

*Change Standards as of March 10, 2016*

- Standards for making changes to the DoD issuance template in use before May 1, 2015 are on page 2.
- Standards for making changes to the current DoD issuance template are on page 5.

Making Changes Clear

The standard for making changes is that the deleted text comes first, then the new text. But action officers and compliance analysts must work together to make sure that their audience can easily read the changed text: Keeping that in mind, note your changes clearly:

<i>Not...</i>	<i>But...</i>
w <del>h</del> eather	<del>w</del> hether weather
248	<del>24</del> 28
DoD <del>Directive Instruction</del> 5120.08, “Armed Forces Chaplains Board <del>Charter</del> ,” <del>March August</del> 20, <del>1995-2007</del>	<del>DoD Directive 5120.8, “Armed Forces Chaplains Board Charter,” March 20, 1995 DoD Instruction 5120.08, “Armed Forces Chaplains Board,” August 20, 2007</del>
<del>sh</del> awill not	<del>sh</del> all will not

Use your judgment! These are some examples of changes that are easily understandable:

virtually      users      ~~un~~willing      disregard



# Department of Defense INSTRUCTION

Changed issuances keep the original date and signature.  
**Formatting stays the same.**

Change should not be more than 25% of the document as a rule.

Directives Division  
provides the change date  
before posting to the  
website.

NUMBER 6025.18

December 2, 2009

*Incorporating Change #, Effective Month Day, Year*

---

---

USD(P&R)

SUBJECT: Privacy of Individually Identifiable Health Information in DoD Health Care Programs

- References:
- (a) Sections 1320a -1320d-8 of title 42, United States Code
  - (b) Title 45, Code of Federal Regulations, "Public Welfare," current edition
  - ~~(e) DoD 5025.1 M, "DoD Directive System Procedures, "current edition~~
  - ~~(c)~~ Section 552 of title 5, United States Code
  - ~~(ed)~~ DoD Directive 5400.11, "DoD Privacy Program," ~~August 13, 1999-May 8, 2007~~
  - ~~(fe)~~ DoD 5400.11-R, "Department of Defense Privacy Program," ~~August, 1983 May 14, 2007~~
  - ~~(f)~~ DoD 6025.18-R, "DoD Health Information Privacy Regulation," ~~January 24, 2003.~~

All changes are made in red type. Deletions are strikethrough followed by insertions in italics. Your issuance will go through processing and be published in this format so changes are easily seen.

## 1. PURPOSE.

This Instruction:

1.1. Establishes policy and assigns responsibilities for implementation of the standards for privacy of individually identifiable health information established by references (a) and 45 CFR Parts 160 and 164 (reference (b)).

1.2. Authorizes the "Privacy Program for Health Information in the DoD Health Care Programs" publication in accordance with reference (c).

## 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of 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 Department of Defense (hereafter referred to collectively as “the DoD Components”)

### 3. DEFINITIONS

3.1. Health care entities. Department of Defense health plans (such as TRICARE), health care providers (such as medical treatment facilities), and other covered entities to the extent that such plans, providers, or entities are subject to references (a) and (b).

### 4. POLICY

It is DoD policy:

4.1. That health care entities will comply with their obligations under references (a) and (b), while continuing to maintain compliance with 5 U.S.C. 552a, DoD Directive 5400.11, and DoD 5400.11-R (references ~~(dc)~~, ~~(ed)~~, and ~~(fe)~~).

4.2. That health care entities shall, as authorized by and consistent with the procedures of reference (b), assure the availability to appropriate command authorities of health information concerning military personnel necessary to assure the proper execution of the military mission.

### 5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense (Health Affairs), under the Under Secretary of Defense (Personnel and Readiness), shall exercise oversight to ensure compliance with this Instruction *and DoD 6025.18-R (Reference (f))* and ~~issue the Privacy Program for Health Information in the DoD Health Care Programs publication-update supporting guidance for implementation of this Instruction as necessary.~~

5.2. The Secretaries of the Military Departments and other Heads of the DoD Components shall comply with this Instruction and the ~~Privacy Program for Health Information in the DoD Health Care Programs publication-supporting guidance provided by the Assistant Secretary of Defense (Health Affairs).~~

6. RELEASABILITY. *Cleared for public release. This Instruction is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.*

The change number and date is in the footer on all pages after page 1.


Issuances posted on the website must have a releasability statement. The new paragraph formatting will be used for this addition.

67. EFFECTIVE DATE. This Instruction: ~~is effective immediately.~~ **The effective date section must match current standards.**

*a. Is effective December 2, 2009.* [Use the original publication date on the current issuance version online].

*b. Will expire effective December 2, 2019* [10 years from your original publication date] *if it hasn't been reissued or cancelled before this date in accordance with DoDI Instruction 5025.01 (Reference (#)).* [If DoDI 5025.01 isn't already cited in your issuance, it will have to be added.]

**The original signature stays throughout all changes.**



Gail H. McGinn  
Deputy Under Secretary of Defense (Plans)  
Performing the Duties of the  
Under Secretary of Defense for  
Personnel and Readiness

Changed issuances keep the original effective date and approved by line. **Formatting stays the same.**



## DoD INSTRUCTION 1234.56

### EXAMPLE OF CHANGE TO NEW FORMAT

---

Originating Component:	Office of the Deputy Chief Management Officer	
Effective: <i>Change # Effective:</i>	September 1, 2015 <i>Month Day, Year</i>	<b>Directives Division will insert change effective date before publication.</b>
Releasability:	Cleared for public release. Available on the Internet from the DoD Issuances Website at <a href="http://www.dtic.mil/whs/directives">http://www.dtic.mil/whs/directives</a> .	
Reissues:	DoD Instruction 1234.56, "Example of Change to New Format," September 1, 2010	
Approved by: <i>Change # Approved by:</i>	Joe Smith, Imaginary DCMO <i>Name, Title</i>	<b>The change will be approved by the person currently serving in the position of the original approving authority.</b>

---

**Purpose:** This issuance provides an example of how changes are documented using the issuance format in effect May 1, 2015.

- This is only used for issuances published using the new format.
- If you are changing a document that was published in the pre-May 1 2015 format, you will not be **updating changing** the format.

All changes are made in red type. Deletions are strikethrough followed by insertions in italics. Your issuance will go through processing and be published in this format so changes are easily seen.

The change number and date is in the header on all pages after page 1. Directives Division will provide the date when the change is published.

*DoDI 1234.56, September 1, 2015  
Change 1, Month Day, Year*

## TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION .....	3
1.1. Applicability. ....	3
1.2. Policy. ....	3
<del>1.3. Information Collections. ....</del>	<del>3</del>

You won't manually change the Table of Contents at all.

Any text changes will be made to the section and paragraph headers in the body of the issuance and will show up here when you automatically update the TOC.

## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance 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 issuance as the “DoD Components”).

### 1.2. POLICY.

- a. The Department of Defense will issue guidance on how changes will be ~~done~~ *made in DoD issuances*.
- b. The guidance will be ~~late and incomplete~~ *current and complete*.

~~**1.3. INFORMATION COLLECTIONS.** The make believe report, referred to in Paragraph 2.1.a of this imaginary issuance, has been assigned report control symbol XXXX in accordance with the procedures in Volume 1 of DoD Manual 8910.01. Our make believe change removed the report and thus the requirement for this paragraph.~~