

This document provides standards for writing a DoDM using the template on the DoD Issuances Websites. Use of the template is mandatory. Don't write over a prior version of the issuance.



Department of Defense MANUAL

Enter the manual #, volume # if applicable, and the acronym of your Component. Directives Division (DD) enters the date below the number after the issuance is signed.

Enter the manual title in title case in the subject line, in the font provided in the template (Times New Roman 12 point throughout). Don't exceed two lines. Don't use the same subject line for more than one issuance. **For DoDMs separated into volumes**, the subject line will consist of a basic title that applies to the overall manual and a volume-specific title.

NUMBER 1234.56
– OR – **NUMBER** 1234.56, Volume 1
– OR – **NUMBER** 1234.56, Volume 2

DA&M

SUBJECT: For a DoDM with no volumes:
Standards for DoD Manuals (DoDMs)
– OR – for a DoDM with volumes:
Standards for DoD Manuals (DoDMs): Format and Content
Format the DoDM according to Enclosure 1. For guidance on composition, go to the Writing Style Guide on the DoD Issuances Websites, Issuance Process Pages, at <http://www.dtic.mil/whs/directives> (unclassified) and <http://www.dtic.smil.mil/whs/directives> (classified). Go to these same sites for all other "go to" guidance in these standards.

1 blank line

References: See Enclosure 1 In these standards, Enclosure 1 discusses DoDM format. Format references in Enclosure 1 of your DoDM according to Enclosure 2 of these standards.

1

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1. **PURPOSE.** **Required** section that is always located above the signature. (See Enclosures 3 and 4 for sample purpose statements.)

a. DoDMs provide detailed procedures for implementing policy established in DoD directives (DoDDs) and DoD instructions (DoDIs).

1

b. Organize and draft the text above the signature according to sections 1 through 9 above the signature of these standards. Organize the enclosure(s) according to Enclosure 1. The complete DoDM, including enclosures, will not exceed 100 pages. If more than 100 pages are required, separate the DoDM into volumes. Each volume of a multi-volume DoDM will contain the required sections above the signature and will be structured according to these standards. (Each volume will stand alone.)

1

c. In the purpose section, state concisely why the DoDM is being published. Include a reference to the chartering DoDD that provides your Component head the authority to develop and

First Page Footer - Section-1

Page numbering is preset in the footer throughout the template beginning on page 2.

Second page and subsequent headers are preset. Enter the manual # *DoDM 1234.56* in the right-aligned area provided. For a manual with volumes, enter the – OR – *DoDM 1234.56-VI* volume # as “-V#” at the end. DD enters the date after the manual is signed.

sign the instruction, and to the DoDD or DoDI that establishes the policy the DoDM implements. Identify any issuances this one reissues or cancels.

1

d. For multi-volume DoDM s, the purpose section consists of:

1

(1) A basic statement pertaining to the DoDM's purpose in its entirety, including identifying the DoDD or policy DoDI that the DoDM is implementing.

1

(2) A volume-specific statement summarizing the content of the subject volume and identifying any issuances the subject volume reissues or cancels. If a multi-volume DoDM is reissuing a single DoDM or DoD publication, only Volume 1 of the new DoDM will contain the statement “(hereby cancelled)” in the References section. Subsequent volumes will state “(cancelled by Volume 1 of this manual).”

1

2

2. **APPLICABILITY.** **Required** section that is always located above the signature. Use the standard statement provided in the template. If the DoDM applies to organizations not listed there, or applies only under certain conditions, separate the section into paragraphs. For multi-volume DoDM s, identify any volume-specific qualifications to the standard applicability in a separate paragraph.

1

2 blank lines

3. **POLICY.** **Optional** section. DoDMs **can't** establish policy; this section is only used to briefly describe policy being implemented and will cite the DoDD(s) or DoDI(s) that established the policy. If used, it is always located above the signature and will be no more than one or two paragraphs long. This is the only place in the DoDM where policy will be stated. For multi-volume DoDM s, the policy section may also contain a volume-specific statement. (See Enclosure 7 for samples.)

4. **RESPONSIBILITIES.** **Required** section. For multi-volume DoDM s, the responsibilities may all be assigned in the first volume, or they may be volume-specific. If responsibilities exceed half a page, place them in an enclosure. (See Enclosure 8 for sample responsibility statements.)

a. Identify the key OSD and DoD Component heads who'll implement the policy and list the overarching duties and obligations of each. Always assign responsibilities to officials, **not** to their offices or organizations. Responsibilities aren't assigned below the DUSD/DASD or Defense Agency/DoD Field Activity Director level. DoDMs shouldn't assign responsibilities that will unnecessarily hamper the OSD and DoD Component heads in their efforts to efficiently manage their Component.

b. In assigning responsibilities, be specific but succinct. **Don't** include procedures. State what the official is responsible for doing, not how the official should do it. By clearly aligning the responsibility with the official, the intent of the DoDM can be better accomplished.

c. List the Component heads being assigned responsibilities in this order:

(1) The originating OSD Component head.

(2) Other key officials within the originating OSD Component according to their levels.

(3) Other key officials within the DoD in this order:

(a) The OSD Component heads, individually. If responsibilities are also assigned to the OSD Components collectively in your issuance, use this language for individual responsibilities: **“In addition to the responsibilities in paragraph [reference the paragraph assigning collective responsibilities], the [individual title]...”** Go to “DoD and OSD Component Heads” for help in determining the individual OSD Component heads.

1. Under each, list any Assistant Secretaries, Deputy Under Secretaries, Deputy Assistant Secretaries, or Defense Agency or DoD Field Activity Directors assigned responsibilities who are under the authority, direction, and control of the individual OSD Component head.

2. When assigning responsibilities to officials at any level subordinate to the OSD Component heads, use this language to name the position having authority over them: **“Under the authority, direction, and control of the [OSD Component head], the [subordinate agency head]...”**

(b) The DoD Component heads, collectively. If responsibilities are also assigned to the DoD Components heads individually in your issuance, the “individual” paragraph(s) must include the language described in paragraph 4d(3)(a) of this section. Go to “DoD and OSD Component Heads” for help in determining the individual DoD Component heads.

(c) The OSD Component heads, collectively.

(d) The Secretaries of the Military Departments, collectively.

(e) The Secretaries of the Military Departments, individually. If responsibilities are also assigned to the Service Secretaries collectively in your issuance, this paragraph must include the language described in paragraph 4d(3)(a) of this section.

(f) The Chairman of the Joint Chiefs of Staff.

(g) The combatant commanders, collectively. When tasking combatant commanders to take action outside of the Joint Staff or their combatant command, use this language as applicable: **“...through the Chairman of the Joint Chiefs of Staff”**. This language can only be used in the opening statement if **all** responsibilities are taking place outside of the Joint Staff or combatant command.

(h) The combatant commanders, individually. If responsibilities are also assigned to the combatant commanders collectively in your issuance, this paragraph must include the language described in paragraph 4d(3)(a) of this section.

(i) The directors of the Defense Agencies and/or DoD Field Activities, collectively.

5. **PROCEDURES.** **Required** section and the central element of the DoDM. A brief description of the procedures will always be introduced above the signature. Place the detailed procedures themselves in an enclosure or enclosures. Subdivide the enclosures into appendixes as appropriate. (See paragraph 4b of Enclosure 1 for guidance on structuring the procedure enclosure(s).)

6. **INFORMATION COLLECTION REQUIREMENTS.** Required section **if** it applies to your DoDM. In the template, select and enter an information collections requirements paragraph from the options shown in Figure 1 as applicable. If information collections requirements exceed half a page, place them in an enclosure.

a. The information collection requirements section identifies information collections described in the issuance and verifies that the collection has been approved and licensed or approved for exemption. Use this section to identify forms, reports, record-keeping systems, or other requirements for collecting information from or furnishing information to the other DoD Components, non-DoD federal agencies, and the public. Don't use this section to establish policy, procedures, or responsibilities related to the collection of information.

b. For general guidance and a list of reference documents, see the DoD Internal Information Collections website at http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html.

Figure 1. Information Collection Requirements Statements for DoD Issuances

<p>– Option 1 – Single Information Collection Requirement with Report Control Symbol or Office of Management and Budget (OMB) Control Number [Use the template in Option 1 to list a single information collection requirement with a report control symbol (assigned by the WHS/Directives Division DoD Internal Information Collections Officer) or an OMB control number (assigned by the WHS/Information Management Division Public Information Collections Officer)].</p> <p>#. INFORMATION COLLECTION REQUIREMENTS. [Enter formal information collection title and DD form number (as applicable)] referred to in paragraph [enter appropriate paragraph citation(s) where the information collection requirement is described or referred to in the issuance] of this [manual, volume] has been assigned [enter report control symbol, or Office of Management and Budget (OMB) control number] in accordance with the procedures in Directive-type Memorandum 12-004 (Reference (#)) and DoD 8910.1-M (Reference (#)). Replace “#” with the appropriate reference letter. The issuance must not be signed before the report control symbol or OMB control number is provided in the information collection requirements paragraph.</p>
<p>– Option 2 – Single Information Collection Requirement Submitted to Congress [Use the template in Option 2 to list a single information collection requirement that is submitted directly to Congress].</p> <p>#. INFORMATION COLLECTION REQUIREMENTS. [Enter formal information collection title and DD form number (as applicable)] referred to in paragraph [enter appropriate paragraph citation(s) where the information collection requirement is described or referred to in the issuance] is submitted to Congress in accordance with [cite the statutory requirements] and is coordinated with the Assistant Secretary of Defense for Legislative Affairs in accordance with the procedures in DoD Instruction 5545.02 (Reference(#)).</p>

Figure 1. Information Collection Requirements Statements for DoD Issuances, Continued

– Option 3 – Single Exempted Information Collection Requirement
[Use the template in Option 3 to list a single exempted information collection requirement].
#. **INFORMATION COLLECTION REQUIREMENTS**. [Enter formal information collection title and DD form number (as applicable)] referred to in paragraph [enter appropriate paragraph citation(s) where the information collection requirement is described or referred to in the issuance] of this [manual, volume] is exempt from licensing with a report control symbol in accordance with Paragraph [enter the appropriate paragraph citation in DoD 8910.1-M that applies] of DoD 8910.1-M (Reference (#)). Replace “#” with the appropriate reference letter.

– Option 4 – Multiple Information Collection Requirements
[Use the template in Option 4 to list multiple information collection requirements, multiple exempted information collection requirements, or a combination of both. List multiple information collection requirement statements in the order that they appear in the issuance].

#. **INFORMATION COLLECTION REQUIREMENTS**

a. [Enter formal information collection title and DD form number (as applicable)] referred to in paragraph [enter appropriate paragraph citation(s) where the information collection requirement is described or referred to in the issuance] of this [manual, volume] has been assigned [enter report control symbol or Office of Management and Budget (OMB) control number] in accordance with the procedures in Directive-type Memorandum 12-004 (Reference (#)) and DoD 8910.1-M (Reference (#)). Replace “#” with the appropriate reference letter. The issuance must not be signed before the report control symbol or OMB control number is provided in the information collection requirements paragraph.

b. [Enter formal information collection title and DD form number (as applicable)] referred to in paragraph [enter appropriate paragraph citation(s) where the information collection requirement is described or referred to in the issuance] is submitted to Congress in accordance with [cite the statutory requirements] and is coordinated with the Assistant Secretary of Defense for Legislative Affairs in accordance with the procedures in DoD Instruction 5545.02 (Reference (#)).

c. [Enter formal information collection title and DD form number (as applicable)] referred to in paragraph [enter appropriate paragraph citation(s) where the information collection requirement is described or referred to in the issuance] of this [manual, volume] is exempt from licensing with a report control symbol in accordance with paragraph [enter the appropriate paragraph citation in DoD 8910.1-M that applies] of DoD 8910.1-M (Reference (#)). Replace “#” with the appropriate reference letter.

7. **RELEASABILITY**. **Required** section that is always located above the signature. In the template, select and enter a releasability paragraph from the options shown in Figure 2. Delete the others. For guidance on determining releasability, go to DoDD 5230.9, DoDI 5230.29, and SecDef MESSAGE: INFORMATION SECURITY/WEBSITE ALERT. For guidance on obtaining Office of Security Review clearance to release an unclassified issuance to the public, go to Processing DoD Issuances.

Figure 2. Releasability Statements for DoD Issuances

<p>– Option 1 –</p> <p>#. RELEASABILITY. Unlimited. This [manual, volume] is approved for public release and is available on the Internet from the DoD Issuances Website at http://www.dtic.mil/whs/directives.</p>
<p>– Option 2 –</p> <p>#. RELEASABILITY. Restricted. This [manual, volume] is approved for restricted release. It's available to users with Common Access Card authorization on the Internet from the DoD Issuances Website at http://www.dtic.mil/whs/directives. [As a rule this option is used for FOUO issuances.]</p>
<p>– Option 3 –</p> <p>#. RELEASABILITY. Restricted. This [manual, volume] is approved for restricted release. Authorized users may obtain copies on the SECRET Internet Protocol Router Network from the DoD Issuances Website at http://www.dtic.smil.mil/whs/directives.</p>
<p>– Option 4 –</p> <p>#. RELEASABILITY. Not releasable. The release and distribution of this [manual, volume] will be approved only by [enter the originating OSD Component and contact information].</p>

8. **EFFECTIVE DATE.** This [manual, volume]: **Required** section that's always located above the signature.

a. State when the DoDM is effective; e.g., Is effective [Directives Division will insert date upon publishing to the website]. – OR – Is effective on [specific date]. – OR – The information collection requirements established by this [manual, volume] are effective on [specific date]. All other provisions of this [manual, volume] are effective [Directives Division will insert date upon publishing to the website].

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoD Instruction 5025.01 (Reference (#)). If not, it will expire effective [10 YEARS FROM PUBLICATION DATE - Directives Division will insert date upon publishing to the website] and be removed from the DoD Issuances Website.

- 1 The signature block tab is set at 3.5 inch.
- 2 Start the signature block on 5th line. Leave
- 3 one blank line between the signature block
- 4 and the enclosure listing. If there's
- 5 insufficient room to list all enclosures on the same page, move enclosure listing to the next page.

DoDMs shall be signed by the originating OSD Component head, the principal deputy, or an OSD Presidentially appointed, Senate-confirmed (PAS) official. (Go to the List of Signature Authorities.)

Name of Signer ←
 Title

Enclosures The first enclosure will always be references. The glossary will always be the final item.

↑ 1. Formatting a DoDM For the purposes of this DoDM Standard, this enclosure deals with formatting. Your first enclosure will always be References.

2. Citing References in DoD Issuances

3. Sample Purpose Statements for Single-Volume DoDMs

4. Sample Purpose Statements for Multi-Volume DoDMs

5. Sample Applicability Statements

6. Sample Policy Statements

↓ 7. Sample Responsibility Statements

Glossary

Indent the list of enclosures at the default tab stop of .25 inch. If there is only one enclosure, don't number it.

Enclosure

Procedures

Glossary

A table of contents is encouraged for all manuals. It is mandatory for manuals longer than 25 pages. (See section 3 of Enclosure 1 for instructions on formatting a table of contents.)

DoDM 1234.56
– OR – *DoDM 1234.56-VI*

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ENCLOSURE 1

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FORMATTING A DoDM

1

2 blank lines

1. FORMAT BASICS

a. Length. The complete DoDM mustn't exceed 100 pages. If more than 100 pages are required, separate the DoDM into volumes. Format each volume according to these standards.

b. Font

(1) Use the fonts preset in the template.

(2) Use uppercase for section, enclosure, and appendix titles. Use title case for paragraph headings and for table and figure titles.

(3) Underline all titles and headings.

(4) Use bolding sparingly for emphasis, **not** underlining, italics, or color. Overuse of bolding will actually reduce the effectiveness of your emphasis, so only choose one or two words to emphasize.

(5) Use *italics* when using foreign (e.g., Latin) terms.

c. Margins, Spacing, and Alignment

(1) Use the margins preset in the template. Leave one blank line between paragraphs. Leave two blank lines between sections.

(2) Center titles of enclosures, appendixes, tables, and figures.

(3) Follow the paragraph formatting guidance in Figure 3, **except** for the subject line, list of references, and table of contents, for which block-style format is preset in the template.

d. Headers, Footers, and (MS) Word Sections

(1) Use the headers preset in the template. Enter the manual number in the second page header, right-aligned, after the manual acronym. If the DoDM is separated into volumes, include the volume number; e.g., "DoDM 1234.56-V1." No entry is required in the footer of the material above the signature.

(2) The template provides MS Word sections for a table of contents, the first three enclosures (references, responsibilities, and procedures), and a glossary. The footers are preset to include the identifier in uppercase, right-aligned. (See footers to enclosures in these standards for examples.) If you don't need a preset enclosure, delete the applicable MS Word section and adjust the subsequent footer(s) as necessary.

(3) If you insert additional MS Word sections for enclosures, carry the header forward

and adjust the text in the footer to read: “ENCLOSURE [applicable #].” If you insert additional sections for appendixes, carry the header forward and adjust the text in the footer to read: “APPENDIX [applicable #] TO ENCLOSURE [applicable #].”

(4) When there’s only one enclosure and/or one appendix, don’t enter a number in the footer (“APPENDIX to ENCLOSURE”).

e. Footnotes and Endnotes. Don’t use endnotes or the word “NOTE” in DoD issuances. Use footnotes only within the reference list to indicate where the reader may obtain publications not readily found on an official Government website using an Internet search engine. To enter footnotes, use the “Insert Footnote” function on the “References” tab.

f. References. For the reference list, use the spacing and alignment provided in the first enclosure of the template. Format reference citations in the list and in the text according to Enclosure 2.

2. PARAGRAPH NUMBERING AND INDENTATION

a. Use the DoD issuance section and paragraph numbering format illustrated in Figures 3 through 5, as applicable. Text not in these formats **must** be inserted as a figure or table in the issuance; the only exception is for providing mailing addresses within the text.

Figure 3. DoD Issuance Section and Paragraph Numbering Format

1. SECTION TITLE. When you have no paragraphs in a section or when you wish to place explanatory material before the subsequent paragraphs, place a period after the section title and begin the text on the same line.

2. SECTION TITLE. Leave two blank lines between sections. When no text follows a title or heading, **don’t** place a period at the end of the title/heading.

a. Paragraph Heading. To have a paragraph “a,” you must have a paragraph “b” To have a paragraph “(1),” you must have a paragraph “(2).” If one paragraph has a heading, all paragraphs on the same level (e.g., “a”, “b”, “c”, “d”) must be consistent in their formatting; either all must have a heading, or none.

(1) Use tab stop increments of .25 to indent the first line of paragraphs. Second and succeeding lines return to the left margin. **Don’t** use the AutoFormat function in MS Word. (To turn this function off, see “MS Word Mysteries” on the DoD Issuances Website homepage.)

(a) Paragraph Heading. Don’t tab between numbers and text. Use two spaces.

(b) Paragraph Heading. Don’t use more than five tabs (no lower than the fifth level).

1. Paragraph Heading

a. This is the fifth level. **Don’t** create subparagraphs below this level.

b. If you have material subordinate to this level, reorganize the material at a higher level.

Figure 3. DoD Issuance Section and Paragraph Numbering Format, Continued

2. Paragraph Heading

(c) Paragraph Heading

(2) Because paragraph 2a(1) has no heading, this paragraph has none.

b. Paragraph Heading. Because paragraph 1a has a heading, this paragraph must have one.

b. If enclosures have only one main section, it must be numbered as illustrated in Figure 4.

c. If an enclosure has **only** sections (there are no subparagraphs in the enclosure), it must be numbered as illustrated in Figure 5.

Figure 4. Format for Enclosure With One Section

ENCLOSURE #
1 blank line
ENCLOSURE NAME

1
2 blank lines
Section text . . . Don't number the paragraph. Don't use a section title.
1 blank line

a. Paragraph Heading. Header use is optional, but must be consistent (e.g., if paragraph "a" has a header, than paragraph "b" must, as well).

(1) Paragraph Heading

(a) Paragraph Heading

1. Paragraph Heading

a. This is the fifth level. **Don't** create paragraphs below this level.

b. If you have material subordinate to this level, reorganize the material at a higher level.

Figure 5. Format for Enclosure With Sections Only

<u>ENCLOSURE #</u> 1 blank line <u>ENCLOSURE NAME</u>
1 2 blank lines
1. <u>SECTION TITLE</u> . Number the paragraph. Use of section titles is optional, but must be consistent (e.g., if section 1 has a title, then following sections must, as well).
1 2 blank lines
2. <u>SECTION TITLE</u> .
Or
1. Section text.... If section titles are not used, simply number the paragraph and begin with text.
1
2. Section text.... Only separate sections without titles by one blank line.

3. TABLE OF CONTENTS

a. Use of the table of contents MS Word section in the template is encouraged for all DoDMs. It is mandatory for DoDMs longer than 25 pages. Format the table of contents according to the template and Figure 6.

4. ENCLOSURES AND APPENDIXES

a. Use the reference enclosure in the template. Use the responsibilities enclosure when responsibilities exceed half a page.

b. The procedures enclosure is the central element of the DoDM and your primary means of accomplishing its purpose. Its organization will depend upon the DoDM's content and complexity. Procedures may be structured in step-by-step sequence, by subject matter with related requirements, by situation and response, or on a combination of these and/or other factors. When the procedures are extensive and involve two or more distinct categories of content, you may want to separate them into two or more enclosures.

c. You may also use an additional enclosure or enclosures to publish other information that adds to or supplements the text above the signature of the DoDM. Use an appendix or appendixes to publish information that adds to or supplements an enclosure.

d. **Don't** use an issuance itself or other reference as an enclosure or appendix.

Figure 6. DoDM Table of Contents Format

<u>TABLE OF CONTENTS</u>	Underline the table of contents title but not the items in the list. Leave two blank lines after the title.
1 2 blank lines ENCLOSURE 1: ENCLOSURE TITLE	Page #
Begin the table with the first enclosure. Use the tab settings provided in the template, which are: left-aligned at .25, .5, and .75 inch; right-aligned at 6.5 inch with the leader "2" (.....).	
1 ENCLOSURE 2: ENCLOSURE TITLE	#
Leave one blank line after enclosure and appendix listings. Use the font provided in the template, which is the same font used throughout the text (uppercase for enclosure, section, and appendix titles; title case for paragraph headings and figure and table titles).	
1 SECTION TITLE Titles should accurately reflect the contents.	#
Paragraph Heading Inclusion of first-level paragraph headings is optional; however, if you include them for one section, you must include them for all	#
Paragraph Heading Keep titles and headings as brief as possible	#
SECTION TITLE When you use a title or heading that extends into a second line, use block style in keeping with the tab settings	#
Paragraph Heading Don't go beyond first-level paragraph headings.....	#
Paragraph Heading	#
SECTION TITLE Enter all titles and headings exactly as they appear in the issuance, including any acronyms that may be established in the issuance text; they are not considered "established" in the table of contents.....	#
1 APPENDIX(ES)	
1. APPENDIX TITLE Don't list section and paragraph numbers. If there is only one appendix, don't use numbers.....	#
2. APPENDIX TITLE Appendixes are listed under the enclosure to which they apply	#
1 GLOSSARY	#
1 PART I: ABBREVIATIONS AND ACRONYMS	#
PART II: DEFINITIONS	#
1 TABLES End the table of contents with a list of tables and figures if applicable.	
1 1. Table Title Do list figure and table numbers.	#
2. Table Title	#
1 FIGURE When there is only one table or figure, don't number it.	
1 Figure Title.....	#

e. Refer to enclosures first in the text above the signature when possible (e.g., "Enclosure 3 provides sample purpose statements."); refer to appendixes in the text of the enclosure they support (e.g., "See Appendix 1 for samples of reference citations frequently used in DoD issuances.") Number enclosures and appendixes in the order they appear in the text. Capitalize the words "Enclosure" and "Appendix" only when referring to a specific enclosure or appendix

by number. Use lowercase when referring to an enclosure or enclosures in general (e.g., “This enclosure” – and – “As listed in the enclosures”).

f. Center and underline the enclosure or appendix identifier and title at the top of the first page. Leave one blank line between identifier and title; leave two blank lines between title and text. (See the enclosures and appendix to these standards for examples.)

g. List enclosures after the signature block. (See the signature page of these standards for guidelines.) List appendixes to an enclosure on the last page of the enclosure concerned, in the same format you listed enclosures below the signature block. (See the last page of Enclosure 2 for an example.)

5. TABLES, FIGURES, AND FORMS

a. Use a table to present information that is best communicated in tabular rather than paragraph form (i.e., arranged systematically by columns and/or rows), such as that in tables in these standards. Use figures to present information that is best communicated as an illustration (image or drawing; due to file size restrictions, photos shouldn’t be used), or as example (textual depiction) with or without instructional material, such as that in the figures in these standards. If you wish to place text in an issuance in a format other than the standard (Figure 3) you must insert the text in a figure or table. The **only** exception is when providing a mailing address for information.

b. A table or figure may be used above the signature and in enclosures and appendixes. Identify it using the word “Table” or “Figure,” as appropriate, followed by the number assigned according to the order in which it appears in the text. Table and figuring number is not cross-sequential; you may have a “Table 1” and a “Figure 1” in the same issuance. If there is only one table or figure, don’t number it.

c. Place the table or figure on the same page or as close to the text it supports as possible. Don’t place the table or figure in the middle of a paragraph.

(1) Font size - but **not** style - may be adjusted to accommodate internal requirements, but may not be smaller than 9 point font.

(2) Use bolding sparingly for emphasis; don’t use underlining, or italics.

(3) Use underlining for titles and headings only.

(4) If using color of any kind in a table or figure, the color must be light enough so the table or figure is legible when printed in black and white hard copy.

d. Center the table or figure on the page. Center the table or figure identifier and number, followed by the title, at the top of the table or figure. If the table or figure carries over to the next page, **repeat the identifier** at the top of the page, followed by a comma and the word “Continued.” (See the tables and figures in these standards for examples. See Table 1 of the

Appendix to Enclosure 2 for an example of a table breaking across a page.) (To create multi-page tables, go to “MS Word Mysteries” on the DoD Issuances Website home page.)

e. In general, forms can’t be included in DoDMs, as subsequent updates of the form will make the issuance obsolete. Instead the DoDM should refer to the form (e.g., SecDef (SD) Form 818, “Comments Matrix for DoD Issuances”) and identify its location - for DoD forms, this would be the DoD Forms Management Program website at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. Once the form has been identified, subsequent references within the DoDM need only include the number (e.g., “SD Form 818”).

6. GLOSSARY

a. A list of acronyms and abbreviations in the Glossary is mandatory for DoDMs, including their volumes, that are over two pages and use acronyms other than “DoD,” “OSD,” or “U.S.”

b. Always place the Glossary at the end of the DoDM, after all enclosures and appendixes. When referring to the Glossary in the text, always capitalize “Glossary.” Format the Glossary following the guidance in the Glossary at the ends of these standards and as provided in the template.

ENCLOSURE 2

CITING REFERENCES IN DoD ISSUANCES

1. GENERAL RULES

a. Citations in the Reference List

(1) With some exceptions, including legal references, citations in the reference list are organized by type of issuance and/or originator, exact title or subject in quotation marks, and month, day, year **not** followed by a period. (See the appendix to this enclosure for samples.)

(2) List references in the order they appear in the text. Use lower case letters in parentheses to identify them.

(3) If a reference citation runs into the second line, use the block style format preset in the template. The month and day of the publication date must be on the same line. When citing an issuance that has been changed or certified as current, use the original publication date, **not** the change or certification date, and indicate “as amended” after the date.

(4) When a DoDM contains more than 26 references, use a double lettering system (i.e., (aa) through (az), followed by (ba) through (bz), and so on). Don’t use triple letters.

(5) Don’t establish or use acronyms in the reference list; include them only if they are a part of the issuance title, in parentheses within the title within quotation marks (see Figure 7). Exception: joint Service publications may use the acronym title string (e.g., DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215) but the acronyms used -- in this example “DLAI,” “AR,” “SECNAVINST,” and “AFJMAN” -- must be included in the Glossary.

(6) When cancelling an issuance with the DoDM, place the words “hereby cancelled” in parentheses at the end of the citation in the reference list (see Figure 7).

(7) Use a footnote to tell readers precisely where to find reference documents that aren’t readily found on a Government website using an Internet search engine, but don’t hyperlink to the website.

(8) Don’t cite unpublished material such as drafts and documents not available to readers. Don’t cite issuances in the process of being cancelled (except those being cancelled by the directive being drafted). Don’t include a reference document as an enclosure.

b. Citations in the Text. (See the appendix to this enclosure for samples.)

(1) Don’t use the term “under,” which is reserved in DoD issuances for the authority derived from an officer or official. Use “pursuant to” or “in accordance with” (go to Writing Style Guide for applicability).

Figure 7. Reference List

DoDM 1234.56, March 31, 2007

ENCLOSURE 1

– OR – if there is only one enclosure:

ENCLOSURE

REFERENCES

- (a) DoD Directive 5025.1, “DoD Directives System,” July 14, 2004 (hereby cancelled)
- (b) Acting Deputy Secretary of Defense Memorandum, “DoD Directives Review – Phase II,” July 13, 2005
- (c) DoD Directive 5105.53, “Director of Administration and Management (DA&M),” February 26, 2008
- (d) Joint Publication 1-02, “Department of Defense Dictionary of Military and Associated Terms,” current edition
- (e) DoD 5025.1-M, “DoD Directives System Procedures,” March 5, 2003 (hereby cancelled)
- (f) Director of Administration and Management Memorandum, “DoD Directives –Implementation of Phase II,” July 15, 2005 (hereby cancelled)
- (g) Director of Administration and Management Memorandum, “Directive-Type Memorandum – DoD Directives System,” May 23, 2006 (hereby cancelled)
- (h) Administrative Instruction 15, Volume 1, “Office of the Secretary of Defense (OSD) Records Management Program Administrative Procedures,” November 14, 2006, as amended
- (i) DoD Directive 5110.4, “Washington Headquarters Services,” October 19, 2001
- (j) Secretary of Defense Policy, “Department of Defense American Indian and Alaska Native Policy,” October 20, 1998¹
- (k) Section 2170 of Title 50, United States Code Appendix (also known as “The Defense Production Act of 1950,” as amended)

¹ Copies may be obtained from the Internet at <https://www.denix.osd.mil/denix/Public/Native/Outreach/policy.html>
Availability statements are **not** used for SecDef and DepSecDef memorandums.

(2) Capitalize the word “Reference” and retain the parentheses around the reference letter.

(3) Always establish the reference on first use by citing the type of issuance and/or originator followed by the reference letter. On subsequent citations of the same reference, cite only the reference letter; e.g.:

- (a) On initial citation – “DoD Directive 1234.56 (Reference (g))”

(b) On subsequent citation – “Reference (g)”

(4) When a citation in the reference list contains more than one volume, or for the United States Code (U.S.C.) and Code of Federal Regulations (CFR), more than one section or part, cite the specific volume, section, or part that pertains to the text, followed by the reference letter; e.g., “pursuant to Volume 2 of DoD Manual 4567.89 (Reference (c)).” Follow this same practice when you wish to cite a specific paragraph within a reference that is not broken into volumes, sections, or parts; e.g.:

(a) On initial citation – “in accordance with Enclosure 1, paragraph 1b of DoD Instruction 1234.56 (Reference (g))”

(b) On subsequent citation – “in accordance with Enclosure 1, paragraph 1b of Reference (g)”

(5) When citing multiple documents at once would make establishing the references in accordance with paragraph 1b(3) awkward, the references may be grouped together (e.g., “...in accordance with References (a) through (p)”). On subsequent **first** citations of the individual documents so designated (References (a) through (p) in this example), the reference will be established and assigned a letter in accordance with paragraphs 1a(2) and 1b(4) of this enclosure.

2. CITING MILITARY DEPARTMENT AND JOINT SERVICE PUBLICATIONS. (See appendix for examples.) Don’t cite Military Department or joint Service publications in DoD issuances **except**:

a. When including a military or associated term in the definitions section or Glossary (cite Joint Publication 1-02).

b. When a Military Department or joint Service publication is the **sole** document pertaining to establishing or implementing a crucial policy.

3. LEGAL CITATIONS

a. When to Cite

(1) When a DoD issuance has implemented an Executive order (E.O.), Public Law (PL), or section of the U.S.C., cite the DoD issuance, not the order, law, or code.

(2) When a PL has been codified in the U.S.C., cite the title and section of the U.S.C., not the PL.

(3) For a PL not included in the U.S.C., cite the PL and applicable section. Verify the proper statutory authority with the Office of the DoD General Counsel when drafting the issuance.

(4) Cite the CFR when referencing a document that has been published in the CFR. Cite the Federal Register (FR) for documents that have been published in the FR but not in the CFR.

b. How to Cite

(1) U.S.C. and CFR

(a) Don't cite the subject of the title's part, section, or chapter. If citing more than one part, section, or chapter of a title, simply cite the title in Enclosure 1 and specify part, section, or chapter within the text. In the text, always cite the specific part(s), section(s), or chapter(s) that pertain to the text, followed by the reference letter; e.g.:

1. In the reference list – “(h) Title 10, United States Code”
2. On initial citation – “pursuant to section 7890 of Title 10, United States Code (Reference (h))”
3. On subsequent citation – “pursuant to sections 1234 and 5678 of Reference (h))”

(b) If a codified act is more well known by a “common name,” it may be cited within the body of the issuance by referring to the codified information first, then the common name (e.g., “pursuant to section 2170 of Title 50, United States Code Appendix, also known and referred to in this manual as “The Defense Production Act of 1950,” as amended (Reference (g)).”). Further references in the DoDM will state “The Defense Production Act of 1950.” Within the Reference section, the citation should reflect the same format and include the information that the Act has been amended, if appropriate (see Figure 8, Reference (k)).

(2) PL. In the reference list, cite the PL title and date; if citing more than one section of a PL in your issuance, don't list the individual sections. In the text, cite the specific section that pertains to the text, followed by the reference letter.

4. AMENDMENTS AND CURRENT EDITIONS. Many government publications are now maintained on the Internet and are amended or updated electronically.

a. Citations of PLs and E.O.s that may be amended by subsequent laws should include the original publication date and note that it has been amended – e.g., Executive Order 13178, “Northwestern Hawaiian Islands Coral Reef Ecosystem Reserve, “December 4, 2000, as amended (in this case the E.O. was amended by E.O. 13196 in 2001) You won't document what has amended the PL or E.O. in the DoDM, as this information is easily found online.

b. Documents that are maintained online and have multiple or undefined publication dates use the citation “current edition” in place of the publication date in the reference list.

(1) DoD 7000.14-R, “Department of Defense Financial Management Regulations (FMRs),” current edition (16 volumes in the Regulation; each volume has a different publication date and is updated online)

(2) Joint Publication 1-02, “Department of Defense Dictionary of Military and Associated Terms,” current edition ([Maintained online and updated regularly](#))

Appendix

Reference Citations Frequently Used in DoD Issuances

APPENDIX TO ENCLOSURE 2

REFERENCE CITATIONS FREQUENTLY USED IN DoD ISSUANCES

Accepted abbreviations for the types of references are provided in the first column of Tables 1 and 2. Use them only in the text and only after establishing them on first use in the text.

Table 1. Frequently Used Reference Citations

REFERENCE	FORMAT USED IN ENCLOSURE 1	FORMAT USED IN TEXT
Administrative Instruction (AI)	Administrative Instruction 27, “Control of North Atlantic Treaty Organization Classified Documents,” October 26, 2006	Administrative Instruction 27
Code of Federal Regulations (CFR)	<u>When one title and one part are referenced</u> (a) Part 40 of Title 32, Code of Federal Regulations	<u>First in-text citation</u> ... in accordance with part 40 of Title 32, Code of Federal Regulations (Reference (a)) <u>Second in-text citation</u> ... in accordance with Reference (a)
	<u>When one title and more than one part are referenced</u> (a) Title 32, Code of Federal Regulations	<u>First in-text citation</u> ... in accordance with part 40 of Title 32, Code of Federal Regulations (Reference (a)) <u>Second in-text citation</u> ... in accordance with part 64 of Reference (a)
	<u>When more than one title is referenced</u> (a) Title 32, Code of Federal Regulations (b) Title 48, Code of Federal Regulations	<u>First in-text citation of first reference</u> (Establish the acronym.) ... in accordance with part 40 of Title 32, Code of Federal Regulations (CFR) (Reference (a)) <u>Second in-text citation of first reference</u> ... in accordance with part 64 of Reference (a) <u>First in-text citation of second reference</u> ... in accordance with subpart 227.71 of Title 48, CFR (Reference (b)) <u>Second in-text citation of second reference</u> ... in accordance with subpart 229.70 of Reference (b)
DoD Directive (DoDD)	DoD Directive 3020.40, “Defense Critical Infrastructure Program (DCIP),” August 19, 2005	DoD Directive 3020.40
DoD Instruction (DoDI)	DoD Instruction 3020.42, “Defense Continuity Plan Development,” February 17, 2006	DoD Instruction 3020.42
Directive-type Memorandum (DTM)	Directive-type Memorandum 09-019, “Policy Guidance for Foreign Ownership, Control, or Influence (FOCI),” September 2, 2009	Directive-type Memorandum 09-019

Table 1. Frequently Used Reference Citations, Continued

REFERENCE	FORMAT USED IN ENCLOSURE 1	FORMAT USED IN TEXT
DoD Manual (DoDM)	DoD Manual 4165.66, “Base Realignment,” March 1, 2007	DoD Manual 4165.66
	DoD Manual 4150.07, Volume 1, “DoD Pest Management Training: The DoD Plan for the Certification of Pesticide Applicators,” December 12, 2008	Volume 1 of DoD Manual 4150.07
DoDM that hasn’t been reissued under 2007 version of DoDI 5025.01	DoD 1100.19-M, “Wartime Manpower Planning System ADP System Users Manual,” March 13, 1987	DoD 1100.19-M
DoD Publications (To be discontinued on reissuance as manuals)	<u>DoD Guide</u> DoD 7000.3-G, “Preparation and Review of Selected Acquisition Reports,” May 20, 1980	DoD 7000.3-G
	<u>DoD Inventory</u> DoD 4100.33-INV, “Department of Defense Commercial Activities Inventory Report and Five Year Review Schedule FY 1991,” May 7, 1992	DoD 4100.33-INV
	<u>DoD Regulation</u> DoD 1330.17-R, “Armed Services Commissary Regulations (ASCR),” April 1987	DoD 1330.17-R
DoD Travel Regulations: Joint Federal Travel Regulation (JFTR) and Joint Travel Regulation (JTR)	Joint Federal Travel Regulations, Volume 1, “Uniformed Service Members,” current edition	Joint Federal Travel Regulations, Volume 1
	Joint Travel Regulations, Volume 2, “Department of Defense Civilian Personnel,” current edition	Joint Travel Regulations, Volume 2
Executive Order (E.O.)	Executive Order 13392, “Improving Agency Disclosure of Information,” December 14, 2005	Executive Order 13392
Federal Register (FR)	Page 12345 of Volume 10, Federal Register, June 12 2007	Page 12345 of Volume 10, Federal Register
Joint Publication 1-02 (JP 1-02)	Joint Publication 1-02, “Department of Defense Dictionary of Military and Associated Terms,” current edition	Joint Publication 1-02
Manual for Courts-Martial (MCM)	Manual for Courts-Martial, United States, 2000	Manual for Courts-Martial 2000
	Paragraph 44 of Manual for Courts-Martial, United States, 2000	... in accordance with paragraph 44 of Manual for Courts-Martial 2000

Table 1. Frequently Used Reference Citations, Continued

REFERENCE	FORMAT USED IN ENCLOSURE 1	FORMAT USED IN TEXT
Memorandums	Secretary of Defense Memorandum, “Regulatory Relief Task Force,” October 15, 2006	Secretary of Defense Memorandum
	Assistant Secretary of Defense for Health Affairs Memorandum, “Healthcare for Employees,” January 13, 2007	Assistant Secretary of Defense for Health Affairs Memorandum
Memorandum of Understanding (MOU)	Memorandum of Understanding Between the Department of Defense and the Department of Education, August 16, 1982	Memorandum of Understanding
National Security Decision Directive (NSDD)	National Security Decision Directive-18, “International Trade and Transfer,” July 2, 1990	National Security Decision Directive-18
National Security Presidential Directive (NSPD)	National Security Presidential Directive-9, “Combating Terrorism,” October 25, 2001	National Security Presidential Directive-9
Office of Management and Budget (OMB) Bulletin	Office of Management and Budget Bulletin No. 81-17, “Debt Collection,” April 27, 1981	Office of Management and Budget Bulletin No. 81-17
Office of Management and Budget (OMB) Circular	Office of Management and Budget Circular No. A-110, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education,” September 30, 1999	Office of Management and Budget Circular No. A-110
Presidential Decision Directive (PDD)	Presidential Decision Directive No. 63, “Critical Infrastructure Protection,” May 22, 1998	Presidential Decision Directive 63
Public Law (PL)	Section 8070 of Public Law 102-172, “The Department of Defense Appropriations Act for Fiscal Year 1992,” November 26, 1991	... in accordance with section 8070 of Public Law 102-172
United States Code (U.S.C.)	<u>When one title and one section are referenced</u> (a) Section 801 of Title 10, United States Code	<u>First in-text citation</u> ... in accordance with section 801 of Title 10, United States Code (Reference (a)) <u>Second in-text citation</u> ... in accordance with Reference (a)
	<u>When one title and more than one section are referenced</u> (a) Title 10, United States Code	<u>First in-text citation</u> ... in accordance with section 801 of Title 10, United States Code (Reference (a)) <u>Second in-text citation</u> ... in accordance with section 940 of Reference (a)

Table 1. Frequently Used Reference Citations, Continued

REFERENCE	FORMAT USED IN ENCLOSURE 1	FORMAT USED IN TEXT
	<p><u>When more than one title is referenced</u> (a) Title 10, United States Code (b) Title 16, United States Code</p>	<p><u>First in-text citation of first reference</u> (Establish the acronym.) . . . in accordance with section 801 of Title 10, United States Code (U.S.C.) (Reference (a))</p> <p><u>Second in-text citation of first reference</u> . . . in accordance with section 940 of Reference (a)</p> <p><u>First in-text citation of second reference</u> . . . in accordance with section 470 of Title 16, U.S.C. (Reference (b))</p> <p><u>Second in-text citation of second reference</u> . . . in accordance with section 472 of Reference (b)</p>
	<p><u>When codified act has “common name”</u> (a) Section 2170 of Title 50, United States Code Appendix (also known as “The Defense Production Act of 1950,” as amended) (b) Chapter 47 of Title 10, United States Code (also known as “The Uniform Code of Military Justice (UCMJ)”)</p>	<p><u>First in-text citation</u> . . . section 2170 of Title 50, United States Code (U.S.C.) Appendix, also known and referred to in this manual as “The Defense Production Act of 1950,” as amended (Reference (a)).</p> <p>. . . chapter 47 of Title 10, U.S.C., also known and referred to in this manual as “The Uniform Code of Military Justice (UCMJ)” (Reference (b)).</p> <p><u>Subsequent in-text citation</u> . . . The Defense Production Act of 1950 . . . the UCMJ</p>
	<p><u>When citing annually recurring provisions</u> (a) Section 8061 of Public Law 111-118, “The Department of Defense Appropriations Act for Fiscal Year 2010,” December 19, 2009 (also known as “The Leahy Human Rights Provisions”), and similar annually recurring provisions, if enacted, in subsequent years.</p>	<p><u>First in-text citation</u> . . . section 8061 of Public Law 111-118 (also known as “The Leahy Human Rights Provisions”), or a similar annually recurring provision, if enacted, in subsequent years (Reference (a))</p> <p><u>Subsequent in-text citation</u> . . . in accordance with Reference (a)</p>
Website, when the reference is located only on a website	DoD Issuances Website, “The Issuance Process,” http://www.dtic.mil/whs/directives/corres/writing.htm	DoD Issuances Website
OTHER miscellaneous issuances. In the list, enter originator,	Secretary of Defense, “National Military Strategy to Combat Weapons of Mass Destruction,” February 13, 2006	Secretary of Defense Strategy

Table 1. Frequently Used Reference Citations, Continued

REFERENCE	FORMAT USED IN ENCLOSURE 1	FORMAT USED IN TEXT
title, and date. In the text, cite originator and type of issuance.	Organization for the Prohibition of Chemical Weapons, “Convention on the Prohibition of the Development, Production, Stockpiling and use of Chemical Weapons and on Their Destruction,” ratified April 24, 1997	Organization for the Prohibition of Chemical Weapons Convention
	Joint Requirements Office for CBRN Defense, “Joint Service (CBRN) Defense Modernization Plan,” 2008 [in this example, the originating office uses the acronym in its official name]	Joint Requirements Office for CBRN Defense Plan

Table 2. Military Department and Joint Service Reference Citations

REFERENCE	FORMAT USED IN REFERENCE LIST	FORMAT USED IN TEXT
Joint Service Publications	DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215, “Reporting of Supply Discrepancies,” August 6, 2001 ¹	DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215 ¹
Military Handbook (MIL-HDBK)	Military Handbook MIL-HDBK-1013/1A, “Design Guidelines for Physical Security of Facilities,” December 15, 2003	Military Handbook MIL-HDBK-1013/1A
Military Detail Specification (MIL-DTL)	Military Detail Specification MIL-DTL-43607H, “Padlock, Key Operated, High Security, Shrouded Shackle,” March 10, 1998, with Notice 1, May 22, 2000	Military Detail Specification MIL-DTL-43607H
Military Specification (Acronym is based on type of specification.)	Military Specification MIL-H-29181B, “Hasp, High Security, Shrouded, for High and Medium Security Padlock,” May 10, 1994	Military Specification MIL-H-29181B
	Military Specification MIL-P-43607G, “Padlock, Key Operated, High Security, Shrouded Shackle,” June 18, 1986, as amended	Military Specification MIL-P-43607G
Military Standard (MIL-STD)	Military Standard MIL-STD-672A “Aviation Calibrations,” June 9, 2006	Military Standard MIL-STD-672A
¹ Acronyms used in joint Service publications don’t need to be spelled out in the reference section nor established in their first use in the text; however, the acronyms must be defined in Part I of the Glossary.		

ENCLOSURE 3

SAMPLE PURPOSE STATEMENTS FOR SINGLE-VOLUME DoDMS

Figure 8. Purpose Statements When the Chartering DoDD Provides the Purpose

Sample 1. For a new DoDM:

1. **PURPOSE.** In accordance with the authority in DoD Instruction 7750.07 (Reference (a)), this manual implements policy, assigns responsibilities, and provides procedures for managing the DoD Forms Program.

Sample 2. For a reissuance of a DoDM:

1. **PURPOSE.** This manual reissues DoD 7000.3-M (Reference (a)) in accordance with the authority in DoD Instruction 7000.03 (Reference (b)) to implement policy, update assigned responsibilities, and establish mandatory procedures for the uniform interpretation and comparison of programs designated as major weapon system acquisitions.

Sample 3. For a reissuance of a DoD publication as a DoDM:

1. **PURPOSE.** This reissues DoD 7000.3-G (Reference (a)) as a DoD manual in accordance with the authority in DoD Instruction (DoDI) 7000.03 (Reference (b)) and the guidance in DoDI 5025.01 (Reference (c)) to implement policy, assign responsibilities, and provide procedures for the uniform interpretation and comparison of programs designated as major weapon system acquisitions.

Figure 9. Purpose Statements When the Chartering DoDD Does Not Provide the Purpose

For a new DoDM:

1. **PURPOSE.** In accordance with the authority in DoD Directive 5105.53 (Reference (a)), this manual implements policy, assigns responsibilities, and provides procedures for managing the DoD Forms Program pursuant to DoD Instruction 7750.07 (Reference (b)). [\[issuance providing purpose\]](#).

For a reissuance:

1. **PURPOSE.** This manual reissues DoD Manual 5400.7 (Reference (a)) in accordance with the authority in DoD Directive 5400.07 (Reference (b)) to implement section 552 of Title 5, United States Code (Reference (c)) and incorporate the provisions of Executive Order 13392 (Reference (d)). [\[issuances providing purpose\]](#).

Figure 10. Purpose Statements That Cancel Another Issuance

When the chartering DoDD does not provide the purpose and the references are listed in Enclosure 1.

Sample 1. For a new DoDM:

1. PURPOSE. In accordance with the authority in DoD Directive 5000.02 (Reference (a)), this manual:

a. Implements policy, assigns responsibilities, and provides procedures for the operation of the contractor cost data report and software resources system in accordance with DoD Instruction 5000.02 (Reference (b)).

b. Incorporates and cancels the interim guidance in Director of Program Analysis and Evaluation Memorandum (Reference (c)).

Sample 2. For a reissuance:

1. PURPOSE. This manual:

a. Reissues DoD 5000.02-H (Reference (a)) as a DoD manual in accordance with the authority in DoD Directive 5000.02 (Reference (b)) and the guidance in DoD Instruction 5025.01 (Reference (c)).

b. Implements policy, assigns responsibilities, and provides procedures for the operation of the contractor cost data report and software resources system in accordance with DoD Instruction 5000.02 (Reference (d)).

c. Incorporates and cancels the interim guidance in Director of Program Analysis and Evaluation Memorandum (Reference (e)).

ENCLOSURE 4

SAMPLE PURPOSE STATEMENTS FOR MULTI-VOLUME DoDMS

Figure 11. Purpose Statement for a New Multi-Volume DoDM

<p>1. <u>PURPOSE</u></p> <p>a. <u>Manual</u>. This manual is composed of several volumes, each containing its own purpose. The purpose of the overall manual, in accordance with the authority in DoD Instruction 5015.02 (Reference (a)), is to implement policy, assign responsibilities, and provide procedures for the maintenance and disposition of DoD records. <i>Statement applying to the DoDM in its entirety; this statement must be identical in all volumes.</i></p> <p>b. <u>Volume</u>. This volume assigns responsibilities and provides procedures for the life-cycle management of record and non-record material within the DoD. <i>Volume-specific statement.</i></p>
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Figure 12. Purpose Statements for Reissuance of a Publication as a Multi-Volume DoDM

<p><i>When the DoDM reissues an existing issuance and the subject matter in the volume was a part of that issuance:</i></p> <p>1. <u>PURPOSE</u></p> <p>a. <u>Manual</u>. This manual is composed of several volumes, each containing its own purpose, and reissues DoD Manual 1234.56 (Reference (a)). The purpose of the overall manual, in accordance with the authority in DoD Instruction 5015.02 (Reference (b)), is to implement policy, assign responsibilities, and provide procedures for the maintenance and disposition of DoD records.</p> <p>b. <u>Volume</u>. This volume:</p> <p>(1) Provides the records schedules, originally contained in Enclosure 3 of Reference (a), that constitute the authority for retention, transfer, temporary or permanent retirement, and/or destruction of record and non-record material within the DoD.</p> <p>(2) Assigns responsibilities and provides procedures for records schedule application.</p> <hr/> <p><i>When the DoDM reissues an existing issuance and the subject volume reissues a different issuance:</i></p> <p>1. <u>PURPOSE</u></p> <p>a. <u>Manual</u>. This manual is composed of several volumes, each containing its own purpose, and reissues DoD Manual (DoDM) 1234.56 (Reference (a)). The purpose of the overall manual, in accordance with the authority in DoD Instruction 5015.02 (Reference (b)), is to implement policy, assign responsibilities, and provide procedures for the maintenance and disposition of DoD records.</p> <p>b. <u>Volume</u>. This volume:</p> <p>(1) Reissues DoD 5015.02-STD (Reference (c)) as a DoD manual in accordance with the guidance in DoDI 5025.01 (Reference (d)).</p>

Figure 12. Purpose Statements for Reissuance of a Publication as a Multi-Volume
DoDM, Continued

(2) Updates the mandatory baseline functional requirements for records management application (RMA) software within the DoD.

(3) Defines the required system interfaces and search criteria that DoD RMAs support.

(4) Assigns the minimum responsibilities and procedural requirements that the DoD Components must meet in integrating RMAs into their records management programs.

ENCLOSURE 5

SAMPLE APPLICABILITY STATEMENTS

Figure 13. Standard Applicability Statement

Always use the standard applicability statement, which includes the Coast Guard when operating as a Service in the Navy pursuant to law. The Secretary and Deputy Secretary of Defense are the OSD authority in this statement. OSD Component heads **aren't** considered to be included in the term "DoD Component head."

2. APPLICABILITY. This [manual/volume] applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the combatant commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the DoD (referred to collectively in this [manual/volume] as the "DoD Components"). Delete the final, parenthetical remark if the term "DoD Components" is not used in the issuance.

Figure 14. Standard Statement All-Inclusive of the Coast Guard

When the DoDM applies to the Coast Guard at all times, **always** use the standard statement that is all-inclusive of the Coast Guard. The Coast Guard must be a primary coordinator during formal coordination and responsibilities and/or procedures in the issuance must specify what is being required of the Coast Guard.

2. APPLICABILITY. This [manual/volume] applies to OSD, the Military Departments (including the Coast Guard at all times, including when it's a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the combatant commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this [manual/volume] as the "DoD Components").

Figure 15. Statements That Qualify the Standard Applicability of a Single-Volume DoDM or of a Multi-Volume DoDM in its Entirety

When the DoDM applies to organizations not listed in the standard statement:

2. APPLICABILITY. This [manual/volume] applies to:

a. [Standard statement.] **Always place the standard statement first.**

b. The Commissioned Corps of the Public Health Service, under agreement with the Department of Health and Human Services, and the Commissioned Corps of the National Oceanic and Atmospheric Administration, under agreement with the Department of Commerce.

Figure 15. Statements That Qualify the Standard Applicability of a Single-Volume DoDM or of a Multi-Volume DoDM in its Entirety, Continued

When the DoDM does not apply in certain circumstances:

2. APPLICABILITY. This [manual/volume]:

a. Applies to [standard statement].

b. Doesn't apply to:

(1) Requests for information made in accordance with DoD Directive (DoDD) 5400.07 (Reference (c)), which are processed in accordance with DoD Manual 5400.07 (Reference (d)).

(2) Requests for information from systems of records controlled by the Office of Personnel Management, which are processed in accordance with parts 293, 294, 297, 735, and 736 of Title 5, Code of Federal Regulations (Reference (e)).

(3) Requests for personal information from the General Accountability Office, which are processed in accordance with DoDD 7650.01 (Reference (f)).

(4) Requests for personal information from Congress, which are processed in accordance with DoDD 5400.4 (Reference (g)).

Figure 16. Statements That Qualify the Applicability of a Single Volume of a Multi-Volume DoDM

When the subject volume does not apply in certain circumstances:

2. APPLICABILITY

a. Manual. This manual applies to [standard statement and any qualifying statements that pertain to the manual in its entirety (see Figure 16)].

b. Volume. This volume does not apply to fill actions when such actions would detract from ongoing equal opportunity programs, i.e., when fill actions would have an adverse impact on programs for persons with disabilities, for achievement of minority and gender equality, or for affirmative employment of veterans.

When the subject volume does not apply to certain persons in (or sub-elements of) the organizations in the standard statement:

2. APPLICABILITY

a. Manual. This manual applies to [standard statement and any qualifying statements that pertain to the Manual in its entirety (see Figure 16)].

b. Volume. This volume does not apply to active duty military members; DoD contractors, current or former employees of contractors, or applicants for employment with contractors; current or former employees of, or applicants for employment with, the Army and Air Force Exchange Service; or local nationals employed by the DoD outside of the United States.

Figure 16. Statements That Qualify the Applicability of a Single-Volume
of a Multi-Volume DoDM, Continued

When the subject volume applies only to certain persons in (or sub-elements of) the organizations in the standard statement:

2. APPLICABILITY

a. Manual. This manual applies to [standard statement and any qualifying statements that pertain to the Manual in its entirety (see Figure 16)].

b. Volume. This volume applies only to civilian air traffic control positions within the DoD.

ENCLOSURE 6

SAMPLE POLICY STATEMENTS

Figure 17. Policy Statements for Single-Volume DoDMs or for All Volumes of a Multi-Volume DoDM

<p>When the statement summarizes the policy in one policy issuance:</p> <p>4. <u>POLICY</u>. It's DoD policy in accordance with Reference (a) that information assurance will be implemented in all system acquisitions throughout the entire life cycle of the acquisition.</p>
<p>When the statement summarizes the policy in more than one issuance:</p> <p>4. <u>POLICY</u>. It's DoD policy in accordance with Reference (a) that the DoD will have a single source of standards of ethical conduct and ethics guidance. These standards will include direction in the areas of financial and employment disclosure systems, post-employment rules, enforcement, and training pursuant to Reference (b).</p>

Figure 18. Policy Statements Including a Volume-Specific Paragraph

<p>For one volume of a multi-volume DoDM when the statement summarizes the policy in one policy issuance:</p> <p>4. <u>POLICY</u>. It's DoD policy in accordance with Reference (b) to:</p> <ul style="list-style-type: none">a. Develop uniform civilian personnel policy, responsibilities, and procedures for DoD-wide application that reflect, to the maximum extent practicable, a total force perspective. <i>Statement applying to the DoDM in its entirety, included in all volumes.</i>b. Employ well-trained, knowledgeable, and competent air traffic controllers who have the capacity to perform the essential functions of their positions without risk to themselves or others. <i>volume-specific statement.</i>
<p>For two volumes of the same multi-volume DoDM when the statement summarizes the policy in more than one issuance.</p> <p>Sample 1. For the first volume:</p> <p>4. <u>POLICY</u>. It's DoD policy to:</p> <ul style="list-style-type: none">a. Establish and maintain safe, effective, and environmentally sound integrated pest management programs to prevent or control pests that may adversely impact readiness or military operations, in accordance with Reference (a). <i>Statement applying to the DoDM in its entirety.</i>b. Actively promote, implement, monitor, and measure procedures to ensure the elimination of pests that use wood as a host, in accordance with Reference (b). <i>Specific statement for Volume 1.</i> <p>Sample 2. For the second volume:</p> <p>4. <u>POLICY</u>. It is DoD policy to:</p> <ul style="list-style-type: none">a. [Same statement as for Volume 1.]b. Maintain and enforce the standards for certification of pesticide applicators in this volume in accordance with Reference (c). <i>Specific statement for Volume 2.</i>

ENCLOSURE 7

SAMPLE RESPONSIBILITY STATEMENTS

Figure 19. Assigning Responsibilities Above the Signature

When the responsibility section is half a page or less, place above the signature. List the responsible agencies in accordance with paragraph 4d above the signature of these standards.

5. RESPONSIBILITIES

a. DoD Chief Information Officer (CIO). The DoD CIO oversees the Link 16 Electromagnetic Capability (EMC) Features Certification Program.

b. Deputy Assistant Secretary of Defense for Command, Control, Communications/Space and Spectrum (DASD(C3/SPACE/SPECTRUM)). Under the authority, direction, and control of the DoD CIO, the DASD(C3/Space/Spectrum) implements the Link 16 frequency allocation process and deviation/waiver process.

Figure 20. Assigning Responsibilities in an Enclosure

When the responsibility section exceeds half a page and is placed in an enclosure. List the responsible agencies in accordance with paragraph 4d above the signature of these standards.

DoDM 5205.02, November 3, 2008

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE (USD(I)). In addition to the responsibilities in section 3 of this enclosure, the USD(I): *In this example, responsibilities are assigned to the OSD Component heads collectively as well as individually.*

a. Establishes and oversees the DoD OPSEC Program and provides policies and procedures for DoD Component implementation of the program, including monitoring, evaluating, and periodically reviewing all DoD Component OPSEC programs.

b. Provides reporting guidance to the DoD Component heads prior to the end of each fiscal year.

c. Compiles and analyzes DoD Component reports, and reports annually to the Secretary of Defense on the status of the DoD OPSEC Program.

Figure 20. Assigning Responsibilities in an Enclosure, Continued

2. UNDER SECRETARY OF DEFENSE FOR POLICY (USD(P)). In addition to the responsibilities in section 3 of this enclosure, the USD(P):

a. Coordinates international cooperation agreements involving the planning and execution of OPSEC.

b. Reviews all combatant commander operations and contingency plans to ensure OPSEC integration.

3. DoD AND OSD COMPONENT HEADS. The DoD and OSD Component heads:

a. Implement the procedures prescribed in this manual and ensure that supplemental Component guidance and procedures are in accordance with Reference (a) and this manual.

b. Integrate OPSEC in all activities and operations that prepare, sustain, or employ the Military Services during war, crisis, or peace including, but not limited to:

(1) Research, development, test, and evaluation.

(2) Special access programs.

(3) DoD contracting.

(4) Treaty verification.

(5) Nonproliferation protocols.

(6) International agreements.

(7) Force protection.

(8) Release of information to the public.

c. Maintain an OPSEC program managed by a full-time program manager at the senior level who'll be responsible for the direction and administration of the program in accordance with Enclosure 3.

d. Identify critical information and develop policies and procedures for its protection.

e. Plan, program, and budget for implementing and maintaining OPSEC programs.

A listing of acronyms and abbreviations is mandatory for manuals using acronyms other than "DoD," "OSD," or "U.S."

If the Glossary only has one part, then "Part #" will not be used.

GLOSSARY

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PART I. ABBREVIATIONS AND ACRONYMS

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AI administrative instruction List abbreviations and acronyms alphabetically; don't number them. Leave one blank line between those beginning with a different letter. For military terms, use the approved joint abbreviations and acronyms in JP 1-02.

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CFR Code of Federal Regulations Use title case only when the term is a proper noun.

DoDD DoD directive
DoDI DoD instruction
DoDM DoD manual
DTM directive-type memorandum

EA Executive Agent
E.O. Executive order "Executive" is always capitalized when it refers to the President or to the Office of the President. Use title case for "order" only when referring to a specific Executive order, e.g., "Executive Order 11111".

FR Federal Register

JP joint publication Use lower case when the term is not a proper noun. Failure to do so is a common error in draft DoD issuances. Examples of other frequently used common nouns that shouldn't be capitalized are "action officer," "active duty," "area of responsibility," "peace operations," "point of contact," "public affairs" (unless referring to a specific public affairs office or official), "program budget decision" (unless referring to a specific program budget decision memorandum), and "memorandum of agreement" (unless referring to a specific memorandum).

MS Microsoft

PAS Presidentially appointed, Senate-confirmed
PL Public Law

U.S.C. United States Code

WHS Washington Headquarters Services

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PART II. DEFINITIONS

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Terms in the Glossary should be those that are particular to the DoD issuance itself or are not accurately defined in a standard dictionary for your purposes. Terms will either be described as (a) for the purpose of this manual (or volume); (b) defined in another DoD publication; or (c) proposed for inclusion in the next edition of JP 1-02. Repetition of descriptive statements in the Glossary can be avoided by using the following general caveats:

These terms and their definitions are for the purposes of this [manual/volume].

Unless otherwise noted, these terms and their definitions and for the purposes of this [manual/volume].

List the terms being defined alphabetically; don't number them. Capitalize them only if they are proper nouns. If an acronym has been established for a term, use the acronym; don't write the term out (alphabetize by acronym). Leave one blank line between terms. If a definition requires subparagraphs, leave one blank line between them and indent the first line of the subparagraph to the first tab stop.

If your definition **must** always match the term as defined somewhere else (e.g., Joint Publication 1-02, other DoD issuances, or other Government publications (e.g., Executive orders, Public Law, the Code of Federal Regulations, the United States Code), to avoid inconsistency don't repeat the definition. Instead, cite the issuance or publication in which the term's defined as a reference in place of the definition, e.g., "DoD EA. Defined in Joint Publication 1-02."

If you believe a definition should be in JP 1-02 (go to DoDI 5025.12 for the establishing criteria for terms with DoD-wide applicability), place this statement at the end of the definition: "This term and its definition are proposed for inclusion in the next edition of Joint Publication 1-02." The SD 106 prepared for formal coordination **must** include the statement that a term has been nominated for inclusion in JP 1-02.

DoDD. A DoD issuance that **exclusively** establishes policy, assigns responsibility, and delegates authority to the DoD Components. DoDDs mustn't contain procedures. They'll consist of the following two types of issuances.

direct oversight DoDD. A DoD issuance, no more than 8 pages in length including enclosures, reserved for subjects requiring direct oversight by the Secretary or Deputy Secretary of Defense, approved and signed only by the Secretary or Deputy Secretary of Defense, and consisting only of one or more of the following types of information.

Non-delegable responsibilities assigned to the Secretary or Deputy Secretary of Defense.

Assignment of functions and resources between or among the DoD Component and/or OSD Component heads. More specifically, this is when the fundamental responsibilities, functions, or authorities of the Component head are being defined or redefined. These major assignments should not be confused with the collateral functions routinely mentioned in an issuance in which an OSD Component head assigns a responsibility to (and coordinates with) another Component head to perform a task within an assigned functional area.

DoD EA assignments, which consist of the designation of an EA and the assignment of related responsibilities and authorities.

Matters of special interest to the Secretary or Deputy Secretary of Defense such as advisory boards or urgent Global War on Terrorism matters. They may be items selected by the Secretary or Deputy Secretary or recommended by an OSD Component head.

chartering DoDD. A DoDD that establishes the mission, responsibilities, functions, relationships, and delegated authorities of an OSD Component head or other OSD PAS official, a

Defense Agency, a DoD Field Activity, or other major DoD or OSD Component, as required. Also referred to as an “organizational charter” or “charter directive.” Chartering DoDDs comprise a unique DoDD format, developed by O&MP in coordination with DD, and are exempt from the 8-page limit for DoDDs. Chartering DoDDs must be signed by the Secretary or Deputy Secretary of Defense, except that where the Under Secretaries of Defense are delegated the authority in their chartering DoDDs, the Under Secretaries of Defense issue chartering DoDDs for their subordinate OSD PAS officials.

DoDI. DoDIs consist of two levels of issuances. DoDIs will be no more than 50 pages in length including enclosures.

policy DoDI. A DoDI that **establishes policy** and assigns responsibilities within a functional area assigned in an OSD Component head’s chartering DoDD, including defining the authorities and responsibilities of a subordinate official or element when these don’t meet the criteria for a chartering DoDD. Policy DoDIs may also provide general procedures for implementing that policy. Policy DoDIs must be signed by an OSD Component head; an acting OSD Component head; or, in the absence of the head or acting head, the individual designated in writing to perform the OSD Component head’s duties. Policy DoDIs must include the Component’s chartering DoDD as a reference, and, for the Components whose chartering DoDDs have not been updated to include the authority to issue policy in DoDIs, they’ll include DoDI 5025.01 as a reference.

non-policy DoDI. A DoDI that **implements policy** established in a DoDD by providing general, overarching procedures for carrying out that policy. Non-policy DoDIs must be signed by the OSD Component heads, their principal deputies, or the OSD PAS officials as authorized by their chartering DoDDs.

DoDM. A DoD issuance providing detailed procedures for implementing policy established in DoDDs and DoDIs. DoDMs include the specific, procedural information formerly published as DoD publications. All DoD publications that are not DoDMs (i.e., catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations) must be converted into DoDMs on their next reissuance. DoDMs are signed by the OSD Component heads, their principal deputies, or the OSD PAS officials as authorized by their chartering DoDDs. DoDMs exceeding 100 pages in length will be separated into two or more volumes.

DoD publication. A DoD issuance that provides detailed procedures for implementing policy established in DoDDs and DoDIs. (Term to be **discontinued** upon reissuance of all DoD publications as DoDMs.) DoD publications include the following types of issuances approved and signed prior to October 28, 2007: catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations.

DTM. A memorandum issued only for time-sensitive actions that affect current issuances or that will become DoD issuances, and only when time constraints prevent publishing a new issuance or a change to an existing issuance. With the exception of the mandatory coordinators, the processing and approval of a DTM won’t be delayed due to missing or late coordinations.

DTMs establish DoD policy and assign responsibilities, or implement policies and responsibilities established in existing DoD issuances. DTMs concerning subjects requiring direct oversight by the Secretary or Deputy Secretary of Defense are signed by the Secretary or Deputy Secretary of Defense. DTMs that establish policy are signed by the OSD Component heads. DTMs that implement policy are signed by the OSD Component heads, their principal deputies, or the OSD PAS officials as authorized by their chartering DoDDs.

DTMs can't be used to permanently change or supplement existing issuances. They will be effective for no more than 6 months from the date signed, during which time they'll be incorporated into an existing DoD issuance, converted to a new DoD issuance, reissued, or cancelled. The DA&M may approve an extension request by the originating OSD Component head.

formal information collection title. The formal title given to an information collection for the purposes of identification when submitted to respondents. The formal information collection title must be provided on the SD Form 455, "Request for Approval of Information Collection" or the OMB Form 83-I, "Paperwork Reduction Act Submission" during the registration and licensing process.

information collection. The functional area expression of need for data or information to carry out specified and authorized functions or for management purposes that require the establishment or maintenance of forms and formats, or reporting or recordkeeping systems, whether manual or automated.

information collection request. A written or verbal report, application, form, schedule, survey, questionnaire, reporting or recordkeeping requirement, or other similar method calling for the collection of information.