

DoW Issuance Style Guide, Addendum A

THE OFFICIAL GUIDE TO WRITING
AND PUBLISHING DOW ISSUANCES

ADDENDUM A: SPECIAL ISSUANCE
AUTHORITY REQUIREMENTS

Current as of November 18, 2025



1.1. Assistant Secretary of War for Sustainment (ASW(S)) Issuance Authority Requirements.

The following references must be cited in the purpose statement and the reference list of DoWIs or DTMs that **implement** policy or manuals approved by the ASW(S), or when otherwise citing ASW(S) authority, 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

1.2. Assistant Secretary of War for Energy, Installations, and Environment (ASW(EI&E)) Issuance Authority Requirements.

The following references must be cited in the purpose statement and the reference list of DoWIs or DTMs that **implement** policy or manuals approved by the ASW(EI&E), or when otherwise citing ASW(EI&E) authority, 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

1.3. Chief Digital and Artificial Intelligence Officer (CDAO).

The CDAO was organizationally realigned by the Deputy Secretary on August 15, 2025 to be under the authority, direction, and control of the Under Secretary of War for Research and Engineering, but the CDAO retains the ability to establish DoD policy in DoD issuances for areas under CDAO chartering directive authority. The following references must be cited in the purpose statement and the reference list of CDAO's issuances or when otherwise citing the authority of the CDAO until DoDD 5105.89 is updated:

DoD Directive 5105.89, "Chief Digital and Artificial Intelligence Officer," November 18, 2024

Deputy Secretary of Defense Memorandum, "Realigning the Office of the Chief Digital and Artificial Intelligence Officer to Accelerate Department-wide Artificial Intelligence Transformation," August 14, 2025

1.4. Director of Administration and Management (DA&M) Issuance Authority Requirements.

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

Deputy Secretary of Defense Memorandum, "Retitling of Director of Administration and Management Position," July 15, 2025

For Directives: Effective October 3, 2025, the Deputy Secretary delegated the authority to approve *only* directives to the DA&M. In addition to the above memoranda, the directive's purpose must also cite:

Deputy Secretary of Defense Memorandum, "Delegation of Authorities to Take Action of Specified Administrative Matters to the Director of Administration and Management," October 3, 2025

1.5. Director of the Defense Innovation Unit (DDIU) Issuance Authority Requirements.

The following reference must be cited in the purpose statement and the reference list of DDIU issuances or when otherwise citing the DDIU's authority until a chartering directive is issued:

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

1.6. Director, Washington Headquarters Services Issuance Authority Requirements.

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.

1.7. Note Regarding Authority for Approval of DoW 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 directive 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.

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