

DoD Directive ####.##

Title

**Originating Component:** Office of the Deputy Chief Management Officer of the Department of Defense

**Effective:** Month Day, Year

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**Releasability:** Choose an item.

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**Approved by:** Name, Title

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Purpose: This issuance: Structure depends on type of issuance being issued. See the options provided in the DoD issuances standards.

* Any text that should be listed as sub-points of the main purpose should be applied in bullets, as shown.
* Keep the purpose of the issuance to half a page, so it fits on the cover of the document.
	+ Additional text will appear in subbullets.
	+ You can’t have only one bullet.

Table of Contents

[Do not manually add information to the table of contents. Word will auto-generate the content based on the styles of the paragraphs. See DoD issuances standards. Delete this text.]

[Section 1: General Issuance Information 3](#_Toc418056707)

[1.1. Applicability. 3](#_Toc418056708)

[1.2. Policy. 3](#_Toc418056709)

[1.3. Information Collections. 3](#_Toc418056710)

[Section 2: Responsibilities 4](#_Toc418056711)

[2.1. Title of Official (And Acronym if Not Established Earlier). 4](#_Toc418056712)

[2.2. Acronym of Official (If Established Earlier). 4](#_Toc418056713)

[2.3. Acronym of Official (If Established Earlier). 4](#_Toc418056714)

[2.4. Acronym of Official (If Established Earlier). 4](#_Toc418056715)

[Section 3: Section Title 5](#_Toc418056716)

[3.1. Paragraph Title. 5](#_Toc418056717)

[a. Heading. 5](#_Toc418056718)

[b. Heading. 5](#_Toc418056719)

[c. Heading. 5](#_Toc418056720)

[3.2. Paragraph Title. 5](#_Toc418056721)

[3.3. Paragraph Title. 5](#_Toc418056722)

[Section 4: Section Title 6](#_Toc418056723)

[4.1. Paragraph Title. 6](#_Toc418056724)

[a. Heading. 6](#_Toc418056725)

[b. Heading. 6](#_Toc418056726)

[c. Heading. 6](#_Toc418056727)

[4.2. Paragraph Title. 6](#_Toc418056728)

[4.3. Paragraph Title. 6](#_Toc418056729)

[Glossary 7](#_Toc418056730)

[G.1. Acronyms. 7](#_Toc418056731)

[G.2. Definitions. 7](#_Toc418056732)

[References 8](#_Toc418056733)

Tables

 [If your issuance has no tables, delete this group.]

Figures

 [If your issuance has no figures, delete this group.]

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. Mission.

a.

b.

1.3. Organization and Management.

1.4. Information Collections.

 (Section applicable only if issuance prescribes a DoD internal information collection). [Enter the formal information collection title], referred to in Paragraph [enter the appropriate paragraph citation(s) where the information collection is described or referred to in the issuance], has been assigned report control symbol [enter report control symbol] in accordance with the procedures in Volume 1 of DoD Manual 8910.01. [The issuance mustn’t be signed before the report control symbol is provided in the information collection requirements paragraph.]

Section 2: Responsibilities and Functions

2.1. Title of Official (And Acronym if Not Established Earlier).

 The [official]:

a. A paragraph “a” must have a paragraph “b,” etc.

b.

2.2. Acronym of Official (If Established Earlier).

 The [acronym of official]:

a.

b.

(1)

(2)

(a)

(b)

(3)

c.

2.3. Acronym of Official (If Established Earlier).

 The [acronym of official]:

a.

b.

2.4. Acronym of Official (If Established Earlier).

 The [acronym of official]:

a.

b.

Section 3: Relationships

3.1. Paragraph Title.

a. Heading.

 This is what paragraph level “a” looks like if it has a heading. These headings may be added to the table of contents, but they are not required. If one level “a” paragraph has a heading, all on this level must have a heading

[a. This is what paragraph level “a” looks like if it does not have a heading.]

b. Heading.

(1)

[(1) Heading.

 This is what paragraph level “(1)” looks like if it has a heading. Note, this text is not actually styled, it simply uses the text characteristics as an example.]

(2)

(a)

(b)

1. You must manually add the underline at this level.

a. You must manually add the underline at this level. Do not subordinate paragraphs beyond this level.

b.

2.

c. Heading.

3.2. Paragraph Title.

3.3. Paragraph Title.

Section 4: Authorities

4.1. Paragraph Title.

a. Heading.

b. Heading.

(1)

(2)

(a)

(b)

1.

a.

b.

2.

c. Heading.

4.2. Paragraph Title.

4.3. Paragraph Title.

Section 5: Delegations of Authority

5.1. Paragraph Title.

a. Heading.

b. Heading.

(1)

(2)

(a)

(b)

c. Heading.

5.2. Paragraph Title.

Glossary

G.1. Acronyms.

A listing of acronyms is mandatory for issuances over 2 pages using acronyms other than “DoD,” “OSD,” or “U.S.”

|  |  |
| --- | --- |
|  | Use the table in this template to alphabetically list all acronyms used in the issuance with a row for each identified term. Add more rows as necessary. |
| ABBREVIATION  | use lower case when term is a common noun |
| ACRONYM | Use Title Case When Term is a Proper Noun |
|  | Leave a space between acronyms beginning with a different letter. |
| BEGINS WITH “B” |  |
| BEGINS WITH “B” |  |
|  |  |
| STARTS WITH “S” |  |

G.2. Definitions.

 Unless otherwise noted, these terms and their definitions are for the purpose of this issuance. [Remove “unless otherwise noted” if not applicable. Delete this text.]

ACRONYM. Use acronyms already established; do not write term out or reestablish acronym. Acronyms are ordered alphabetically in the definitions section by the acronym, not the term as it would be spelled out.

**Proper Noun.** Place terms in alphabetical order. Capitalize proper nouns only.

**term.** term is not a proper noun. When a definition has paragraphs:

 Indent the subordinate paragraphs at .25”. Use the “a. Text” style for subordinate definition paragraphs.

 Do not number them.

References

[List references in alphabetical (and then numeric, if applicable) order. The reference listed is from Paragraph 1.3. If your issuance should not include the example issuance, remove the reference. Delete this text.]

DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014