This document provides standards for writing a DoD DTM using the template and other resources on the DoD Issuances Websites. Use DoD ISSUANCE STANDARDS for detailed guidance not otherwise specified here.

Use Secretary, Deputy Secretary, or Component letterhead as appropriate to signature level.

Directives Division (DD) enters the date here after the DTM is signed.

Enter the subject in title case. Do not use the same title in more than one DTM. Do not exceed two lines. DD enters the # during the precoordination review.

MEMORANDUM FOR: SEE DISTRIBUTION

1 blank line

SUBJECT: Directive-type Memorandum (DTM) [##-###] – Standards for DTMs

Format the DTM according to the instructions in these standards including attachments. (See Attachment 1 for guidance on citing references. See Attachments 2 and 3 for standards for using attachments. See Attachment 4 if using a glossary.) 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 https://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: List six or fewer references here, in alphanumeric order. Use the block format preset in the template. Use of more than six references is discouraged. However, if your DTM requires more, move all to the first attachment. In that case, the citation on this page should read:

References: See Attachment 1

– OR – if there is only one attachment:

References: See Attachment

1 blank line

Purpose. **Required** first paragraph. Indent paragraphs .5 inch. Indent subparagraphs an additional .5 inch using the bullet style provided on the MS Word Standard Toolbar.

1

- DTMs are issued **only** for time-sensitive actions (see DoDI 5025.01 definition) 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. DTMs can't be used to permanently change or supplement existing issuances.

1

- Begin the purpose paragraph with this statement: This DTM [insert purpose]. Explain the reason for publishing the DTM, including how it meets the definition of DTM as established in DoDI 5025.01. Policy is either "established" or "implemented;" be very clear which is the case and don't use verbs such as "sets forth," "updates," "describes," etc., when discussing policy. Identify and reference any DoD issuances it amends or cancels. End the paragraph with the one of the following statements: This DTM is effective [DD will insert publication date before publishing]; it will be converted to a new DoD [directive, instruction, or manual]. This DTM will expire effective [12 months from the date issuance is published on the DoD Issuances Website, inserted by the Directives Division]. or This DTM is effective [DD will insert date before publishing]; it will be incorporated into [type and number of issuance being changed]. This DTM will expire effective [12 months from the date issuance is published on the DoD Issuances Website, inserted by the Directives Division].

1

Applicability. **Required** second paragraph. This DTM 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 DTM as the "DoD Components"). Modify as appropriate. Although not all the OSD and DoD Components may have equity in the DTM, they must all be provided the DTM as with any other DoD issuance.

Definitions. Optional paragraph. Use if establishing new terms. Place terms in alphabetical order; if using the acronym, alphabetize by acronym. If more than half a page **or** if acronym/abbreviation listing is used, move all terms to a glossary at the end of the DTM. Go to DoDI Standards for guidance in nominating terms for publication in Joint Publication 1-02.

- attachment. Use lower case for common nouns.
- Attachment 1. Capitalize proper nouns only.
- DTM. Use acronyms already established.

Policy. Recommended paragraph. State briefly but precisely the activity governed by the DTM, the requirements it sets forth, and the reason for them. For DTMs that establish policy, the section may need to be longer to assure new policies are clearly articulated.

Responsibilities. **Required** paragraph. Identify the key officials who will implement the DTM and list the overarching duties and obligations of each. If more than half a page, place in an attachment. Go to DoDI Standards for proper listing order of responsible officials.

Procedures. Recommended paragraph. Provide the sequence of actions to be taken or instructions to be followed to accomplish the DTM's purpose. If more than half a page, place in an attachment.

Information Collection Requirements. Required paragraph **if** information collection requirements are prescribed by the DTM. Go to the DoD Issuances Standards, paragraph 5.4, for detailed guidance.

Other Paragraphs

- Most material in DTMs can be structured using the required, optional, and recommended paragraphs discussed in these standards. Use them in the order discussed. If other paragraphs are needed, place them immediately above the releasability paragraph, which will be last before the signature. Organize the paragraphs to present the most important information first, followed by supporting detail. Always use paragraph headings. Keep the memorandum itself to two or three pages.
- If any additional paragraph exceeds half a page, place the material in an attachment or attachments.

Tables and/or Figures. Place tables and/or figures in an attachment or attachments, **not** in the memorandum. Number them in the order referred to. (See Figures 1 through 6 for samples. Go to the DoD Issuances Standards, paragraph 1.15, for detailed guidance.)

Releasability. **Required** last paragraph. In the template, select and enter a statement from the options below. Delete the others. For guidance on determining releasability, go to DoD Directive (DoDD) 5230.9, DoD Instruction 5230.29, and SECDEF MESSAGE: INFORMATION SECURITY/WEBSITE ALERT.

- **Cleared for public release**. This DTM is available on the Internet from the DoD Issuances Website at http://www.dtic.mil/whs/directives.

- **Not cleared for public release**. This DTM is 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.]

- **Not cleared for public release**. This DTM is available to authorized users from the DoD Issuances Website on the SECRET Internet Protocol Router Network at https://www.dtic.smil.mil/whs/directives.

- **Not cleared for public release**. The release and distribution of this DTM will be approved only by [enter originating Component and contact information].

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2
3
4
5
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Name ←
Title

Policy DTMs must be signed by the originating OSD Component head, **except** that the Secretary or Deputy Secretary will sign DTMs on subjects requiring their direct oversight. **Omit** the signature block on DTMs signed by the Secretary or Deputy Secretary. **Non-policy** DTMs may be signed by the Component head, the Principal Deputy, or an OSD Presidentially Appointed, Senate-confirmed (PAS) official. (Go to the List of Signature Authorities.)

1 blank line
Attachment(s):
As stated
1 blank line

DISTRIBUTION:

Leave one blank line between the attachment list and the distribution list. If there is no attachment list, leave one blank line between the signature block and the distribution list. If there is insufficient room to list all addressees on the last page of the memorandum, enter all on a separate page.

Always use the distribution list provided in the template. **Do not** delete any of these addressees.

Secretaries of the Military Departments
Chairman of the Joint Chiefs of Staff
Under Secretaries of Defense
Deputy Chief Management Officer
Chief of the National Guard Bureau
General Counsel of the Department Of Defense
Director, Cost Assessment and Program Evaluation
Inspector General of the Department of Defense
Director, Operational Test and Evaluation
Chief Information Officer of the Department of Defense
Assistant Secretary of Defense for Legislative Affairs
Assistant to the Secretary of Defense for Public Affairs
Director, Net Assessment
Director, Strategic Capabilities Office
Directors of the Defense Agencies
Directors of the DoD Field Activities

Place the additional addressees at the bottom of the list, **except** for:

Communications to the Combatant Commanders are customarily sent through the Chairman of the Joint Chiefs of Staff. When appropriate to send to them directly, place the entry above the Assistant Secretaries of Defense.

Chiefs of the Military Services and Commandant, U.S. Coast Guard, will be listed below the USDs and DCMO but above the Combatant Commanders. If listed individually, they will appear in the following order: Army, Navy, Air Force, Marine Corps, Coast Guard.

ATTACHMENT 1

CITING REFERENCES

1. WHEN TO CITE. For DTMs approved by the Secretary or Deputy Secretary, cite **only** other DoD issuances this one amends or cancels. For DTMs signed at other levels, the DoD Directive charter of the individual signing must be cited; other references may be cited, but the number should be kept to the minimum. Cite **only** issuances having a direct bearing on the DTM (usually six or fewer).

2. HOW TO CITE

a. These standards provide basic information on citing references for DTMs. For more detailed guidance on reference use and citation, including formatting legal citations, go to Section 7 of the DoD Issuance Standards.

b. With some exceptions, including references to law, citations in the reference list are organized by type of issuance or originator, exact title or subject in quotation marks, and date of publication (see DoD Issuances Standards, Appendix 7A for samples).

c. List a maximum of six references on the first page in alphanumeric order, using the block style format provided in the template (see Figure 1). If more are required, move all references to the first attachment (see Figure 2).

d. Cite publications as shown in Figure 1.

Figure 1. Sample Reference List on the First Page

References: Code of Federal Regulations, Title 38, Part 17
DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007, as amended
DoD Instruction 5200.02, "DoD Personnel Security Program (PSP)," March 31, 2014, as amended
DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014
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," April 24, 1997
United States Code, Title 50, Section 2170 (also known as "The Defense Production Act of 1950," as amended)

e. Follow these standards when citing references in the DTM text:

(1) Always identify the source you are using as it applies in text by citing the type of issuance or originator (e.g., "…in accordance with DoD Instruction 1234.56," "…in accordance with Section 940 of Title 10, United States Code").

(2) For multiple document citations, group by type if applicable (e.g., "…in accordance with DoDIs 1234.45, 3456.55, and 3456.78; DoDD 4567.89; and Section 34 of Title 5, CFR").

(3) For citation of memorandums, state "…in accordance with the July 2, 2102 USD(I) memorandum." The memorandum subject title will be in the reference list.

f. Use a footnote to tell readers precisely where to find reference documents that are not readily found on a government website using an Internet search engine, but do **not** hyperlink to the website.

Figure 2. Sample Reference Attachment

DTM ##-###, December 31, 2008

ATTACHMENT

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REFERENCES

1

2 blank lines

Code of Federal Regulations, Title 38, Parts 17 and 18 All sections of the same title of a U.S.C. or CFR citation should be grouped in one reference.

DoD Directive 4630.05, "Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS)," May 5, 2004, as amended If the DoD issuance has been changed or certified current; do NOT use change/cert date.

DoD Directive 8100.02, "Use of Commercial Wireless Devices, Services, and Technologies in the DoD Global Information Grid (GIG)," April 14, 2004 Set hanging indent at .25 inch.

DoD Instruction 8500.02, "Information Assurance (IA) Implementation," February 6, 2003 When entering the date, ensure the month and day are on the same line.

National Security Telecommunications and Information Systems Security Policy 11, "National Policy Governing the Acquisition of Information Assurance (IA) and IA-Enabled Information Technology (IT) Products," June 2003[1] Availability statement provided for documents not easily found on the Internet.

Under Secretary of Defense for Intelligence Memorandum, "Implementation of Information Technology Guidelines," July 2, 2012

United States Code, Title 5 Do not place a period at the end of the citation.

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[1] Available through the Internet at http://www.nstissc.gov/Assets/pdf/NSTISSP_11_revised_fst.pdf

Do not number if there is only one attachment.

ATTACHMENT 2

1

USING ATTACHMENTS

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2 blank lines

1. ATTACHMENT BASICS

1

a. Use an attachment or attachments when:

(1) There are more than six references.

(2) A paragraph in the DTM exceeds half a page (**except** that the policy paragraph will always be within the memorandum itself).

(3) Presenting a table or figure.

1

b. Use Arabic numerals to identify attachments. If you have only one attachment, don't number it.

1

c. Refer to attachments in the text of the memorandum. Number them in the order they appear in the text and capitalize the word "Attachment," e.g.: "Attachment 2 provides responsibilities for implementing this DTM." – and – "Attachment 3 provides mandatory procedures for complying with this DTM."

1
2 blank lines

2. FORMAT BASICS

a. Use the Microsoft Word sections preset in the DTM template including font, margins, spacing, alignment, and header and footers. If you don't need a preset attachment, delete the applicable MS Word section and adjust the subsequent footer(s) as necessary. If you insert additional MS Word sections for attachments, carry the header forward and adjust the text in the footer to read: "Attachment [applicable #]."

b. Center the attachment 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.

c. For all attachments except the reference attachment, always use the DTM attachment section and paragraph numbering format shown in Figures 3-5, as appropriate.

d. When using a:

(1) Reference Attachment. Follow the instructions in Attachment 1.

(2) Responsibilities Attachment. Follow the instructions in Attachment 3.

Figure 3. DTM 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 must have a heading.

(1) Use the tab stop increments of .5 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 in MS Word 2003, go to MS Word Mysteries.)

(a) Paragraph Heading. Do not tab between numbers and text. Use two spaces.

(b) Paragraph Heading. Do not use more than five tabs (no lower than the fifth level).

1. Paragraph Heading

a. This is the fifth level. Do NOT 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 Attachment With One Section

ATTACHMENT #

1 blank line

ATTACHMENT NAME

1

2 blank lines

Section text . . . Do not number the paragraph. Do not use a section title.

1 blank line

a. Paragraph Heading. Header use is optional in paragraphs, 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 Attachment With Sections Only

ATTACHMENT #

1 blank line

ATTACHMENT NAME

1

2 blank lines

1. SECTION TITLE. Number the paragraph. Use of section titles is optional, but must be consistent (e.g., if section 1 has a title, then section 2 must, as well).

1

2 blank lines

2. SECTION TITLE.

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.

ATTACHMENT 3

USING A RESPONSIBILITIES ATTACHMENT

1. RESPONSIBILITY BASICS

a. Identify the key officials who will carry out the policy and list the overarching duties and obligations of each. By clearly aligning the responsibility with the official, the intent of the DTM can be better accomplished.

(1) Always assign responsibilities to officials, **not** to their offices or organizations.

(2) Be specific but succinct.

(2) Don't include procedures. State what the official is responsible for doing, not how the official should do it.

b. DTMs signed by the Secretary or Deputy Secretary of Defense assign responsibilities, as applicable, to the Under Secretaries and the Assistants to the Secretary of Defense, the heads of other DoD Components, and the Directors of the Defense Agencies and DoD Field Activities.

c. DTMs signed by the originating OSD Component head or other originating OSD Component officials assign responsibilities, as applicable, to the Deputy Under Secretaries and Deputy Assistant Secretaries of Defense, the Directors of the Defense Agencies and DoD Field Activities and, when authorized by a DoDD, to the heads of other DoD Components. The authorizing DoDD must be cited when responsibilities are assigned to other DoD Components heads.

2. ORDER OF OFFICIALS. List the officials being assigned responsibilities in this order:

a. The originating OSD Component head.

b. Other key officials within the originating OSD Component according to their levels.

c. Other key officials within the DoD in this order:

(1) 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 [section/paragraph] [reference the section/paragraph assigning collective responsibilities], the [individual title]…" Go to "DoD and OSD Component Heads" for assistance in determining the individual OSD Component heads.

(a) Under each, list any Assistant Secretaries, Deputy Under Secretaries, Deputy Assistant Secretaries, or Directors assigned responsibilities who are under the authority, direction, and control of the individual OSD Component head.

(b) When assigning responsibilities to officials at any level subordinate to the OSD Component heads, use this language to name the Under Secretary of Defense having authority over that official: "Under the authority, direction, and control of [OSD Component head], the [subordinate agency head]..."

(2) The DoD Component 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 2c(1) of this attachment. Go to "DoD and OSD Component Heads" for assistance in determining the individual DoD Component heads.

(3) The OSD Component heads, collectively.

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

(5) 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 2c(1) of this attachment.

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

(7) 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 being assigned are taking place outside of the Joint Staff or Combatant Command.

(8) 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 2c(1) of this attachment.

ATTACHMENT 4

USING A GLOSSARY

1. WHEN TO USE. Use a glossary when:

a. Establishing new terms or referencing terms established in other Government issuances, and the definitions paragraph exceeds half a page; or

b. Using an acronym/abbreviation listing in accordance with paragraph 2c of this attachment.

2. HOW TO USE

a. Always place the Glossary at the end of the DTM, after all attachments. Terms in the Glossary should be those that are particular to the DTM itself or are not accurately defined in a standard dictionary for your purposes.

b. Don't number the terms being defined. List them alphabetically. Underline terms. 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 or reestablish the acronym.

c. If acronyms other than "DoD," "OSD," or "U.S." are used and the DTM is more than two pages, an acronym listing must be provided in the Glossary; go to the DoDI Standards for formatting guidance.

d. Leave one blank line between terms. If a definition requires subparagraphs, leave one blank line between them and indent them in paragraph style.

e. 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), 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. For detailed direction on listing terms established in other Government publications, go to section 3 above the signature of the DoDI Standards.

f. Figure 6 provides a sample glossary. For additional guidance on using a glossary, go to the sample glossary at the end of the DoDI Standards.

Figure 6. Sample Glossary

A listing of acronyms and abbreviations
is mandatory for DTMs over two pages
using acronyms other than "DoD," "OSD," or "U.S."
If the Glossary has only one part,
then "Part #" will not be used

GLOSSARY

1

PART I. ABBREVIATIONS AND ACRONYMS

1

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.

1

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

PART II. DEFINITIONS

1

DoD issuance. Don't capitalize common nouns (e.g., "issuance"). One of the five types of issuances published by the DoD that establishes or implements DoD policy, designates authority, assigns responsibilities, or provides procedures. Issuances apply to more than one DoD Component and include DoDDs, DoDIs, DoDMs, DTMs, and AIs. Establish acronyms **only** if not established earlier in the issuance and only if used later in the text (e.g., "DoDI" and "DoDM," used in the definition of DoDM).

1

DTM. A DoD issuance that establishes DoD policy or implements policies established in existing DoDDs and policy DoDIs, and assigns responsibilities. DTMs concerning subjects requiring direct oversight by the Secretary or Deputy Secretary of Defense must be signed by the Secretary or Deputy Secretary of Defense. DTMs that establish policy must be signed by the OSD Component heads. DTMs that implement policy must be signed by OSD Component heads, their Principal Deputies, or OSD PAS officials as authorized by their chartering DoDDs. DTMs will be issued **only** for time-sensitive actions and **only** when time constraints prevent publishing a new issuance or incorporating a change to an existing issuance. DTMs must not be used to permanently change or supplement existing issuances. They will be effective for no more than 12 months from the date signed, unless extended in accordance with DoDI 5025.01. "Time sensitive" actions are those that are:

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Directed by Executive order;

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Directed by the Secretary or Deputy Secretary of Defense;

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A matter of urgent national security;