI 5025.12.

## January 10, 2024

*DoD Issuance Style Guide* change:

- Updates the front letter from WHS DD and Paragraph 1.10. to correct the title “Director of Administration and Management” to “Performance Improvement Officer / Director of Administration and Management”.
- Updates Paragraph 12.1., DoD Issuances Website, to reflect current website information available.

## December 11, 2023

*DoD Issuance Style Guide Addendum A* change updates Paragraph 1.1. to address the title change from “Director of Administration and Management” to “Performance Improvement Officer / Director of Administration and Management.”

## October 25, 2023

*DoD Issuance Style Guide* change corrects:

- Title of Paragraph 1.7. to clarify that copying and quoting are not permitted (paraphrasing is acceptable).
- Cross referencing between Paragraphs 1.21. and 1.30. (1.21. incorrectly referred to “1.29.”).

## October 13, 2023

*DoD Issuance Style Guide* change updates Table 7 example of Manual for Courts Martial to correctly identify current edition.

## September 26, 2023

*DoD Issuance Style Guide* change updates:

- Paragraph 2.11. and Figure 6 updated to clarify formatting for “Applicability” when it’s the only paragraph in Section 1.
- New paragraph added to Section 8, “References and Citations,” (Paragraph 8.14., “Formatting In-text Citations”) pointing readers to the location of already existing in-text citation information (Table 7) and clarifying formatting standards for citation of documents being cancelled by the issuance.
- Language regarding “OSD Component heads” corrected throughout to reflect OSD organizational changes as described in *Collective Leadership Terms* on the DoD Issuance Website; any references to OSD Component heads that should be Principal Staff Assistants were corrected.

New paragraph added to Section 6, “Responsibility Section Guidance,” (Paragraph 6.7., “Collective Responsibilities”) to point action officers to *Collective Leadership Terms* when considering whether to use “DoD Component heads,” “OSD Component heads,” or “Principal Staff Assistants.”

- Language changed throughout to refer to “chartering DoDDs” rather than “charters” in accordance with DoDI 5025.01 and for consistent terminology.

## August 8, 2023

*DoD Issuance Style Guide* change updates:

- Table 3 to clarify use of “Department” in issuances
- Table 6 to provide an example of how to format Glossary definition subparagraphs

*DoD Issuance Style Guide, Addendum A* change clarifies authority requirements for DoD manuals and non-policy directive-type memorandums and those Presidentially appointed, Senate-confirmed officials who don’t appear to have delegated issuance approval authority.

## July 24, 2023

*DoD Issuance Style Guide* updated Figure 27 to include information that the ASD(SO/LIC) is not an OSD Component head; collective responsibilities that include them must use the term “Principal Staff Assistants.”

## July 17, 2023

*DoD Issuance Style Guide* updated to clarify that, if other referenced resources (e.g., the *GPO Style Manual* or *DoD Dictionary of Military and Associated Terms*) contradict the guidance in the *DoD Issuance Style Guide*, the guide will have precedence for DoD issuances.

## June 23, 2023

*DoD Issuance Style Guide* corrected to update SIPRNET website address references missed in May 17 change.

## May 17, 2023

*DoD Issuance Style Guide* added Paragraph 2.21. and updated Paragraph 7.6. to clarify how acronyms are used or established in tables and figures. SIPRNET website address was corrected per move to Intelink website.

## April 25, 2023

*DoD Issuance Style Guide* updated Paragraph 5.8. to clarify that additional paragraphs may include an “Information Collections” paragraph. Before January 2023, that paragraph was part of the issuance template; it was removed because it is not always required.

## April 13, 2023

*DoD Issuance Style Guide* updated to clarify that standard Applicability statements provided in this guide may be altered if exclusion of a DoD or WHS-serviced Component is appropriate.

## April 10, 2023

No changes. PDF recreated to properly include paragraph cross references within the *DoD Issuance Style Guide*.

## February 9, 2023

*DoD Issuance Style Guide* changed to add Paragraph 10.7, clarifying how the Table of Contents reflects proposed administrative and substantive changes.

## January 26, 2023

*DoD Issuance Style Guide* changed to correct paragraph numbering error.

## January 23, 2023

*DoD Issuance Style Guide* changes:

- Removed outdated information collections guidance:
  - Paragraphs 3.19 and 5.1 and Figure 11 amended.
  - Paragraphs 5.8-5.10, 9.19, and Figure 28 removed.
- Corrected Paragraph 1.9 language to clarify guidance re: controlled unclassified information.
- Added guidance re: use of apostrophes in acronyms (new Paragraph 1.23).
- Table 3, “defense” and “Defense Agency” listing changed to remove the incorrect term “OSD Defense Agencies”
- Table 3, “functional Combatant Commands” and “geographic Combatant Commands” listings changed to correctly comply with the 2020 Unified Command Plan. Entry added for “Combatant Commands (specific areas of responsibility)” for increased term searchability.
- Table 3, “National Guard Bureau” listing changed to clarify that it is a joint activity of the Department of Defense. “Navy Militia” corrected to “Naval Militia” per U.S.C. usage.
- Corrected Figure 4 to properly indicate Paragraph ## formatting.
- Updated formatting of Paragraph 3.5. to emphasize guidance not to establish acronyms in issuance titles.
- Corrected Paragraph 3.14 to clarify that approval of chartering directives is guided by DoDI 5025.01.

- Updated Paragraph 7.15 to clarify that definitions of more than one word are sorted word by word. Added language to clarify that subparagraphs in definitions don't use bullets, letters, or numbers.
- Updated Paragraph 8.1. to clarify that references should be checked and updated at each stage of issuance development for currency.

## December 29, 2022

*DoD Issuance Style Guide* changes updated information in Table 7 to clarify citation of Chairman of the Joint Chiefs of Staff and Joint Staff publications.

## December 23, 2022

*DoD Issuance Style Guide* changes:

- Corrected spacing in Table 4 to accurately depict paragraph formatting.
- Removed incorrect use of a period at the end of issuance paragraph number citations (only correct when it's at the end of the sentence).

## October 26, 2022

*DoD Issuance Style Guide*:

- Added the Chief Digital and Artificial Intelligence Officer to Figure 27, "Order of Officials Assigned Responsibilities."
- Corrected spacing in Table 5, "Sample Acronym List."

*DoD Issuance Style Guide, Addendum A* change adds authoritative citation information for the Chief Digital and Artificial Intelligence Officer.

## October 19, 2022

*DoD Issuance Style Guide* changes corrected errors in consistency describing "providing procedures" versus "prescribing procedures" in Figure 14 ("providing" is in accordance with plain language requirements). No substantive changes were made.

## October 12, 2022

*DoD Issuance Style Guide* changes corrected formatting errors in Table 3. No substantive changes were made.

## September 16, 2022

*DoD Issuance Style Guide* changes corrected capitalization of ship names, recategorized the entry as "aircraft, vessel, and spacecraft names", and added guidance for operation names in compliance with the *GPO Style Manual* and *Chicago Manual of Style*.

## August 23, 2022

*DoD Issuance Style Guide* changes corrected capitalization inconsistency in the use of “controlled unclassified information” when not referring to the official marking.

## 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.