

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

For guidance on writing a chartering DoDD, contact the Office of Organizational Management and Planning, Office of the Director of Administration and Management.



# Department of Defense **DIRECTIVE**

Enter the directive number and acronym of your Component. The Directives Division (DD) enters the date below the number after the issuance is signed.

Enter the directive title in title case in the subject line, in the font provided in the template (Times New Roman 12 point throughout the issuance). Don't exceed two lines. Do not use the same subject line for more than one issuance.

**NUMBER 0000.00**

DA&M

1 blank line

**SUBJECT:** Standards for DoD Directives (DoDDs)

Format the DoDD 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.

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

1

2 blank lines

1. **PURPOSE.** **Required** section that's always located above the signature. (See Enclosure 3 for sample purpose statements.)

1

a. DoDDs are reserved for subjects requiring direct oversight by the Secretary or Deputy Secretary of Defense. (See the DoDD definition in the Glossary to these standards.) DoDDs **exclusively** establish policy, assign responsibility, and delegate authority to the DoD Components. They'll be streamlined into 8 pages or less, including enclosures, and mustn't contain procedures.

1

b. Organize and draft the text above the signature of the DoDD according to sections 1 through 8 of these standards.

1

c. In the purpose section state concisely why the DoDD's being published. Identify any:

1

(1) Other issuances this one reissues or cancels.

1

(2) Any DoD Executive Agents (EAs) assigned responsibilities. When a DoD EA's designated, place an "E" at the end of the directive number; e.g., in the first-page header, **NUMBER 1234.56E**, and in subsequent headers, **DoDD 1234.56E**. Include a reference to DoDD 5101.1, "DoD Executive Agent"

First Page Footer - Section-1

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

*DoDD Standards as of 8/8/2012*

Second page and subsequent headers are preset. Enter the issuance number in the right-aligned area provided. DD enters the date after the issuance is signed.

*DoDD 0000.00*

1

(3) Committees, boards, or other entities established.

1

2

2. **APPLICABILITY.** **Required** section that's always located above the signature regardless of length. Use the standard statement provided in the template. If the DoDD applies to organizations not listed there, or applies only under certain conditions, separate the section into paragraphs as shown in Enclosure 4.

1

2

3. **POLICY.** **Required** section that's always located above the signature regardless of length.

1

a. The policy section of a DoDD states the principles and/or goals of a DoD mission and defines performance standards and other means by which the DoD Components can evaluate their success in implementing the policy. Policy statements should be as concise as possible; however, they must be written in sufficient detail to ensure the policies are clearly articulated. (See Enclosure 6 for sample policy statements.)

1

b. **Don't** include responsibilities in the policy section. **Don't** include procedures in DoDDs.

1

c. One typical result of an imprecise policy section is the improper embedding of responsibilities. As a result, critical responsibilities aren't clearly assigned, which can lead to failure to perform them.

1

2

4. **RESPONSIBILITIES.** **Required** section. If responsibilities exceed half a page, place them in an enclosure. (See Enclosure 7 for sample responsibility statements.)

a. Identify the key OSD and DoD Component heads or officials of the same level who'll carry out 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. DoDDs 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's responsible for doing, not how the official should do it. By clearly aligning the responsibility with the official, the intent of the DoDD 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 outlined in section [Reference the section assigning collective responsibilities], the [individual title]...”** Go to “DoD and OSD Component Heads” for assistance 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 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 Components heads, collectively. If responsibilities are also assigned to the DoD Component heads individually in your issuance, the “individual” paragraph(s) must include the language described in paragraph 4d(3)(a). Go to “DoD and OSD Component Heads” for assistance 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).

(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 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).

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

5. **INFORMATION COLLECTION REQUIREMENTS.** Required section **if** it applies to your DoDD. 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](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/DD DoD Internal Information Collections Officer) or an OMB control number (assigned by the WHS/IMD Public Information Collections Officer)].</p> <p>#. <b><u>INFORMATION COLLECTION REQUIREMENTS.</u></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's described or referred to in the issuance] of this directive has been assigned [enter report control symbol or Office of Management and Budget (OMB) control number] in accordance with the procedures in DoD 8910.1-M (Reference (#)). Replace "#" with the appropriate reference letter. If approval of the report control symbol or OMB control number's pending during issuance development, indicate so and provide the date the information collection was submitted to the DoD Internal or Public Information Collections Officer. The issuance mustn't be signed before the report control number 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's submitted directly to Congress].</p> <p>#. <b><u>INFORMATION COLLECTION REQUIREMENTS.</u></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's described or referred to in the issuance] is submitted to Congress in accordance with [cite the statutory requirements] and is coordinated with the Office of the Assistant Secretary of Defense for Legislative Affairs in accordance with the procedures in DoDI 5545.02 (Reference (#)).</p>
<p>– Option 3 – Single Exempted Information Collection Requirement [Use the template in Option 3 to list a single exempted information collection requirement].</p> <p>#. <b><u>INFORMATION COLLECTION REQUIREMENTS.</u></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's described or referred to in the issuance] of this directive is exempt from licensing requirements 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.</p>

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

## – 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 directive has been assigned [enter report control symbol or Office of Management and Budget (OMB) control number] in accordance with the procedures in DoD 8910.1-M (Reference (#)). Replace “#” with the appropriate reference letter. If approval of the report control symbol or OMB control number is pending during issuance development, indicate so and provide the date the information collection was submitted to the DoD Internal or Public Information Collections Officer. The issuance mustn't 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 Office of the Assistant Secretary of Defense for Legislative Affairs in accordance with the procedures in DoDI 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 directive is exempt from licensing requirements 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.

6. RELEASABILITY. **Required** section that's 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 approval to release an unclassified issuance to the public, go to Processing DoD Issuances.

Figure 2. Releasability Statements for DoD Issuances

## – Option 1 –

#. RELEASABILITY. **Unlimited**. This directive is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

## – Option 2 –

#. RELEASABILITY. **Restricted**. This directive 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.]

Figure 2. Releasability Statements for DoD Issuances, Continued

<p>– Option 3 –</p> <p>#. <b>RELEASABILITY. Restricted.</b> This directive is approved for restricted release. Authorized users may obtain copies on the SECRET Internet Protocol Router Network from the DoD Issuances Website at <a href="http://www.dtic.smil.mil/whs/directives">http://www.dtic.smil.mil/whs/directives</a>.</p>
<p>– Option 4 –</p> <p>#. <b>RELEASABILITY. Not Releasable.</b> The release and distribution of this directive will be approved only by <a href="#">[enter the originating OSD Component and contact information]</a>.</p>

7. **EFFECTIVE DATE.** This directive: **Required** section that's always located above the signature.

a. State when the DoDD's effective; e.g., Is effective [DD will insert date upon publishing to the website]. – OR – Is effective on [specific date]. – OR – The information requirements established by this directive are effective on [specific date]. All other provisions of this directive are effective [DD 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 3.25 inch.

2 Start the signature block on the 5<sup>th</sup> line.

3 Leave one blank line between the

4 signature block 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.

Name of Signer ← Direct oversight DoDDs are signed only by the Secretary or Deputy Secretary of Defense.  
Title

1

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

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

2. Citing References in DoD Issuances

3. Sample Purpose Statements

4. Sample Applicability Statements

5. Sample Policy Statements

6. Sample Responsibility Statements

Glossary

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

Enclosure

References

Glossary

DoDDs that follow the standard of 8 pgs **don't contain a table of contents**.  
 This table is included here for ease in using this standard. If you have received a  
 page waiver and your DoDD is more than 15 pages, you will need a TOC.

*DoDD 0000.00*

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ENCLOSURE 1

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FORMATTING A DoDD

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1. FORMAT BASICS

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a. Length. The complete DoDD mustn't exceed 8 pages. If more than 8 pages are required, the originating OSD Component head submits a request for waiver to the Director of Administration and Management. Waiver request must justify necessity for page length of document.

b. Font

(1) Use the fonts preset in the template (Times New Roman 12 point throughout).

(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 and list of references, for which block-style format is preset in the template.

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

(1) Use the headers preset in the template. Enter the directive number in the second page header, right-aligned, after the directive acronym. No entry is required in the footer of the material above the signature.

(2) The template provides MS Word sections for the references and responsibilities enclosures and a glossary. The footers are preset to include the identifier in uppercase, right-aligned. (See the footers to the enclosures in these standards for examples.) If you don't need a preset enclosure, delete the applicable MS Word section and adjust the subsequent enclosure title(s) and 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 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. Always use the DoD issuance section and paragraph numbering format illustrated in Figures 3 through 5. 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.

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.

## 3. ENCLOSURES AND APPENDIXES

a. Use the reference enclosure for references. Use the responsibilities enclosure when responsibilities exceed half a page. Use an additional enclosure to publish information that adds to or supplements the text above the signature of the DoDD. Use an appendix or appendixes to publish information that adds to or supplements an enclosure. **Don’t** use an issuance itself or other reference as an enclosure.

b. Refer to enclosures in the text above the signature (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 ....”).

c. 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.)

d. List enclosures immediately after the signature block . (See the signature page of these standards for guidelines.) List appendixes to enclosures 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.)

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 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 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)." 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 paragraphs. **Don't** use the AutoFormat function in MS Word. (To turn this function off, go to "MS Word Mysteries" on the DoD Issuances Website home page.)

(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 paragraphs below this level.

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

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.

Figure 4. Format for Enclosure With One Section

<p><u>ENCLOSURE #</u> 1 blank line <u>ENCLOSURE NAME</u></p>
<p>1 2 blank lines Section text. Don't number the paragraph. Don't use a section title. 1 blank line a. <u>Paragraph Heading</u>  (1) <u>Paragraph Heading</u>  (a) <u>Paragraph Heading</u>  1. <u>Paragraph Heading</u>  a. This is the fifth level. <b>Don't</b> create paragraphs below this level.  b. If you have material subordinate to this level, reorganize the material at a higher level.</p>

Figure 5. Format for Enclosure With Sections Only

<p><u>ENCLOSURE #</u> 1 blank line <u>ENCLOSURE NAME</u></p>
<p>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></p> <p>OR</p> <p>1. Section text.... If section titles aren't used, simply number the paragraph and begin with text. 1 2. Section text.... <b>Only</b> separate sections without titles by one blank line.</p>

#### 4. TABLES, FIGURES, AND FORMS

a. **Don't** use tables and figures above the signature of a DoDD. You may use them in enclosures and appendixes if necessary.

b. Use a table to present information that's 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 a figure to present information that's 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 (Figures 3-5), you must insert the text in a figure or table. The **only** exception is when providing a mailing address for information.

c. Identify tables and figures using the word "Table" or "Figure," as appropriate, followed by the number assigned according to the order in which they occur in the text. Table and figure numbering isn't cross-sequential; you may have a "Table 1" and "Figure 1" in the same issuance. If there's only one table or figure, don't number it.

d. 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 can't be smaller than 9 point.

(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.

e. 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.) [\(To create multi-page tables, see "MS Word Mysteries" on the DoD Issuances Website home page.\)](#)

f. In general, forms can't be included in DoDDs, as subsequent updates of the form will make the issuance obsolete. Instead the DoDD 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 DoDD need only include the number (e.g., "SD Form 818").

5. GLOSSARY

a. A list of acronyms and abbreviations in the Glossary is **mandatory** for DoDDs over two pages using acronyms other than “DoD,” “OSD,” or “U.S.”

b. Always place the Glossary at the end of the DoDD, 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 end of these standards and as provided in 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 must be on the same line. When citing a DoD issuance that has been changed or certified as current, use the original publication date, **not** the change or recertification date, and indicate “as amended” after the date.

(4) When a DoDD 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 canceling an issuance with the DoDD, 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 DoDD 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 6. Reference List Reference List at Enclosure 1

*DoDD 1234.56, December 22, 2008*

ENCLOSURE 1  
– OR – if there's 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 (hereby cancelled)
- (c) DoD Directive 5105.53, “Director of Administration and Management,” 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 I, “Office of the Secretary of Defense (OSD) Records Management Program – Administrative Procedures,” November 14, 2006, as amended [A change to the DoD issuance was made in 2008](#)
- (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, 1998<sup>1</sup>
- (k) Section 2170 of Title 50, United States Code Appendix (also known as “The Defense Production Act of 1950”, as amended)

<sup>1</sup> Copies may be obtained from the Internet at <https://www.denix.osd.mil/denix/Public/Native/Outreach/policy.html>

[Availability statements aren't used for SecDef and DepSecDef Memorandums.](#)

3

ENCLOSURE 1

(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 isn’t 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(3) 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 law 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 directive as "The Defense Production Act of 1950," as amended (Reference (g))."). Further references in the DoDD 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 7, Reference (k)).

(2) 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 DoDD, 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.)

(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 2REFERENCE 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 No. 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></p> <p>(a) Title 10, United States Code</p> <p>(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 law has a common name</u></p> <p>(a) Section 2170 of Title 50, United States Code Appendix (also known as “The Defense Production Act of 1950,” as amended)</p> <p>(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> (Establish the acronym.) ...section 2170 of Title 50, United States Code (U.S.C.) Appendix, also known and referred to in this directive 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 directive as “The Uniform Code of Military Justice (UCMJ)” (Reference (b)).</p> <p><u>Subsequent in-text citation</u> ...The Defense Production Act of 1950</p> <p>...the UCMJ</p>
	<p><u>When citing annually recurring provisions</u></p> <p>(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,” <a href="http://www.dtic.mil/whs/directives/corres/writing.htm">http://www.dtic.mil/whs/directives/corres/writing.htm</a>	DoD Issuances Website
OTHER miscellaneous issuances. In the list, enter	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
originator, 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 <sup>1</sup>	DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215 <sup>1</sup>
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
<sup>1</sup> 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 <b>must</b> be defined in Part I of the Glossary.		

ENCLOSURE 3

SAMPLE PURPOSE STATEMENTS

Figure 7. Purpose Statements for New DoDDs

**SAMPLE 1. When only one reference provides the purpose.**

1. **PURPOSE.** This directive establishes policy and assigns responsibilities for DoD military whistleblower protection in accordance with section 1034 of Title 10, United States Code (Reference (a)).

**SAMPLE 2. When more than one reference provides the purpose.**

1. **PURPOSE.** This directive establishes policy and assigns responsibilities for DoD civil search and rescue activities in accordance with DoD Directive 2310.2, the National Response Plan, the National Search and Rescue Plan, and the International Aeronautical and Maritime Search and Rescue Manual (References (a) through (d)).

Figure 8. Statements Reissuing and Canceling Other Issuances

**SAMPLE 1**

1. **PURPOSE.** This directive reissues DoD Directive 5400.07 (Reference (a)) to update established policy and assigned responsibilities for the DoD Freedom of Information Act Program in accordance with section 552 of Title 5, United States Code, and Executive Order 13392 (References (b) and (c)).

**SAMPLE 2**

1. **PURPOSE.** This directive:

a. Reissues DoD Directive (DoDD) 1330.5 (Reference (a)) to update established policy and assigned responsibilities for support to non-federal entities authorized to operate on DoD installations in accordance with DoDD 5124.8 (Reference (b)).

b. Incorporates and cancels DoDDs 1330.12 and 1330.16 (References (c) and (d)).

Figure 9. Statements Establishing a Board, Committee, and/or Other Entity

<p>For a new DoDD:</p> <p>1. <u>PURPOSE</u>. This directive:</p> <ul style="list-style-type: none"><li>a. Establishes policy and assigns responsibilities for the lifecycle management of the DoD Senior Executive Service (SES) in accordance with section 552 of Title 5, United States Code, and Executive Order 13392 (References (a) and (b)).</li><li>b. Establishes the DoD Executive Advisory Board to advise the DoD on the lifecycle management of the SES.</li><li>c. Establishes a corps of key SES positions that require an enterprise perspective, referred to in this directive as “enterprise positions.”</li></ul> <hr style="border-top: 1px dashed black;"/>
<p>For a reissued DoDD:</p> <p>1. <u>PURPOSE</u>. This directive:</p> <ul style="list-style-type: none"><li>a. Reissues DoD Directive 5000.59 (Reference (a)) to update established policy and assigned responsibilities for DoD modeling and simulation (M&amp;S) in accordance with Program Decision Memorandum (Reference (b)).</li><li>b. Establishes the DoD M&amp;S Steering Committee.</li></ul>

Figure 10. Statements Designating a DoD Executive Agent

<hr style="border-top: 1px dashed black;"/> <p>1. <u>PURPOSE</u>. This directive:</p> <ul style="list-style-type: none"><li>a. Reissues DoD Directive (DoDD) 1330.05E (Reference (a)) to update established policy and assigned responsibilities for support to non-federal entities authorized to operate on DoD installations.</li><li>b. Designates the Secretary of the Army as the DoD Executive Agent (EA) for support to the American Red Cross in accordance with DoDD 5101.1 (Reference (b)).</li><li>d. Designates the Secretary of the Air Force as the DoD EA for conducting the Armed Forces Program in accordance with Reference (b).</li><li>e. Incorporates and cancels DoDDs 1330.12 and 1330.16 (References (c) and (d)).</li></ul>
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ENCLOSURE 4

SAMPLE APPLICABILITY STATEMENTS

Figure 11. 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 directive 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 within the DoD (referred to collectively in this directive as the "DoD Components"). **Delete the final, parenthetical remark if the term "DoD Components" isn't used in the issuance.**

Figure 12. Standard Statement All-Inclusive of the Coast Guard

When the DoDD applies to the Coast Guard at all times, **always** use this standard statement that's 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 directive 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 directive as the "DoD Components").

Figure 13. Statements That Qualify the Standard Applicability

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

2. APPLICABILITY. This directive applies to:

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

b. All nonappropriated fund instrumentalities, including the Military Exchange Services and morale, welfare, and recreation activities.

When the DoDD applies under certain conditions:

2. APPLICABILITY. This directive applies to:

a. [Standard statement.]

Figure 13. Statements That Qualify the Standard Applicability, Continued

b. National Security Agency/Central Security Service records, unless the records are exempt in accordance with section 402 of Title 50, United States Code (U.S.C.) (Reference (f)).

c. Defense Intelligence Agency, National Reconnaissance Office, and National Geospatial-Intelligence Agency records, unless the records are exempt pursuant to section 403-5e of Reference (f) or sections 424 and 455 of Title 10, U.S.C. (Reference (g)).

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When the DoDD doesn't apply to certain organizations or activities, or under certain conditions:

SAMPLE 1

2. APPLICABILITY. This directive:

a. Applies to [standard statement].

b. Doesn't apply to authorized law enforcement activities carried out by the Defense Intelligence Components, or to individuals executing law enforcement missions while assigned to the Defense Intelligence Components.

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When the DoDD doesn't apply to certain organizations or activities, or under certain conditions:

SAMPLE 2

2. APPLICABILITY. This directive:

a. Applies to [standard statement].

b. Doesn't apply to financial institutions that serve DoD personnel on DoD installations pursuant to DoD Directive 1000.11 (Reference (i)).

c. Doesn't apply to any Memorandum of Understanding between the DoD and a non-federal entity, or to any implementing arrangements thereof, in existence as of the effective date of this directive.

ENCLOSURE 5SAMPLE POLICY STATEMENTSFigure 14. Sample Policy Statements for DoDDs**SAMPLE 1**

4. POLICY. It's DoD policy that allegations of misconduct against senior officials must be promptly reported to the IG DoD, and the appropriate DoD Component or Components notified upon IG DoD receipt of an allegation. The appropriate investigative organizations vigorously investigate such allegations.

**SAMPLE 2**

4. POLICY. It's DoD policy that:

a. The DoD Education Activity (DoDEA) provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students, including those with special needs, for success in a global environment.

b. DoDEA focus on attaining the highest in student achievement using performance-driven, efficient management systems; developing a motivated, high-performing, diverse workforce at every organizational level; and establishing a network of partnerships and alliances with such groups as parents, students, teachers, local school systems, institutions of higher education, and professional associations.

**SAMPLE 3**

4. POLICY. It's DoD policy that:

a. The DoD maintains a comprehensive and effective crisis management capability to develop and execute options to prevent, mitigate, and respond to a crisis under any circumstance.

b. OSD maintains a crisis management capability to direct and support the overall Department effort.

c. DoD crisis management planning and operations are coordinated among the DoD Components to assure the Department's ability to support the President and Secretary of Defense in a crisis.

**SAMPLE 4**

4. POLICY. It's DoD policy to:

a. Support U.S. Government policy (Reference (a)) to minimize the pain and suffering caused by HIV/AIDS and the devastating impact on families, as well as the threat of global destabilization due to HIV/AIDS. *In this example, the acronym "HIV/AIDS" was established in the subject line.*

b. Support U.S. Military HIV Research Program efforts to prevent the spread of HIV/AIDS in U.S. military forces primarily through the development of a vaccine.

c. Focus on increasing capacity and support centered on training, preventive education, military personnel testing, work place safety, laboratory building, disease tracking, and establishing and equipping HIV testing centers in foreign militaries.

Figure 14. Sample Policy Statements for DoDDs, Continued

SAMPLE 5

4. POLICY. It's DoD policy that:

- a. M&S is a key enabler of DoD activities. *In this example, the acronym "M&S" was established in the purpose section.*
- b. M&S tools, data, and services are visible and accessible within and across the DoD Components.
- c. Common and general-use M&S areas be assigned to specific DoD Components. A DoD Component so assigned be designated the "DoD M&S Coordination Agent" for that M&S area.



ENCLOSURE 6

SAMPLE RESPONSIBILITY STATEMENTS

Figure 15. Assigning Responsibilities Above the Signature

When assigning responsibilities to individual OSD Component heads:

5. RESPONSIBILITIES

- a. Under Secretary of Defense for Policy (USD(P)). The USD(P) develops overall security policy.
- b. DoD Chief Information Officer (CIO). The DoD CIO coordinates information on secure communications.
- c. Assistant to the Secretary of Defense for Intelligence Oversight (ATSD(IO)). The ATSD(IO):
  - (1) Serves as the advisor for issues on nuclear weapons security.
  - (2) Provides representation on the Inter-Agency Advisory Committee.

When assigning responsibilities to subordinate OSD Component heads:

5. RESPONSIBILITIES

- a. Under Secretary of Defense for Personnel and Readiness (USD(P&R)). The USD(P&R) has overall responsibility for DoD telework policy and develops and oversees the implementation of DoD policy on civilian and military telework matters.
- b. Deputy Under Secretary of Defense for Logistics and Materiel Readiness (DUSD(L&MR)). Under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics, the DUSD(L&MR) supports the USD(P&R) in carrying out the policies of the directive as appropriate. Add "under the authority, direction, and control of [responsible OSD Component head]"

Figure 15. Assigning Responsibilities Above the Signature, Continued

When assigning responsibilities to OSD and DoD Component heads:

5. RESPONSIBILITIES

a. Under Secretary of Defense for Personnel and Readiness (USD(P&R)). In addition to the responsibilities in paragraph 5c of this enclosure, the USD(P&R) has overall responsibility for DoD telework policy and develops and oversees the implementation of DoD policy on civilian and military telework matters. The term "OSD" listed in the standard "Applicability" statement of DoD issuances applies to the Secretary and Deputy Secretary and all OSD Components. However, when the term "DoD Component heads" is used in assigning responsibility, it refers to the Secretary and Deputy Secretary since they are the "head" of OSD. If there are responsibilities that pertain to the OSD Component heads, it must be specifically stated.

b. Assistant Secretary of Defense (Reserve Affairs) (ASD(RA)). Under the authority, direction, and control of the USD(P&R), the ASD(RA) advises the USD(P&R) on Reserve Component telework policy.

c. OSD and DoD Component Heads. The OSD and DoD Component heads:

(1) Develop, implement, and operate telework programs within their respective Components that are appropriate to their Components and in accordance with public law and DoD policy.

(2) Consistent with accomplishing their assigned missions, actively promote telework within their Components and make every effort to overcome artificial barriers.

Figure 16. Assigning Responsibilities in an Enclosure

When assigning responsibilities to the Component heads individually and collectively:

*DoDI 7891.01, March 31, 2007*

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS (ASD(PA)). The ASD(PA):
  - a. Develops policy and provides guidance on administration of the DoD Internal Information Program.
  - b. Provides operational direction to the Director, American Forces Information Service (AFIS).
  
2. DoD COMPONENT HEADS. The DoD Component heads provide policy, direction, and resources to authorized internal information publications of their respective Components according to this Instruction.
  
3. SECRETARIES OF THE MILITARY DEPARTMENTS. In addition to the responsibilities in section 2 of this enclosure, the Secretaries of the Military Departments encourage the use of civilian enterprise publications when they are the most cost-effective means of fulfilling the communications requirements of the Military Services. *When responsibilities are assigned to DoD Component heads individually as well as collectively.*
  
4. COMBATANT COMMANDERS. In addition to the responsibilities in section 2 of this enclosure, the combatant commanders:
  - a. Provide policy, direction, and resources to authorized internal information publications, through the Chairman of the Joint Chiefs of Staff, in support of the missions of their respective commands.
  - b. Ensure that the publications of their respective commands are prepared to support U.S. forces in their respective areas of operation during contingencies and armed conflict.

A glossary of acronyms and abbreviations is mandatory for directives 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's 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 isn't 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. They must either be described as: (a) for the purpose of this directive; (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 directive.

Unless otherwise noted, these terms and their definitions are for the purposes of this directive.

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(see 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. The acronym "DoDD" and others in this definition are used because they were established earlier in the issuance. Once an acronym is established, use it consistently throughout the remainder of the issuance, even if it was established in a table or figure, or in a different enclosure or appendix. If the acronym is used, alphabetize by the acronym. 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:

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 below 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 shouldn't 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 a DoD 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 Presidentially

Appointed, Senate-confirmed (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 must 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 OSD Component acting head; or, in the absence of the head or the acting head, the individual designated in writing to perform the duties of the OSD Component head. Policy DoDIs must include the Component’s chartering DoDD as a reference and, for the Components whose chartering DoDDs **haven’t** 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 will 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 aren’t 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 these 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 other OSD PAS officials as authorized by their chartering DoDDs.

DTMs can't be used to permanently change or supplement existing issuances. They'll 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 owning 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.