DoD 5025.1-M

DoD DIRECTIVES SYSTEM PROCEDURES

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Director of Administration and Management
Office of the Secretary of Defense

OFFICE OF THE SECRETARY OF DEFENSE
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155

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FOREWORD

This Manual is reissued under the authority of DoD Directive 5025.1, "DoD Directives System," July 27, 2000 (reference (a)). It provides guidance for the preparation, coordination, publication, distribution, and review of DoD Directive, Instructions, Publications, Administrative Instructions, and their changes (hereafter referred to collectively as "DoD Issuances"). DoD 5025.1-M, "DoD Directives System Procedures," August 15, 1994, and Administrative Instruction No. 78, "Administrative Instructions, (AIs)," January 11, 1995, are hereby canceled.

This Manual applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, 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"). This Manual is effective immediately; it is mandatory for use by all the DoD Components.

Send recommended changes to the Manual through channels to:

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The DoD Components may obtain copies of this Manual through their own publications channels. Other Federal Agencies and members of the public may obtain copies of this Manual from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. An electronic version of this Manual can be viewed and downloaded from the following web site:

http://www.dtic.mil/whs/directives

Howard G. Becker
Deputy Director
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REFERENCES

(a) DoD Directive 5025.1, "DoD Directives System," July 27, 2000
(b) Sections 113 and 125, et seq. of title 10, United States Code
(c) Section 191 of title 10, United States Code
(d) DoD Directive 8910.1, "Management and Control of Information Requirements," June 11, 1993
(e) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 1998
(f) DoD Instruction 7750.7, "DoD Forms Management Program," May 31, 1990
(g) DoD Directive 8320.1, "DoD Data Administration," September 26, 1991
(h) DoD 8320.1-M, "Data Administration Procedures," March 1994
(i) DoD 5200.1-R, "DoD Information Security Program Regulation," January 1997
(j) DoD 5200.1-PH, "DoD Guide to Marking Classified Documents," April 1997

C1. CHAPTER 1

GENERAL INFORMATION

C1.1. REISSUANCE AND PURPOSE

This Manual implements DoD Directive 5025.1 (reference (a)) to identify policies, responsibilities, and procedures for individuals who are preparing, reviewing, coordinating, approving, publishing, and distributing DoD issuances in the DoD Directives System.

C1.2. DEFINITIONS

C1.2.1. Administrative Instruction. A DoD issuance that implements policies and tells the Washington Headquarters Services (WHS) Components and National Capital Region (NCR) agencies how to carry out a policy, operate a program or activity, and assign responsibilities as directed by the Director, WHS.

C1.2.2. DoD Components. Referred to as "the DoD Components," are identified as 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 in the Department of Defense.

C1.2.3. DoD Directive. A DoD issuance that transmits information required by law, the President, or the Secretary of Defense that applies to all branches of the Department of Defense on the way they initiate, govern, or regulate actions. DoD Directives:

C1.2.3.1. Establish or describe policy, programs, and organizations.

C1.2.3.2. Define missions.

C1.2.3.3. Provide authority.

C1.2.3.4. Assign responsibilities.

C1.2.3.5. Do not prescribe one-time tasks or deadline assignments.

C1.2.4. DoD Directive-Type Memorandums

C1.2.4.1. These are memorandums issued by the Secretary of Defense, the Deputy Secretary of Defense, or the OSD Principal Staff Assistants (PSAs) that are not published as a DoD issuance because of time constraints. The Secretary or Deputy Secretary of Defense signs directive-type memorandums that promulgate POLICY. OSD PSAs sign directive-type memorandums that promulgate PROCEDURES for implementing policy documents.

C1.2.4.2. The office of primary responsibility shall convert a directive-type memorandum into a DoD issuance within 180 days from the date of signature. A copy of the signed memo shall be forwarded to the Director, Directives and Records Division, WHS. See figure C1.F1.

C1.2.4.3. The originating office determines who shall coordinate on directive-type memorandums.

C1.2.5. DoD Directives System. The single, uniform system that consist of DoD issuances and directive-type memorandums that convey DoD policies, responsibilities, and procedures. It allows the DoD Components to process, review, approve, publish, and distribute DoD issuances efficiently.

C1.2.6. DoD Instruction. A DoD issuance that implements policies and tells the user how to carry out a policy, operate a program or activity, and assign responsibilities.

C1.2.7. DoD Issuances. DoD Directives, DoD Instructions, DoD Publications, Administrative Instructions (AIs), and their changes.

C1.2.8. DoD Publication. A DoD issuance that implements or supplements DoD Directives and DoD Instructions. DoD Publications provide standard procedures about how users shall manage or operate systems and distribute administrative information. Publications include Catalogs, Directories, Guides, Handbooks, Indexes, Inventories, Lists, Manuals, Modules, Pamphlets, Plans, Regulations, Standards, and Supplements.

C1.2.9. National Capital Region (NCR). Includes the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudon, and Prince William Counties, and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park in Virginia.

C1.2.10. Office of the Secretary of Defense (OSD). The principal staff element used by the Secretary and Deputy Secretary of Defense to exercise authority, direction, and control over the Department of Defense. The OSD shall include the:

C1.2.10.1. Immediate Offices of the Secretary and Deputy Secretary of Defense.

C1.2.10.2. Under Secretaries of Defense (USDs).

C1.2.10.3. Director of Defense Research and Engineering (DDR&E).

C1.2.10.4. Assistant Secretaries of Defense (ASDs).

C1.2.10.5. General Counsel of the Department of Defense (GC, DoD).

C1.2.10.6. Inspector General of the Department of Defense (IG DoD).

C1.2.10.7. Director of Operational Test and Evaluation (DOT&E).

C1.2.10.8. Assistants to the Secretary of Defense (ATSDs).

C1.2.10.9. OSD Directors or equivalents who report directly to the Secretary or Deputy Secretary of Defense.

C1.2.11. Organizational Charter. A DoD Directive that establishes the responsibilities, functions, relationships, and delegated authorities, as applicable, of a OSD Principal Staff Assistant, Defense Agency, DoD Field Activity, DoD Executive Agent, or other organizational entity in the Department of Defense.

C1.2.12. OSD Principal Staff Assistants (PSAs). The Under Secretaries of Defense, the Director of Defense Research and Engineering, the Assistant Secretaries of Defense, the General Counsel of the Department of Defense, the Inspector General of the Department of Defense, the Director of Operational Test and Evaluation, the Assistants to the Secretary of Defense, certain Deputy Under Secretaries of Defense, and OSD Directors or equivalents who report directly to the Secretary or Deputy Secretary of Defense.

C1.2.13. Other Organizational Entities in the Department of Defense. Organizations established under the Secretary's authority in 10 U.S.C. 113 or 125 (reference (b)), but excluding those designated under Section 191 of reference (c)). Those organizations include, but are not limited to, the Uniformed Services University of the Health Sciences (USUHS) and the National Reconnaissance Office (NRO).

C1.2.14. Washington Headquarters (WHS) Component. Directors in WHS.

C1.3. POLICY

It is DoD policy that:

C1.3.1. A DoD Directives System shall be administered and operated within the Department of Defense that consists of DoD Directives, DoD Instructions, DoD Publications, and Administrative Instructions (hereafter referred to collectively as "DoD issuances"). The DoD Components shall follow the DoD Directives System when writing DoD issuances.

C1.3.2. DoD Issuances

C1.3.2.1. DoD Directives require the Secretary or Deputy Secretary of Defense's approval and signature.

C1.3.2.2. DoD Instructions and DoD Publications require OSD PSA approval. The OSD PSAs, or designated deputies, shall sign DoD Instructions and the foreword of DoD Publications. DoD Directives or Instructions shall authorize DoD Publications.

C1.3.2.3. Administrative Instructions require either the Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD) or the Director of Washington Headquarters Services (WHS) approval and signature.

C1.3.2.4. Mandatory Coordination. All DoD issuances shall be coordinated with the GC, DoD; the IG, DoD; and the DA&M.

C1.4. RESPONSIBILITIES

C1.4.1. The Director of Administration and Management, Office of the Secretary of Defense, shall:

C1.4.1.1. Coordinate on ALL proposed DoD issuances in the timeframe provided on the SD Form 106.

C1.4.1.2. Prepare organizational charters for the OSD, the Defense Agencies, the DoD Field Activities, DoD Executive Agents, and other organizational entities in the Department of Defense, as required.

C1.4.1.3. As the Director, Washington Headquarters Services, shall:

C1.4.1.3.1. Administer and operate the DoD Directives System that includes procedures for preparing, coordinating, approving, publishing, and distributing all DoD issuances; and maintaining and preserving supporting and historical documents.

C1.4.1.3.2. Establish and maintain standard formats and writing style for DoD issuances.

C1.4.1.3.3. Review all proposed DoD issuances to ensure that they follow administrative requirements.

C1.4.1.3.4. Review all final DoD issuances for completed staff work.

C1.4.1.3.5. Place approved unclassified DoD issuances on the Internet.

C1.4.1.3.6. Prepare and issue DoD Directives System Transmittals to cancel DoD issuances.

C1.4.1.3.7. Approve and sign Administrative Instructions to include their changes and cancellations.

C1.4.1.3.8. Provide operational and administrative services to specified DoD Components and non-DoD activities.

C1.4.1.3.9. Monitor the 5-Year Review Program to ensure that DoD issuances are current and necessary.

C1.4.1.3.10. Maintain and preserve the original signatures on the DoD issuances, original coordinating papers, implementation certifications, and internal review certifications.

C1.4.2. The OSD Principal Staff Assistants shall:

C1.4.2.1. Develop, coordinate, and prepare DoD Directives for the Secretary or Deputy Secretary of Defense to approve and sign, in accordance with this Manual. They shall obtain formal replies from DoD officials at the OSD and DoD Component's levels and comments from the Directors of the Defense Agencies who are under their cognizance.

C1.4.2.2. Prepare, coordinate, approve, and sign DoD Instructions and DoD Publications that are relevant and necessary to accomplish their assigned responsibilities, in accordance with this Manual.

C1.4.2.3. Ensure that the contents of the DoD issuances for which they are responsible reflect current policy and delegated responsibilities.

C1.4.2.4. Comment on proposed DoD issuances from the OSD, the WHS, and the DoD Components.

C1.4.2.5. Change, reissue, and/or cancel DoD issuances, in accordance with this Manual.

C1.4.2.6. Convert directive-type memorandums into DoD issuances within 180 days and, when applicable, cancel those memorandums.

C1.4.2.7. Review all DoD issuances under their cognizance for need and currency, and certify by memorandum to the Director, WHS, whether the issuances shall be continued, revised, or canceled.

C1.4.3. The Heads of the OSD and WHS Components shall:

C1.4.3.1. Prepare, coordinate, approve, and sign Administrative Instructions and their changes that are essential to administer the functions in their areas of responsibility or to implement a DoD Directive, DoD Instruction, or DoD Publication in accordance with this Manual.

C1.4.3.2. Ensure that the contents of the Administrative Instructions reflect current policy and delegated responsibilities.

C1.4.3.3. Review and coordinate on proposed Administrative Instructions that relate to their missions in the timeframe provided on the SD Form 106.

C1.4.3.4. Change, reissue, and/or cancel Administrative Instructions, in accordance with this Manual.

C1.4.3.5. Review all Administrative Instructions under their cognizance for need and currency, and certify by memorandum to the Director, WHS, whether the issuances shall be continued, revised, or canceled.

C1.4.4. The Heads of the DoD Components shall:

C1.4.4.1. Review and coordinate proposed DoD issuances that relate to their missions in the timeframe provided on the SD Form 106.

C1.4.4.2. Issue implementing documents, when required by the OSD PSA, consistent with the intent of the DoD issuances.

C1.4.4.3. Provide copies of implementing documents to the respective OSD PSAs, when applicable.

Figure C1.F1. Directive-Type Memorandum Issued by the Secretary or Deputy Secretary of Defense

[Secretary of Defense Letterhead]

[date]

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR OF ADMINISTRATION AND MANAGEMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTOR, NET ASSESSMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Criteria for Awarding Two New Joint-Military Decorations

This directive-type memorandum provides the DoD policy for the awarding of the Joint-Service Special Medal (JSSM) and the Joint-Service Activity Medal (JSAM), which completes the spectrum of joint decorations and provides the needed latitude to recognize truly outstanding service.

The JSSM should be used to recognize significant contributions in temporary, short-term duties, such as those on joint commissions, studies, and other special projects. The JSAM should be used to recognize significant contributions in permanent, long-term duties in the person's career field.

It is necessary that each of us ensure that our measure for award recommendations and approvals is highly demanding and results in the appropriate level of decoration for deserving individuals. Appropriate awards enhance morale and preserve the value and prestige of the joint decorations. Inappropriate awards have the opposite effect.

This memorandum is effective immediately. A DoD Directive governing the awards programs shall be issued within 180 days.

[signature of Secretary or Deputy Secretary]

Figure C1.F2. Directive-Type Memorandum Issued by a Principal Staff Assistant

[Secretary of Defense Letterhead]

[date]

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR OF ADMINISTRATION AND MANAGEMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTOR, NET ASSESSMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Criteria for Awarding Two New Joint-Military Decorations

This directive-type memorandum provides the DoD procedures for the awarding of the Joint-Service Special Medal (JSSM) and the Joint-Service Activity Medal (JSAM), which completes the spectrum of joint decorations and provides the needed latitude to recognize truly outstanding service.

The JSSM should be used to recognize significant contributions in temporary, short-term duties, such as those on joint commissions, studies, and other special projects. The JSAM should be used to recognize significant contributions in permanent, long-term duties in the person's career field.

It is necessary that each of us ensure that our measure for award recommendations and approvals is highly demanding and results in the appropriate level of decoration for deserving individuals. Appropriate awards enhance morale and preserve the value and prestige of the joint decorations. Inappropriate awards have the opposite effect.

This memorandum is effective immediately. A DoD Instruction governing the awards programs shall be issued within 180 days.

[signature of the Principal Staff Assistant]

C1.5. INTERNAL REVIEW

C1.5.1. DoD issuances shall be reviewed every 5 years by the originating OSD PSAs to ensure that the issuances are necessary; currently applicable; and consistent with DoD policy, existing law, and statutory authority.

C1.5.2. The Director, Administration and Management shall provide the OSD PSAs with lists of DoD issuances under their cognizance for review annually during the first quarter.

C1.5.3. On completion of the review, the PSAs shall certify by memorandum to the Director, Administration and Management, whether the issuances shall be continued, revised, or canceled. DoD issuances to be continued shall be reissued with a new date and signature.

C1.6. NUMBERING SYSTEM AND RECORDS MANAGEMENT

C1.6.1. Numbering System of DoD Issuances

C1.6.1.1. Subject Groups. The Director, Directives and Records Division, WHS, shall assign numbers to DoD issuances according to subject groups. The numbering system consists of four digits, representing a major subject group and its subgroup, followed by a decimal point and the sequential number of the subgroup; e.g., for DoD Directive 5025.1, the Directive is in the major subject group "5000," the number "25" represents the subgroup, and the number ".1" indicates that the Directive is the first document assigned to that subgroup. The major subject groups are as follows:

C1.6.1.1.1. 1000. Manpower and Personnel, and Readiness (Civilian, Military, National Guard and Reserve).

C1.6.1.1.2. 2000. International and Foreign Affairs.

C1.6.1.1.3. 3000. Computer Language, Intelligence, Plans and Operations, Research and Development, Reconnaissance, and Space-Based Matters Surveillance.

C1.6.1.1.4. 4000. Logistics, Natural Resources, and Environment.

C1.6.1.1.5. 5000. Acquisition, Administrative Management, Force Protection, Homeland Security, Organizational Charters, Security, Public Affairs, and Legislative Affairs.

C1.6.1.1.6. 6000. Health.

C1.6.1.1.7. 7000. Audits, Budget, Finance, and Information Control.

C1.6.1.1.8. 8000. Information Management/Information Technology (IM/IT).

C1.6.1.1.9. A listing of subgroups is located on the Directives and Records web site at http://www.dtic.mil/whs/directives.

C1.6.1.2. Draft versions of newly developed DoD issuances shall carry alphabetic designations following the decimal point; e.g., DoD Directive 8210.aa or 8210.bb. The suffix "aa" indicates that the DoD issuance is the first draft document in the 8210 subgroup; "bb" is the second draft document in the subgroup. The Director, Directives and Records Division, WHS, shall assign alphabetical designations. Do not use the "xx" designation. If you are unable to determine the subject group or subgroup to use, leave it blank.

C1.6.1.3. DoD Publications. Usually, a DoD Publication is assigned the same number of its authorizing DoD Directive or Instruction, followed by a suffix identifying the type of Publication.

C1.6.1.4. Administrative Instructions (AIs). AIs are numbered sequentially beginning with the number 1 and do not use subject groups. When reissuing an AI, use the original AI number. When creating a new AI, use triple alphabetic designations as place holders.

C1.6.1.5. Classified DoD Issuances. An abbreviated security classification of the DoD issuance shall precede the DoD issuance number ("C" for Confidential, "S" for Secret, "TS" for Top Secret).

C1.6.1.6. For Official Use Only (FOUO). An "O" for FOUO shall precede the DoD issuance number.

C1.6.1.7. Reuse of Numbers. DoD issuance numbers MAY NOT be reused unless the existing DoD Directive, Instruction, Publication, or Administrative Instruction is reissued.

C1.6.2. Records Management

C1.6.2.1. The Director, Directives and Records Division, WHS, retires the official case file for each DoD issuance to the Washington National Records Center. The file constitutes the historical development of the issuance and shall include the following:

C1.6.2.1.1. The master copy of the DoD issuance.

C1.6.2.1.2. The signed memorandum.

C1.6.2.1.3. The signed DoD issuance.

C1.6.2.1.4. The list of coordinating officials.

C1.6.2.1.5. The original signed SD Form 106.

C1.6.2.1.6. The original signed coordination papers.

C1.6.2.1.7. A copy of the draft DoD issuance sent out for coordination.

C1.6.3. Request for and Release of Coordination Papers. The Director, Directives and Records Division, WHS, is not authorized to release coordination papers to requesters without the written consent of the originating OSD, WHS, or the DoD Component official.

C2. CHAPTER 2

DoD DIRECTIVES

C2.1. HOW TO PREPARE DoD DIRECTIVES

DoD Directives are limited to a maximum of eight pages (INCLUDING ENCLOSURES). Organize DoD Directives as follows:

C2.1.1. Headers

C2.1.1.1. Document Identification. On the first page, place the Directive number in the upper right corner of the issuance. Below it, type your organization's abbreviation.

C2.1.1.2. Page Header. On page 2 through the last page of the Directive, place the Directive number 1/2 to 3/4 of an inch from the top of the page. Leave room for the full date after the Directive number on all pages. Directives and Records Division, WHS staff shall place the date on all pages once the Directive has been signed. (See header used in this Manual.)

C2.1.1.3. Directive Number. The Directives and Records Division, WHS staff shall assign a new Directive a number after the Secretary or Deputy Secretary has signed it. (See header on this page.)

C2.1.2. Subject Line

C2.1.2.1. Type the word "SUBJECT:" in all caps. Then, state the Directive's title in no more than three lines and in block style.

C2.1.2.2. Write out the full name of any acronyms or abbreviations used and place the acronym or abbreviation in parentheses. (See figure C2.F1.)

C2.1.2.3. Do not use the same subject line for more than one issuance.

Figure C2.F1. Sample of the SUBJECT Line

SUBJECT: Sample of the Subject Line of a DoD Issuance When the Subject has a Very Long Title

C2.1.3. References

C2.1.3.1. List references in the order they appear in the text.

C2.1.3.2. Use a maximum of six references on the first page. If there are more than six, place the first four on the first page and place the remaining references at enclosure 1. (See figure C2.F2.)

C2.1.3.3. When a DoD Directive contains more than 26 references, use a double lettering system; e.g., aa - az followed by ba - bz, etc. Do not use triple letters. (See figure C2.F2.)

C2.1.3.4. When you are canceling one issuance with another, place the words "hereby canceled" in parentheses after the date of the document being canceled; e.g., DoD Directive 3990.1, "Verification of Logistical Support," April 1, 1989 (hereby canceled).

C2.1.3.5. When a reissued DoD Directive continues to authorize a DoD Publication, cite the Publication.

C2.1.3.6. Do not establish acronyms in the reference listing unless they are an actual part of the title.

C2.1.3.7. Do not cite Military Department or joint-Service publications in DoD Directives.

C2.1.3.8. Use a footnote to show readers precisely where to find documents that are not readily available to all users in the DoD Directives System.

C2.1.3.9. Do not list unpublished material, such as drafts and documents that usually are not available to readers.

C2.1.3.10. Do not list documents that you are in the process of canceling.

C2.1.3.11. References as Enclosures. Do not include any documents you list in the REFERENCES section as an enclosure.

C2.1.4. Legal Citations (in the reference listing)

C2.1.4.1. Use a DoD issuance as the reference citation when it has implemented an Executive Order or statute (Public Laws or section of the United States Code (U.S.C.)); e.g., use DoD Directive 5400.7, "DoD Freedom of Information Act Program," May 13, 1988.

C2.1.4.2. When the DoD issuance implements a section of the U.S.C., list the U.S.C. and its section; e.g., Section 1175 of title 10, United States Code. You may cite two or more sections; e.g., Sections 10605-10607 of title 42, United States Code. When more than one section of the U.S.C. is used, identify ALL sections in the reference listing (e.g., Sections 123, 789, 1001, and 4567 of title 10, United States Code).

C2.1.4.3. If the statute is not included in the U.S.C., list the public law citation and its section when it applies; e.g., Section 999 of Public Law 103-139, "Department of Defense Appropriations Act of 2010," November 11, 2010. Verify the proper statutory authority with the Office of the General Counsel, Department of Defense (OGC, DoD), during the drafting phase.

C2.1.4.4. Use the Code of Federal Regulations (CFR) citation when referencing a document that has been published in the CFR (e.g., Title 41, Code of Federal Regulations, Part 101.20, "Management of Buildings and Grounds," current edition). Use the Federal Register (FR) citation for documents that have been published in the FR but not in the CFR (e.g., 88 CFR 6789).

Figure C2.F2. Samples of the Format for Listing References

References Listed on the First Page

References: (a) DoD Directive 1234.5, "Computer Programming," April 2, 1999
(b) DoD Instruction 2345.6, "Software Planning," June 15, 2002
(c) Assistant Secretary of Defense Memorandum, "Improving the Use of Computers," September 12, 2005

First Page Reference List When There are 6 or More References

References: (a) DoD Directive 1234.5, "Computer Programming," April 2, 2001
(b) Chapter 30 of title 99, United States Code
(c) DoD Instruction 2345.6, "Software Planning," June 25, 2001
(d) Assistant Secretary of Defense Memorandum, "Improving the Use of Computers," September 12, 2001
(e) through (g), see enclosure 1

References, continued at Enclosure 1 (When There Are 6 or More References)

E1. ENCLOSURE 1

REFERENCES, continued

(e) Administrative Instruction Number 135, "How We List References," August 6, 1999
(f) Section 123 of title 10, United States Code
(g) DoD Directive 6543.2, "References Must be Listed as Shown, April 5, 1999

References, continued at Enclosure 1 (When There Are 26 or More References)

E1. ENCLOSURE 1

REFERENCES, continued

(aa) Administrative Instruction Number 135, "How We List References," August 6, 1999
(ab) Sections 123, 789, 1001, and 4567 of title 10, United States Code
(ac) DoD Directive 6543.2, "References Must be Listed as Shown," April 5, 1999

C2.1.5. Guidelines for Sections of DoD Directives. Develop sections of DoD Directives, as follows:

C2.1.5.1. REISSUANCE AND PURPOSE. See figures C2.F3. and C2.F4. Give the reason for the DoD Directive and identify the following:

C2.1.5.1.1. State that the DoD Directive reissues, supersedes, or replaces another one.

C2.1.5.1.2. State that this DoD Directive authorizes (or, continues to authorize) a DoD Publication.

C2.1.5.1.3. Identify any DoD Executive Agents who receive responsibilities in the Directive.

C2.1.5.1.4. Identify any boards, panels; etc., that the DoD Directive establishes.

Figure C2.F3. Samples of the Format for PURPOSE Section

General

1. PURPOSE

This Directive:

1.1. Implements 10 U.S.C. 123 (reference (a)).

1.2. Establishes policy and assigns responsibilities under reference (b) for producing agricultural products.

Authorizes a DoD Publication

1. PURPOSE

This Directive:

1.1. Establishes policy and assigns responsibilities under reference (a) for producing agricultural products.

1.2. Authorizes the publication of DoD 8899.22-M, consistent with reference (b).

Designates a DoD Executive Agent

1. PURPOSE

This Directive:

1.1. Establishes policy and assigns responsibilities under reference (a) for producing agricultural products.

1.2. Designates the Secretary of the Army as the DoD Executive Agent for agricultural matters.

Establishes a Board

1. PURPOSE

This Directive:

1.1. Establishes policy and assigns responsibilities under reference (a) for producing agricultural products.

1.2. Establishes the DoD Agricultural Borad.

Cancels the existing DoD Directive and a Directive with a Different Number

1. PURPOSE

This Directive:

1.1. Replaces reference (a) and (b).

1.2. Updates policy and responsibilities for administering the supply and maintenance program for tanks under reference (c).

Figure C2.F4. Samples of the Format for the REISSUANCE AND PURPOSE Section

General

1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues reference (a) to update policy and responsibilities for the Carnegie Program under reference (b).

1.2. Continues to authorize the publication of DoD 8444.6-M, consistent with reference (c).

Reissuing a DoD Directive as a DoD Instruction

1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues reference (a) as a DoD Instruction under the authority of reference (b).

C2.1.5.2. APPLICABILITY AND SCOPE

C2.1.5.2.1. Identify to whom the Directive applies. Use the standard wording for the APPLICABILITY section. (See figure C2.F5.)

C2.1.5.2.2. The scope must be in a separate paragraph or paragraphs and identifies other Agencies not listed in the standard paragraph in this section. (See figure C2.F5.)

Figure C2.F5. Samples of the APPLICABILITY and the APPLICABILITY AND SCOPE Section

2. **APPLICABILITY**

This Directive 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 Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as "the DoD Components").

Sample of Applicability and Scope that includes the Commissioned Corps of the Public Health and the National Atmospheric Administration

2. **APPLICABILITY AND SCOPE**

2.1. This Directive 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 Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

2.2. This Directive also applies to the Commissioned Corps of the Public Health and the National Atmospheric Administration, under agreements with the Departments of Health and Human Services and Commerce.

C2.1.5.3. DEFINITIONS (if applicable)

C2.1.5.3.1. Define terms unique to this Directive.

C2.1.5.3.2. List definitions in alphabetical order.

C2.1.5.3.3. Use Joint Pub 1-02[1] for military terms. Inform the Director, Directives and Records Division, WHS, about terms that do not appear in Joint Pub 1-02, but that you feel need to be there.

C2.1.5.3.4. If terms are less than half a page, list them in this section of the Directive. Otherwise, list them in enclosure 2, unless you have no more than six references. Then, make the definitions page enclosure 1.

Figure C2.F6. Samples of the Format for the DEFINITIONS Section

Definitions that do not exceed half of a page

3. DEFINITIONS

3.1 Electromagnetic Compatibility (EMC). The ability of telecommunications equipment, subsystems, and systems to operate in their intended operational environments without suffering or causing unintentional, acceptable degradation because of EM radiation or response.

3.2. Telecommunication. Any transmission, emission, or reception of signs, signals, writings, images, sounds, or information of any nature by wire, radio, visual, or other EM system.

Statement used when definitions exceed half of a page

3. DEFINITIONS

Terms used in this Directive are defined in enclosure 2.

Statement used when definitions are defined in another document

3. DEFINITIONS

The following terms used in this Directive, are defined in Joint Pub 1-02 (reference (c)):

3.1 Command, control, and communications countermeasures.

3.2. Electronic warfare.

[1] Copies may be obtained, via Internet at http://www.dtic.mil/doctrine/jel/doddict/index.html

C2.1.5.4. POLICY. In DoD Directives, state ideas, goals, or principles of a DoD mission, and define performance mechanisms and other vehicles that shall help the user evaluate the success of the policy. Directives shall be written clearly to avoid having the DoD Components prepare implementing or supplementing documents.

Figure C2.F7. Sample of the Format for the POLICY Section

4. POLICY

It is DoD policy that:

4.1. Management and administrative structure for improving the communication of DoD M&S issues shall be established.

4.2. Coordinated DoD M&S Master Plan shall be developed.

C2.1.5.5. RESPONSIBILITIES

C2.1.5.5.1. Identify key officials who shall carry out the policy that the DoD Directive identifies. The originator of the DoD Directive shall identify its organizational responsibilities first.

C2.1.5.5.2. Identify responsibilities for DoD officials who shall report directly to the Secretary or Deputy Secretary of Defense.

C2.1.5.5.3. Identify responsibilities for the Directors of the Defense Agencies. Since the Commanders of the Combatant Commands report to the President and the Secretary of Defense, they may receive direct responsibilities in DoD Directives, in coordination with the Chairman of the Joint Chiefs of Staff.

C2.1.5.5.4. When a Directive assigns responsibilities for an Assistant Secretary of Defense (ASD), identify the Under Secretary of Defense (USD) who has authority over them, if applicable. (See figure C2.F8.)

Figure C2.F8. Samples of the Format for the RESPONSIBILITIES Section

Responsibilities of PSAs and the Chairman of the Joint Chiefs of Staff

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Policy (USD(P)) shall develop overall security policy.

5.2. The Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)), under the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), shall:

5.2.1. Develop procedures for news media coverage.

5.2.2. Review guidelines for the release of DoD information to the public.

5.3. The Assistant Secretary of Defense for Command, Control, Communications, and Intelligence (ASD(C3I)) shall coordinate information on secure communications.

5.4. The Assistant to the Secretary of Defense for Intelligence Oversight (ATSD(IO)) shall:

5.4.1. Serve as the advisor for issues on nuclear weapons security.

5.4.2. Provide representation on the Inter-Agency Advisory Committee.

5.5. The General Counsel of the Department of Defense (GC, DoD) shall provide advice and assistance on all legal matters.

5.6. The Chairman of the Joint Chiefs of Staff shall evaluate and validate requirements for policy decisions.

Responsibilities of PSAs Who Must Coordinate With Other PSAs

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Policy, (USD(P)), in coordination with the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L), shall manage the DoD security program for DoD nuclear reactors.

5.2. The Commanders of the Combatant Commands, through the Chairman of the Joint Chiefs of Staff shall provide standards and guidance on public affairs matters regarding nuclear reactors.

C2.1.5.6. PROCEDURES. Do NOT outline procedures in a DoD Directive.

C2.1.5.7. INFORMATION REQUIREMENTS (if applicable)

C2.1.5.7.1. In this section, identify forms, formats, reporting requirements or record-keeping systems for information that the Agency needs from the user. Also include statements about canceled information requirements.

C2.1.5.7.2. Refer to DoD Directive 8910.1 (reference (d)) for policies for managing and controlling information requirements.

C2.1.5.7.3. Use DoD 8910.1-M (reference (e)) for information on how you shall establish, revise, and cancel information requirements; obtain information from the public, non-DoD Federal Agencies, the DoD Components; and operate reports management programs. Contact the Director of Information Operations and Reports (DIOR), WHS, for help with information requirements.

C2.1.5.7.4. Use DoD Instruction 7750.7 (reference (f)) for information on policies for the DoD Forms Management Program. For help with forms, contact DIOR, WHS.

C2.1.5.7.5. Use DoD Directive 8320.1 and DoD 8320.1-M (references (g) and (h)) for information on policies and procedures for the DoD Data Elements and Codes Program. Contact the Office of the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence for help with data elements and codes.

C2.1.5.8. EFFECTIVE DATE. Use the phrase, "This Directive is effective immediately," unless you specify otherwise. (See figure C2.F9.)

Figure C2.F9. Samples of the Format of the EFFECTIVE DATE Section

Standard

6. **EFFECTIVE DATE** This Directive is effective immediately.

A Portion of the DoD Issuance With a Specific Designated Date

6. **EFFECTIVE DATE** The policy contained in this Directive is effective December 15, 2010. The remaining provisions of this Directive are effective immediately.

C2.1.5.9. Signature. The Secretary or the Deputy Secretary of Defense signs DoD Directives. Leave 5 blank line spaces for signature.

C2.1.5.10. Enclosures

C2.1.5.10.1. Use enclosures for material that you have not identified in the reference listing, but that you mentioned in the text of the issuance.

C2.1.5.10.2. They shall be originals or camera-ready copies.

C2.1.5.10.3. Other DoD issuances SHALL NOT be used as an enclosure.

C2.1.5.10.4. List the enclosures on the signature page.

C2.1.5.10.5. Continued references are enclosure 1.

C2.1.5.10.6. Definitions are enclosure 2.

C2.1.5.10.7. Align the words "Enclosures - 2" flush with the left margin, indenting the list in increments 1/4 of an inch.

C2.1.5.10.8. Identify the enclosures using an "E" before the enclosure number. For example, enclosure 1 is identified using "E1." preceding the title of the enclosure. (See figure C2.F10.)

C2.1.5.11. Attachments to Enclosures. List attachments on the last page of an enclosure in the same manner as listing enclosures at the end of the main body of the Directive. Attachments shall be originals or camera-ready copies. (See figure C2.F10.)

Figure C2.F10. Samples of How to List Enclosures and Attachments to a DoD Directive

Enclosures (Listed on the Last Page of the Directive)

Enclosures – 2
E1. References, continued
E2. Definitions

Attachments (Listed on the Last Page of the Enclosure to the Directive)

Attachments – 2
E1.A1. List of Military Postal ZIP Codes
E1.A2. List of Military Postal Addresses

C2.1.5.12. Use of "See." When "see" is used as directional material at the end of the sentence the phrase should be a stand-alone sentence and placed in parentheses. (See figure C2.F11.)

Figure C2.F11. Sample of the Use of the Word "See"

This policy shall be implemented. (See paragraph 3.5.)

C2.2. CHARTERS

The Director of Organizational and Management Planning (O&MP), in the Office of the DA&M, OSD, develops charters in coordination with the Principal and staff of the organization being addressed in the charter, or with the OSD PSA with oversight responsibility for the Agency, Activity, DoD Executive Agent, or other entity being addressed. Charters are published as DoD Directives and describe the management arrangements of OSD PSAs, Defense Agencies, DoD Field Activities, DoD Executive Agents, and other organizational entities, as required. Organizational charters define missions, functions, responsibilities, relationships, and authorities. Additionally, charters for boards, councils, and committees address administration and operations.

C2.3. STYLE AND FORMAT

C2.3.1. Writing Style

C2.3.1.1. Write DoD Directives clearly and concisely. Organize their contents to address what the readers know, what they do not know, what they shall do with the information, and the results they expect to gain. Apply the following general principles and grammar:

C2.3.1.1.1. Use short simple words and limit sentences to one thought. Keep sentences brief (average of 20 or fewer words).

C2.3.1.1.2. Use parallel construction (the same grammatical structure for similar or related ideas). (See figure C2.F12.)

Figure C2.F12. Example of Parallel Construction in DoD Directives

This Directive reissues reference (a) under the authority of reference (b) to:
1.1. Update DoD policy on personnel data.
1.2. Establish a personnel committee.
1.3. Designate Reserve component categories.

C2.3.1.1.3. Write in the active voice (name an actor with the action immediately after) because it is more direct and forceful; e.g., "The Chair shall forward one information copy of the board meeting minutes to the members."

C2.3.1.1.4. When possible, use paragraph headings to highlight important concepts so the reader may see at a glance what the paragraph is about. Avoid long, rambling, disjointed paragraphs, especially those with many subparagraphs.

C2.3.1.1.5. Helping Verbs. Use a helping verb to express the degree of obligation, as illustrated in the following table:

Table C2.T1. Use of Helping Verbs in DoD Directives

Helping Verbs	Degree of Restriction
Shall	Action is mandatory.
May	Action is optional.

C2.3.1.1.6. Gender-Specific Language. Use the phrase "he and she," rather than writing "he" or "she" separately as generic pronouns. (See Appendix 2.)

C2.3.1.1.7. Personal Pronouns. Do not use the personal pronouns "T" and "me."

C2.3.1.1.8. Abbreviations and Acronyms

C2.3.1.1.8.1. Write out the full name of any acronyms or abbreviations used and place the acronym or abbreviation in parentheses the first time it appears in the text, but only if you use it more than once. Generally, you should not use the articles "the," "a," and "an" before abbreviations and acronyms; e.g., write "OSD," and "MARS," not "the OSD" and "a MARS" when used as a unit modifier or adjective.

C2.3.1.1.8.2. Exceptions to subparagraph C2.3.1.1.8.1., above:

C2.3.1.1.8.2.1. Department of Defense and United States. When using those terms as adjectives, write the abbreviations without parentheses. Lower-case the "o" when using the acronym "DoD." When using them as nouns, spell them out and omit the abbreviations. For example, "It is DoD policy to rely on the assistance of civilian employees within the Department of Defense. This policy has been implemented throughout the United States."

C2.3.1.1.8.2.2. Chairman of the Joint Chiefs of Staff; Joint Chiefs of Staff; or Joint Staff. ALWAYS use "The Chairman of the Joint Chiefs of Staff" in DoD Directives. NEVER use the acronyms CJCS or JCS.

C2.3.1.1.8.2.3. OSD Principal Staff Assistants. (See subparagraph C1.2.10., above.)

C2.3.1.1.8.2.4. Always use "the" when referring to "DoD Components."

C2.3.2. Sources of English Usage. Use the following order of authority when you have questions on punctuation, capitalization, spelling, numerals, compound words, etc.:

C2.3.2.1. "List of Preferred Terms Used in DoD Issuances." (See Appendix 2.)

C2.3.2.2. "List of Hyphenated Unit Modifiers Used in DoD Issuances." (See Appendix 3.)

C2.3.2.3. United States Government Printing Office Style Manual and Word Division Supplement to that Manual[2] (current editions).

C2.3.2.4. Webster's New Collegiate Dictionary (current edition).

C2.3.2.5. The Chicago Manual of Style.[3]

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[2] Copies may be obtained via the Internet at http://www.access.gpo.gov/styleman

[3] Copies may be obtained via the Internet at http://www.bkstor.com

C2.3.3. Format

C2.3.3.1. Numbering System

C2.3.3.1.1. Always use the DoD Directives System numbering system to identify where you are in the Directive, especially when you are looking at the document on a computer screen. (See section C1.6., above.)

C2.3.3.1.2. Do not use tabs between section, paragraph, and subparagraph numbers and the text. Use two spaces.

C2.3.3.1.3. Do not use the automated feature to generate section, paragraph, and subparagraph numbers in Microsoft Word.

C2.3.3.1.4. Use the three identifiers in the numbering system of section, paragraph, and subparagraph. (See figure C2.F13.)

Figure C2.F13. Example of the Numbering System for DoD Directives and Instructions

1. **SECTION**
  1.1. **Paragraph**
    1.1.1. **Subparagraph**
      1.1.1.1. **Subparagraph**
        1.1.1.1.1. **Subparagraph**
          1.1.1.1.1.1. **Subparagraph**
            1.1.1.1.1.1.1. **Subparagraph**

C2.3.3.1.5. Indent each paragraph level every other tab, setting the first tab at .25. Do not use more than six tabs (no lower than the fifth subparagraph level).

C2.3.3.1.6. Implied Section. When there is no section heading, use an implied section concept. The paragraph number always starts at the second level of the numbering system regardless of whether or not you have a section heading.

C2.3.3.1.7. Enclosure Numbering. Apply the same numbering structure when identifying sections, paragraphs, or subparagraphs in an enclosure. Place an "E," showing that the information is in an enclosure, followed by the enclosure number, in front of the identifier. For example, when numbering an area in enclosure 1, place "E1." before the identifier.

C2.3.3.1.8. Attachment Numbering. Use the same numbering structure when identifying sections, paragraphs, or subparagraphs in an attachment to an

enclosure. Place an "E" and the enclosure number plus an "A" showing that the information is in an attachment to an enclosure, followed by the attachment number, in front of the identifier. For example, when numbering an area in attachment 1 to enclosure 1 place "E1.A1." before the identifier. (See figure C2.F13., above.)

C2.3.3.2. Page Numbering

C2.3.3.2.1. Center the page number 1/2 inch from the bottom of the page, beginning with page 1.

C2.3.3.2.2. Number the pages consecutively with Arabic numerals from page 1 through the end of the document.

C2.3.3.3. Underlining

C2.3.3.3.1. Underline headings of sections, paragraphs, subparagraphs, enclosures, and attachments in DoD Directives. Do not underline to show emphasis. Use CAPITAL letters to show emphasis.

C2.3.3.3.2. Underline definitions and their abbreviations or acronyms (but not the meanings) in the DEFINITIONS section or enclosure 2 (when the list of definitions exceeds a half page).

C2.3.3.3.3. Underline the titles of key officials in the RESPONSIBILITIES section (but not the word "The" that precedes titles). (See subparagraph C2.3.1.1.8.2.4., above.)

C2.3.3.4. Bold Type and Italics. Do NOT use bold type for emphasis in DoD Directives. Use CAPITAL letters to emphasize a word or words in the text of Directives. Do not use italics when issuing or reissuing a DoD Directive. Italics are only used when indicating changes to the issuance. (See Chapter 6.)

C2.3.3.5. Bullets and Dashes. Do NOT use bullets and dashes in DoD Directives. All material shall have text or numbered identification.

C2.3.3.6. Figures, Forms, Graphics, and Tables. Do NOT use figures, forms, graphics, or tables in the text of a DoD Directive.

C2.3.3.7. Footnotes and Notes. Use footnotes to indicate where the reader may obtain the document, if it is not readily available through the DoD Directives System. Place an Arabic superscript immediately after the material you are footnoting with no intervening space. Define the footnote at the bottom of the page. Do not use the term "NOTE:" in DoD Directives.

C2.3.3.8. Editing Symbols. Editing symbols are identified in Appendix 4.

C2.3.3.9. Change Bars. Use change bars in the margins of pages to identify changes on each line in DoD Directives.

C2.3.3.10. Companion DoD Instruction and/or Publication. When there is a companion DoD Instruction and/or Publication being processed during the same time as the DoD Directive, the Directive MUST be signed first. The DoD Instruction and/or Publication shall be held until AFTER the DoD Directive has been signed.

C2.4. CLASSIFIED DoD DIRECTIVES

C2.4.1. As prescribed by DoD 5200.1-R and DoD 5200.1-PH (references (i) and (j)), a classified DoD Directive shall follow these procedures:

C2.4.1.1. An abbreviated security classification of the DoD Directive shall precede the DoD issuance number (e.g., DoD Directive C-1234.5).

C2.4.1.2. The abbreviated security classification of the title is indicated in parentheses after the subject or title. When the subject or title is unclassified, place "(U)" at the end of it; if classified, use the applicable security classification symbol.

C2.4.1.3. The security classification is indicated for each section, paragraph, and subparagraph throughout the text.

C2.4.2. A classified DoD Directive shall be formatted in same manner as an unclassified DoD issuance.

C2.4.2.1. Place security classification markings at the top and bottom of each page indicating the highest security classification of the page, except page 1, which shall reflect the highest security classification used in the entire issuance. Use adhesive security classification labels or large type in capital letters, but do not stamp the security classification markings. You may indicate security markings in the header and footer of the DoD Directive.

C2.4.2.2. Annotate warning notices and restrictive markings, if necessary.

C2.4.2.3. Annotate the "Classified By" line and declassification and downgrading instructions at the bottom of the FIRST page of the issuance.

C2.4.3. For distribution of classified DoD issuances, see of Chapter 8.

Figure C2.F14. Sample DoD Directive

Department of Defense

DIRECTIVE

NUMBER 5200.33

June 24, 2002

ASD(C3I)

SUBJECT: Defense Courier Service (DCS)

References: (a) DoD Directive 5200.33, subject as above, December 7, 1994 (hereby canceled)
(b) Section 456 of title 10, United States Code
(c) DoD 5025.1-M, "DoD Directives System Procedures," August 15, 1994
(d) DoD 7000.14-R, "Department of Defense Financial Management Regulation," Volume 15, "Security Assistance Policy and Procedures," March 18, 1993
(e) through (g), see enclosure 1

1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues reference (a) to update policy and responsibilities for the Defense Courier Service (DCS) under reference (b).

1.2. Continues the designation of the Secretary of the Air Force (SecAF) as the "DoD Executive Agent" for the DCS, which is further delegated to the Commander, Air Mobility Command (CDR, AMC), who is subject to the authority, direction, and control of the Secretary of the Air Force.

1.3. Continues to authorize the publication of DoD 5200.33-R consistent with reference (c).

2. APPLICABILITY AND SCOPE

This Directive applies to:

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2.1. 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 in the Department of Defense (hereafter referred to collectively as "the DoD Components").

2.2. Non-DoD Agencies and Activities of the U.S. Government, U.S. Government contractors, foreign governments, and the North Atlantic Treaty Organization (NATO) that are seeking to use the services of the DCS.

3. POLICY

It is DoD policy that:

3.1. The DCS shall establish, staff, operate, and maintain an international network of couriers and courier stations for the expeditious, cost-effective, and secure transmission of qualified classified documents and material. In all instances, the security of documents or material shall be the primary objective.

3.2. The DoD Components and contractors, to the maximum extent possible, shall use the services of the DCS for transmission of qualified classified documents or material requiring escort or courier.

3.3. The DCS users shall ensure that only qualified classified material or shipments coordinated in advance with the Headquarters, DCS, are entered into the DCS system. Qualified and prohibited material are delineated in enclosure 2.

3.4. Outside the United States, qualified material shall be transported by the DCS only to or from those locations where the DCS shall have:

3.4.1. An established operational presence in support of U.S. Armed Forces.

3.4.2. A reasonable assurance that DCS material shall not be subject to search and seizure by foreign customs or other foreign officials. (The DCS transfers materials to the Department of State (DoS) for final delivery in foreign countries when that material is subject to search and seizure.)

3.5. Requests for expanding DCS service to other areas outside the United States shall be approved by the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence (ASD(C3I)).

3.6. DCS support during contingencies or hostilities shall be provided in accordance with requirements of the Chairman of the Joint Chiefs of Staff and the Commanders of the Combatant Commanders.

3.7. The DCS system shall provide "two person control" only for that nuclear command and control material delineated in guidance issued by the Chairman of the Joint Chiefs of Staff.

3.8. The Commander, DCS, shall be an officer (O-6 position) with selection made by the CDR, AMC. The normal tour of duty for that position shall be 3 years.

4. RESPONSIBILITIES

4.1. The Assistant Secretary of Defense for Command, Control, Communications, and Intelligence shall:

4.1.1. Provide security policy and oversee implementing procedural guidance for the DCS operation through issuance of DoD Instructions, Regulations and other guidance, as required.

4.1.2. Authorize exceptions to this Directive. That authority may be delegated to a single designee one level below that of the Office of the Secretary of Defense Principal Staff Assistant responsible for DoD courier policy.

4.2. The Secretary of the Air Force shall:

4.2.1. Serve as the DoD Executive Agent responsible for the DCS.

4.2.2. Re-delegate the management of the DCS within the Department of the Air Force to the CDR, AMC.

4.3. The Heads of the DoD Components shall:

4.3.1. Coordinate their courier requirements and priorities with the DCS, including requirements of their contractors and Foreign Military Sales (FMS), consistent with DoD 7000.14-R (reference (d)).

4.3.2. Program and budget for requirements and reimburse the DCS for all services provided, including special delivery services.

4.3.3. Provide support in emergency situations to DCS couriers necessary to safeguard DCS shipments, in accordance with DoD Instruction 4000.19 (reference (e)).

4.3.4. Assess the responsiveness of the DCS to their operational needs and advise the CDR, AMC of any problem areas.

4.4. The Secretaries of the Military Departments shall:

4.4.1. Ensure that qualified personnel are assigned expeditiously to carry out the DCS mission.

4.4.2. In coordination with the DCS, and in accordance with reference (g), provide, support, and maintain courier stations at locations determined to be consistent with mission requirements.

4.5. The Commander, Air Mobility Command, subject to the authority, direction, and control of the Secretary of the Air Force as the DoD Executive Agent for the Defense Courier Service shall:

4.5.1. Exercise the authority of that Combatant Command over the DCS.

4.5.2. Coordinate DCS operations with the other Combatant Commands and Defense Agencies.

4.5.3. Keep the ASD(C3I) informed, through the Chairman of the Joint Chiefs of Staff, of significant matters about DCS activities.

4.5.4. Provide advice and recommendations on responsibilities assigned to the DCS.

4.5.5. Establish program and budget requirements for normal operations and support costs on the DCS as part of the AMC Transportation Working Capital Fund.

4.5.6. Provide for movement of qualified DCS material during war, contingencies, and other emergencies in accordance with priorities established with supported activities.

4.6. The Commanders of the Combatant Commands shall:

4.6.1. Coordinate with host-nation officials to develop and implement procedures for the protection of DCS material from search and seizure by their customs or other Agency officials.

4.6.2. During wartime or contingency situations, identify priorities for material destined to his or her Combatant Command based on mission and operational requirements, and shall ensure that the DCS is accorded airlift priority to meet those requirements.

4.7. The Heads of the Non-DoD U.S. Government Departments and Agencies that use the Defense Courier Service shall:

4.7.1. Coordinate their courier requirements and priorities, including requirements of their sponsored contractors and the FMS, consistent with DoD 7000.14-R (reference (d)).

4.7.2. Provide support, in their respective fields of responsibility, to the Commander, DCS, as required to carry out the assigned mission of the DCS.

4.7.3. Assess the responsiveness of the DCS to their operational needs and advise the ASD(C3I) of any problem areas.

4.7.4. Budget for, and reimburse the DCS for, the services it provides, in accordance with 31 U.S.C. 1535 (reference (f)) unless otherwise provided by statute.

5. EFFECTIVE DATE

This Directive is effective immediately.

Paul Wolfowitz
Deputy Secretary of Defense

Enclosures - 2
E1. References, continued
E2. Qualified and Prohibited Material

E1. ENCLOSURE 1

REFERENCES, continued

(e) DoD Instruction 4000.19, "Interservice, and Intragovernmental Support," August 9, 1995
(f) Section 1535 of title 31, United States Code
(g) Section 812 of title 21, United States Code

E2. ENCLOSURE 2

QUALIFIED AND PROHIBITED MATERIAL

E2.1. QUALIFIED MATERIAL

The following categories of material qualify for DCS handling:

E2.1.1. DoD Material

E2.1.1.1. TOP SECRET information.

E2.1.1.2. Classified Cryptographic and Communications Security material.

E2.1.1.3. Classified Cryptologic material.

E2.1.1.4. Cryptographic keying material designated and marked "CRYPTO" by the National Security Agency.

E2.1.1.5. Sensitive Compartmented Information.

E2.1.1.6. Air and Spaceborne imagery material classified SECRET or higher.

E2.1.1.7. Controlled Cryptographic Items (CCI) for shipment when no other means of secure transportation is available.

E2.1.1.8. FMS material, if otherwise qualified.

E2.1.1.9. Any U.S. classified material that shall not be transmitted in U.S. custody by any other means.

E2.1.1.10. Single Integrated Operational Plan material and SECRET or more highly classified operational and/or targeting support material.

E2.1.1.11. End of Cruise Data Packages.

E2.1.1.12. SECRET collateral material for Intelligence Community customers to addresses to which they also are shipping other material that qualifies under this subparagraph.

E2.1.1.13. Technical Surveillance Countermeasures material.

C3. CHAPTER 3

DoD INSTRUCTIONS

C3.1. HOW TO PREPARE DoD INSTRUCTIONS

Organize DoD Instructions as follows:

C3.1.1. Headers

C3.1.1.1. Document Identification. On the first page, place the Instruction number in the upper right corner of the issuance. Below it, type your organization's abbreviation.

C3.1.1.2. Page Header. On page 2 through the last page of the Instruction, place the Instruction number 1/2 to 3/4 of an inch from the top of the page. Leave room for the full date after the Instruction number on all pages. Directives and Records Division, WHS staff shall place the date on all pages once the Instruction has been signed. (See header used in this Manual.)

C3.1.1.3. Instruction Number. The Directives and Records Division, WHS staff shall assign a new Instruction a number after the PSA has signed it. (See header on this page.)

C3.1.2. Subject Line

C3.1.2.1. Type the word "SUBJECT:" in all caps. Then, state the DoD Instruction's title in no more than three lines and in block style.

C3.1.2.2. Write out the full name of any acronyms or abbreviations used and place the acronym or abbreviation in parentheses. (See figure C3.F1.)

C3.1.2.3. Do not use the same subject line for more than one issuance.

Figure C3.F1. Sample of the SUBJECT Line

SUBJECT: Sample of the Subject Line of a DoD Issuance When the Subject has a Very Long Title

C3.1.3. References

C3.1.3.1. List references in the order they appear in the text.

C3.1.3.2. Use a maximum of six references on the first page. If there are more than six, place the first four on the first page and place the remaining references at enclosure 1. (See figure C3.F2.)

C3.1.3.3. When a DoD Instruction contains more than 26 references, use a double lettering system; e.g., aa - az followed by ba - bz, etc. Do not use triple letters. (See figure C3.F2.)

C3.1.3.4. When you are canceling one issuance with another, place the words "hereby canceled" in parentheses after the date of the document being canceled; e.g., DoD Instruction 3999.1, "Verification of Logistical Support Operations," April 1, 1989 (hereby canceled). DoD Instructions may not cancel DoD Directives.

C3.1.3.5. When a reissued DoD Instruction continues to authorize a DoD Publication, cite the Publication.

C3.1.3.6. Do not cite Military Department or joint-Service publications in DoD Instructions.

C3.1.3.7. Use a footnote to show readers precisely where to find documents that are not readily available to all users in the DoD Directives System.

C3.1.3.8. Do not list unpublished material, such as drafts and documents that usually are not available to readers.

C3.1.3.9. Do not list documents that you are in the process of canceling.

C3.1.3.10. References as Enclosures. Do not include any documents you list in the reference section as an enclosure.

C3.1.4. Legal Citations (in the reference listing)

C3.1.4.1. Use a DoD issuance as the reference citation when it has implemented an Executive Order or statute (Public Laws or section of the United States Code (U.S.C.)); e.g., use DoD Directive 5400.7, "DoD Freedom of Information Act Program," May 13, 1988.

C3.1.4.2. When the DoD issuance implements a section of the U.S.C., list the U.S.C. and its section; e.g., Section 1175 of title 10, United States Code. You may cite two or more sections; e.g., Sections 10605-10607 of title 42, United States Code. When more than one section of the U.S.C. is used, identify ALL sections in the reference listing (e.g., Sections 123, 789, 1001, and 4567 of title 10, United States Code).

C3.1.4.3. If the statute is not included in the U.S.C., list the public law citation and its section when it applies; e.g., Section 999 of Public Law 103-139, "Department of Defense Appropriations Act of 2010," November 11, 2010. Verify the proper statutory authority with the Office of the General Counsel, Department of Defense (OGC, DoD), during the drafting phase.

C3.1.4.4. Use the Code of Federal Regulations (CFR) citation when referencing a document that has been published in the CFR (e.g., Title 41, Code of Federal Regulations, Part 101.20, "Management of Buildings and Grounds," current edition). Use the Federal Register (FR) citation for documents that have been published in the FR but not in the CFR (e.g., 88 CFR 6789).

Figure C3.F2. Samples of the Format for Listing References

References Listed on the First Page

References: (a) DoD Directive 1234.5, "Computer Programming," April 2, 1999
(b) DoD Instruction 2345.6, "Software Planning," June 15, 2002
(c) Assistant Secretary of Defense Memorandum, "Improving the Use of Computers," September 12, 2005

First Page Reference List When There are 6 or More References

References: (a) DoD Directive 1234.5, "Computer Programming," April 2, 2001
(b) Chapter 30 of title 99, United States Code
(c) DoD Instruction 2345.6, "Software Planning," June 25, 2001
(d) Assistant Secretary of Defense Memorandum, "Improving the Use of Computers," September 12, 2001
(e) through (g), see enclosure 1

References, continued at Enclosure 1 (When There Are 6 or More References)

E1. ENCLOSURE 1

REFERENCES, continued

(e) Administrative Instruction Number 135, "How We List References," August 6, 1999
(f) Section 123 of title 10, United States Code
(g) DoD Directive 6543.2, "References Must be Listed as Shown, April 5, 1999

References, continued at Enclosure 1 (When There Are 26 or More References)

E1. ENCLOSURE 1

REFERENCES, continued

(aa) Administrative Instruction Number 135, "How We List References," August 6, 1999
(ab) Sections 123, 789, 1001, and 4567 of title 10, United States Code
(ac) DoD Directive 6543.2, "References Must be Listed as Shown," April 5, 1999

C3.1.5. Guidelines for Sections of DoD Instructions. Develop sections of DoD Instructions, as follows:

C3.1.5.1. REISSUANCE AND PURPOSE. (See figures C3.F3. and C3.F4.) Give the reason for the DoD Instruction and identify the following:

C3.1.5.1.1. State that the DoD Instruction reissues, supersedes, or replaces another one. DoD Instructions MAY NOT cancel DoD Directives.

C3.1.5.1.2. State that this DoD Instruction authorizes (or, continues to authorize) a DoD Publication.

C3.1.5.1.3. Identify any DoD Executive Agents who receive responsibilities in the Instruction.

C3.1.5.1.4. Identify any boards, panels; etc., that the DoD Instruction establishes.

Figure C3.F3. Samples of the Format for the PURPOSE Section

General

1. PURPOSE

This Instruction:

1.1. Implements Section 345 of reference (a).

1.2. Implements policy and assigns responsibilities under reference (b) for producing agricultural products.

Authorizes a DoD Publication

1. PURPOSE

This Instruction:

1.1. Implements policy and assigns responsibilities under reference (a) for producing agricultural products.

1.2. Authorizes the publication of DoD 8899.22-M, consistent with reference (b).

Establishes a Board

1. PURPOSE

This Instruction:

1.1. Implements policy and assigns responsibilities under reference (a) for producing agricultural products.

1.2. Establishes the DoD Agricultural Board.

Cancels the existing DoD Instruction and a Instruction with a Different Number

1. PURPOSE

This Instruction:

1.1. Replaces reference (a) and (b).

1.2. Implements policy and assigns responsibilities for administering the supply and maintenance program for tanks under reference (c).

Figure C3.F4. Samples of the Format for the REISSUANCE AND PURPOSE Section

General

1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues reference (a) to implement policy and assign responsibilities for the Carnegie Program under reference (b).

1.2. Continues to authorize the publication of DoD 8444.6-M, consistent with reference (c).

Reissues a DoD Instruction and Cancels a DoD Instruction

1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues reference (a) and cancels reference (b) under the authority of reference (c).

C3.1.5.2. APPLICABILITY AND SCOPE

C3.1.5.2.1. Identify to whom the Instruction applies. Use the standard wording for the APPLICABILITY section.

C3.1.5.2.2. The SCOPE must be in a separate paragraph or paragraphs and identifies other Agencies not listed in the standard paragraph in this section. (See figure C3.F5.)

Figure C3.F5. Samples of the APPLICABILITY and the APPLICABILITY AND SCOPE Section

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 Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as "the DoD Components").

Sample of Applicability and Scope that includes the Commissioned Corps of the Public Health and the National Atmospheric Administration

2. **APPLICABILITY AND SCOPE**

2.1. 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 Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

2.2. This Instruction also applies to the Commissioned Corps of the Public Health and the National Atmospheric Administration, under agreements with the Departments of Health and Human Services and Commerce.

C3.1.5.3. DEFINITIONS (if applicable)

C3.1.5.3.1. Define terms unique to this Instruction.

C3.1.5.3.2. List definitions in alphabetical order.

C3.1.5.3.3. Use Joint Pub 1-02[4] for military terms. Inform the Director, Directives and Records Division, WHS, about terms that do not appear in Joint Pub 1-02, but that you feel need to be there.

C3.1.5.3.4. If terms are less than half a page, list them in this section of the Instruction. Otherwise, list them in enclosure 2, unless you have no more than six references. Then, make the definitions page enclosure 1.

Figure C3.F6. Samples of the Format for the DEFINITIONS Section

Definitions that do not exceed half of a page

3. DEFINITIONS

3.1 Electromagnetic Compatibility (EMC). The ability of telecommunications equipment, subsystems, and systems to operate in their intended operational environments without suffering or causing unintentional, acceptable degradation because of EM radiation or response.

3.2. Telecommunication. Any transmission, emission, or reception of signs, signals, writings, images, sounds, or information of any nature by wire, radio, visual, or other EM system.

Statement used when definitions exceed half of a page

3. DEFINITIONS

Terms used in this Directive are defined in enclosure 2.

Statement used when definitions are defined in another document

3. DEFINITIONS

The following terms used in this Directive, are defined in Joint Pub 1-02 (reference (c)):

3.1 Command, control, and communications countermeasures.

3.2. Electronic warfare.

[4] Copies may be obtained, via Internet at http://www.dtic.mil/doctrine/jel/doddict/index.html

C3.1.5.4. POLICY. DoD Instructions contain brief policy statements which a higher-level document has already authorized. They shall be no more than one and two paragraphs long.

Figure C3.F7. Samples of the Format for the POLICY Section

General

4. **POLICY**

It is DoD policy, under 10 U.S.C. 1234 (reference (a)), that procedures be prescribed to administer the joint management task forces.

Policy Identified in another DoD Issuance

4. **POLICY**

This Instruction implements policy established in DoD Directive 6789.10.

C3.1.5.5. RESPONSIBILITIES

C3.1.5.5.1. Identify key officials who shall implement the policy and procedures that the DoD Instruction identifies. The originator of the DoD Instruction shall identify its organizational responsibilities first.

C3.1.5.5.2. In DoD Instructions, the Principal Staff Assistants (PSAs) assign responsibilities to the Deputy Under or Deputy Assistant Secretaries, the Directors of Defense Agencies, and the Directors of DoD Field Activities. The originating PSA may assign responsibilities to another DoD Component if a DoD Directive authorizes it.

C3.1.5.5.3. When an Instruction assigns responsibilities for an Assistant Secretary of Defense (ASD), name the Under Secretary of Defense (USD) who has authority over them. (See figure C3.F8.)

C3.1.5.5.4. An originating ASD may not assign responsibilities to a USD who is overseeing them; rather, the USD is responsible for and shall sign the Instruction.

Figure C3.F8. Samples of the Format for the RESPONSIBILITIES Section

Responsibilities of PSAs

5. RESPONSIBILITIES

Under the authority of DoD Directive 1234.56 (reference (a)):

5.1. The Under Secretary of Defense for Policy (USD(P)) shall develop overall security policy.

5.2. The Assistant Secretary of Defense (International Security Affairs) (ASD(ISA)) shall:

5.2.1. Develop procedures for news media coverage.

5.2.2. Review guidelines for the release of DoD information to the public.

5.3. The Assistant Secretary of Defense for Command, Control, Communications, and Intelligence (ASD(C3I)) shall coordinate information on secure communications.

5.4. The Assistant to the Secretary of Defense for Intelligence Oversight (ATSD(IO)) shall:

5.4.1. Serve as the advisor for issues on nuclear weapons security.

5.4.2. Provide representation on the Inter-Agency Advisory Committee.

5.5. The General Counsel of the Department of Defense (GC, DoD) shall provide advice and assistance on all legal matters.

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Policy (USD(P)), in coordination with the Under Secretary of Defense for Acquisition and Technology, shall manage the DoD security program for DoD nuclear reactors.

5.2. The Commanders of the Combatant Commands, through the Chairman of the Joint Chiefs of Staff shall provide standards and guidance on public affairs matters regarding nuclear reactors.

C3.1.5.6. PROCEDURES. In DoD Instructions, clearly outline procedures step by step, including how the user shall implement the policy. Be precise and clear so that the DoD Components do not need to prepare implementing or supplementing documents. (See figure C3.F14.)

C3.1.5.7. INFORMATION REQUIREMENTS (if applicable)

C3.1.5.7.1. In this section, identify forms, formats, reporting requirements or record-keeping systems for information that the Agency needs from the user. Also include statements about canceled information requirements.

C3.1.5.7.2. Refer to DoD Directive 8910.1 (reference (d)) for policies for managing and controlling information requirements.

C3.1.5.7.3. Use DoD 8910.1-M (reference (e)) for information on how you shall establish, revise, and cancel information requirements; obtain information from the public, non-DoD Federal Agencies, the DoD Components; and operate reports management programs. Contact the Director of Information Operations and Reports (DIOR), WHS, for help with information requirements.

C3.1.5.7.4. Use DoD Instruction 7750.7 (reference (f)) for information on policies for the DoD Forms Management Program. For help with forms, contact DIOR, WHS.

C3.1.5.7.5. Use DoD Directive 8320.1 and DoD 8320.1-M (references (g) and (h)) for information on policies and procedures for the DoD Data Elements and Codes Program. Contact the Office of the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence for help with data elements and codes.

C3.1.5.8. EFFECTIVE DATE. Use the phrase, "This Instruction is effective immediately," unless you specify otherwise. (See figure C3.F9.)

Figure C3.F9. Samples of the Format of the EFFECTIVE DATE Section

Standard

6. **EFFECTIVE DATE** This Instruction is effective immediately.

A Portion of the DoD Issuance is Effective on a Specific Calendar Date

6. **EFFECTIVE DATE** Subparagraph 4.1.3.4.4., above, is effective December 4, 2020. The remaining provisions of this Instruction are effective immediately.

C3.1.5.9. Signature. The PSAs sign DoD Instructions. Leave 5 blank line spaces for signature.

C3.1.5.10. Enclosures

C3.1.5.10.1. Use enclosures for material that you have not identified in the reference listing, but that you mentioned in the text of the issuance.

C3.1.5.10.2. They shall be originals or camera-ready copies.

C3.1.5.10.3. Other DoD issuances SHALL NOT be used as an enclosure.

C3.1.5.10.4. List the enclosures on the signature page.

C3.1.5.10.5. Continued references are enclosure 1.

C3.1.5.10.6. Definitions are enclosure 2.

C3.1.5.10.7. Align the words "Enclosures - 2" flush with the left margin, indenting the list in increments 1/4 of an inch.

C3.1.5.10.8. Identify the enclosures using an "E" before the enclosure number. For example, enclosure 1 is identified using "E1." preceding the title of the enclosure. (See figure C3.F10.)

C3.1.5.11. Attachments to Enclosures. List attachments on the last page of an enclosure in the same manner as listing enclosures at the end of the main body of the Instruction. Attachments shall be originals or camera-ready copies. (See figure C3.F10.)

Figure C3.F10. Samples of How to List Enclosures and Attachments to a DoD Instruction

Enclosures (Listed on the Last Page of the Instruction)

Enclosures – 2 E1. References, continued E2. Definitions

Attachments (Listed on the Last Page of the Enclosure to the Instruction)

Attachments – 2 E1.A1. List of Military Postal ZIP Codes E1.A2. List of Military Postal Addresses

C3.1.5.12. Use of "See." When "see" is used as directional material at the end of the sentence the phrase should be a stand-alone sentence and placed in parentheses. (See figure C3.F11.)

Figure C3.F11. Sample of the Use of the Word "See"

These procedures shall be implemented. (See paragraph 3.5.).

C3.2. STYLE AND FORMAT

C3.2.1. Writing Style

C3.2.1.1. Write DoD Instructions clearly and concisely. Organize their contents to address what the readers know, what they do not know, what they shall do with the information, and the results they expect to gain. Apply the following general principles and grammar:

C3.2.1.1.1. Use short simple words and limit sentences to one thought. Keep sentences brief (average of 20 or fewer words).

C3.2.1.1.2. Use parallel construction (the same grammatical structure for similar or related ideas). (See figure C3.F12.)

Figure C3.F12. Example of Parallel Construction in DoD Instructions

This Instruction reissues reference (a) under the authority of reference (b) to:
1.1. Update DoD procedures for processing on personnel data.
1.2. Establish a personnel committee.
1.3. Designate Reserve component categories.

C3.2.1.1.3. Write in the active voice (name an actor with the action immediately after) because it is more direct and forceful; e.g., "The Chair shall forward one information copy of the board meeting minutes to the members."

C3.2.1.1.4. When possible, use paragraph headings to highlight important concepts so the reader may see at a glance what the paragraph is about. Avoid long, rambling, disjointed paragraphs, especially those with many subparagraphs.

C3.2.1.1.5. Helping Verbs. Use a helping verb to express the degree of obligation, as illustrated in the following table:

Table C3.T1. Use of Helping Verbs in DoD Instructions

Helping Verbs	Degree of Restriction
Shall	Action is mandatory.
May	Action is optional.

C3.2.1.1.6. Gender-Specific Language. Use the phrase "he and she," rather than writing "he" or "she" separately as generic pronouns. (See Appendix 2.)

C3.2.1.1.7. Personal Pronouns. Do not use the personal pronouns "I" and "me."

C3.2.1.1.8. Abbreviations and Acronyms

C3.2.1.1.8.1. Write out the full name of any acronyms or abbreviations used and place the acronym or abbreviation in parentheses the first time it appears in the text, but only if you use it more than once. Generally, you should not use the articles "the," "a," and "an" before abbreviations and acronyms; e.g., write "OSD," and "MARS," not "the OSD" and "a MARS" when used as a unit modifier or adjective.

C3.2.1.1.8.2. Exceptions to subparagraph C3.2.1.1.8.1., above:

C3.2.1.1.8.2.1. Department of Defense and United States. When using those terms as adjectives, write the abbreviations without parentheses. Lower-case the "o" when using the acronym "DoD." When using them as nouns, spell them out and omit the abbreviations. For example, "It is DoD policy to rely on the assistance of civilian employees within the Department of Defense. This policy has been implemented throughout the United States."

C3.2.1.1.8.2.2. Chairman of the Joint Chiefs of Staff; Joint Chiefs of Staff; or Joint Staff. ALWAYS use "The Chairman of the Joint Chiefs of Staff" in DoD Instructions. NEVER use the acronyms CJCS or JCS.

C3.2.1.1.8.2.3. OSD Principal Staff Assistants. (See subparagraph C1.2.10., above.)

C3.2.1.1.8.2.4. ALWAYS use "the" when referring to "DoD Components."

C3.2.2. Sources of English Usage. Use the following order of authority when you have questions about punctuation, capitalization, spelling, numerals, compound words, etc.:

C3.2.2.1. "List of Preferred Terms Used in DoD Issuances." (See Appendix 2.)

C3.2.2.2. "List of Hyphenated Unit Modifiers Used in DoD Issuances." (See Appendix 3.)

C3.2.2.3. United States Government Printing Office Style Manual and Word Division Supplement to that Manual[5] (current editions).

C3.2.2.4. Webster's New Collegiate Dictionary (current edition).

C3.2.2.5. The Chicago Manual of Style.[6]

C3.2.3. Format

C3.2.3.1. Numbering System

C3.2.3.1.1. Always use the DoD Directives System numbering system to identify where you are in the Instruction, especially when you are looking at the document on a computer screen. (See section C1.6., above.)

C3.2.3.1.2. Do not use tabs between section, paragraph, and subparagraph numbers and the text. Use two spaces.

C3.2.3.1.3. Do not use the automated feature to generate section, paragraph, and subparagraph numbers in Microsoft Word.

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[5] Copies may be obtained via the Internet at http://www.access.gpo.gov/styleman

[6] Copies may be obtained via the Internet at http://www.bkstor.com

C3.2.3.1.4. Use the three identifiers in the numbering system of section, paragraph, and subparagraph. (See figure C1.F13.)

Figure C3.F13. Example of the Numbering System for DoD Instructions

1. **SECTION**
   1.1. **Paragraph**
      1.1.1. **Subparagraph**
         1.1.1.1. **Subparagraph**
            1.1.1.1.1. **Subparagraph**
               1.1.1.1.1.1. **Subparagraph**
                  1.1.1.1.1.1.1. **Subparagraph**

C3.2.3.1.5. Indent each paragraph level every other tab, setting the first tab at .25. Do not use more than six tabs (no lower than the fifth subparagraph level).

C3.2.3.1.6. Implied Section. When there is no section heading, use an implied section concept. The paragraph number always starts at the second level of the numbering system regardless of whether or not you have a section heading.

C3.2.3.1.7. Enclosure Numbering. Apply the same numbering structure when identifying sections, paragraphs, or subparagraphs in an enclosure. Place an "E," showing that the information is in an enclosure, followed by the enclosure number, in front of the identifier. For example, when numbering an area in enclosure 1, place "E1." before the identifier.

C3.2.3.1.8. Attachment Numbering. Use the same numbering structure when identifying sections, paragraphs, or subparagraphs in an attachment to an enclosure. Place an "E" and the enclosure number plus an "A" showing that the information is in an attachment to an enclosure, followed by the attachment number, in front of the identifier. For example, when numbering an area in attachment 1 to enclosure 1 place "E1.A1." before the identifier. (See figure C3.F13., above.)

C3.2.3.1.9. Figure and Table Numbering. The same rules apply for figures and tables. For figures an "F" is used. For tables a "T" is used. Place the number and title at the top of the figure or table.

C3.2.3.2. Page Numbering

C3.2.3.2.1. Center the page number 1/2 inch from the bottom of the page, beginning with page 1.

C3.2.3.2.2. Number the pages consecutively with Arabic numerals from page 1 through the end of the document.

C3.2.3.3. Underlining

C3.2.3.3.1. Underline headings of sections, paragraphs, subparagraphs, enclosures, attachments, figures, and tables in DoD Instructions. Do NOT underline to show emphasis. Use CAPITAL letters to show emphasis.

C3.2.3.3.2. Underline definitions and their abbreviations or acronyms (but not the meanings) in the DEFINITIONS section or enclosure 2 (when the list of definitions exceeds a half page).

C3.2.3.3.3. Underline the titles of key officials in the RESPONSIBILITIES section (but not the word "The" that precedes titles). (See subparagraph C3.2.1.1.8.2.4., above.)

C3.2.3.4. Bold Type and Italics. Do NOT use bold type for emphasis in DoD Instructions. Use CAPITAL letters to emphasize a word or words in the text of Instructions. Do NOT use italics when issuing or reissuing a DoD Instruction. Italics are only used when indicating changes to the issuance. (See Chapter 6.)

C3.2.3.5. Bullets and Dashes. Do NOT use bullets and dashes in DoD Instructions. All material shall have text or numbered identification.

C3.2.3.6. Figures, Graphics, and Tables. When figures, graphics, or tables are used:

C3.2.3.6.1. Place small figures, graphics, or tables on the same page close to the text they support. If a large figures, graphics, or tables are used in the issuance, place them on self-contained pages.

C3.2.3.6.2. Label, number as a figure or table, and refer to the figures and tables in the text.

C3.2.3.6.3. Photographs, other graphics, and artwork for DoD Instructions shall be submitted with the final DoD Instruction for publishing. Photographs smaller than 8 1/2- by 11-inches shall be affixed to pages as page layouts.

C3.2.3.6.4. Figures, graphics or tables shall NOT contain color.

C3.2.3.7. Forms. Camera-ready copies of DD and SD forms and good quality copies of other forms shall be submitted for publishing. Camera-ready copies of DD and SD forms are available from the DIOR, WHS. When a form is used as a graphic illustration, fill it out as an example to show how it shall be used. Use the most recent edition of the form.

C3.2.3.8. Footnotes and Notes. Use footnotes to indicate where the reader may obtain the document, if it is not readily available through the DoD Directives System. Place an Arabic superscript immediately after the material you are footnoting with no intervening space. Define the footnote at the bottom of the page. Do not use the term "NOTE:" in DoD Instructions.

C3.2.3.9. Editing Symbols. Editing symbols are identified in Appendix 4.

C3.2.3.10. Change Bars. Use change bars in the margins of pages to identify changes on each line in DoD Instructions.

C3.2.3.11. Companion DoD Directive. When there is a companion DoD Directive being processed during the same time as the DoD Instruction, the Directive MUST be signed first. The DoD Instruction shall be held until AFTER the DoD Directive has been signed.

C3.3. CLASSIFIED DoD INSTRUCTIONS

C3.3.1. As prescribed by DoD 5200.1-R and DoD 5200.1-PH (references (i) and (j)), a classified DoD Instruction shall follow these procedures:

C3.3.1.1. An abbreviated security classification of the DoD Instruction shall precede the DoD issuance number (e.g., DoD Instruction C-1244.5).

C3.3.1.2. The abbreviated security classification of the title is indicated in parentheses after the subject or title. When the subject or title is unclassified, place "(U)" at the end of it; if classified, use the applicable security classification symbol.

C3.3.1.3. The security classification is indicated for each section, paragraph, and subparagraph throughout the text.

C3.3.2. A classified DoD Instruction shall be formatted in same manner as an unclassified DoD issuance.

C3.3.2.1. The security classification markings at the top and bottom of each page indicating the highest security classification of the page, except page 1, which shall reflect the highest security classification used in the entire issuance. Use adhesive security classification labels or large type in capital letters, but do not stamp the security classification markings. You may indicate security markings in the header and footer of the DoD Instruction.

C3.3.2.2. Annotate warning notices and restrictive markings, if necessary.

C3.3.2.3. Annotate the "Classified By" line and declassification and downgrading instructions at the bottom of the FIRST page of the issuance.

C3.3.3. For distribution of classified DoD issuances, see Chapter 8.

Figure C3.F14. Sample DoD Instruction

Department of Defense

INSTRUCTION

NUMBER 6015.24

January 5, 2001

ASD(HA)

SUBJECT: Sizing of Graduate Medical Education (GME) and Program Closure Procedures

References: (a) Section 456 of title 10, United States Code
(b) DoD Directive 5136.1, "Assistant Secretary of Defense for Health Affairs (ASD(HA))," May 27, 1994

1. PURPOSE

This Instruction implements policy, assigns responsibilities and prescribes procedures under references (a) and (b) to close a GME program when a determination is made by the Services that such a program is no longer needed.

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. Graduate Medical Education (GME). Physician education beginning after graduation from medical school and providing clinical and instructional training in general and specialty practice. GME may have as its goal the accomplishment of board certification in a specialty (e.g., pediatrics or orthopedics) or proficiency in an area of operational expertise (e.g., aerospace medicine or tropical medicine).

1

3.2. Program Director (PD). The physician designated as the "PD." The PD has responsibility for all aspects of physician education in the confines of a specialty program.

3.3. Trainee. The physician participating as a student in the GME program, often referred to as an "intern," "resident," or "fellow," or defined by the year of participation in the program; e.g., "Postgraduate Year 1;" etc.

4. POLICY

It is DoD policy:

4.1. That the total proportion of active duty trainees to the total number of active duty physicians shall reflect requirements for training determined by the Services and validated by the Secretaries of the Military Services.

4.2. That when review of a medical department of a Military Service by the respective Surgeon General indicates that there may be excess physicians in training or excess training capacity, its GME training positions shall be adjusted, accordingly.

5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Health Affairs shall:

5.1.1. Monitor implementation of this Instruction and issue such additional direction and guidance as may be necessary.

5.1.2. Authorize exceptions if deemed necessary.

5.2. The Secretaries of the Military Departments shall implement the requirements of this Instruction through the Surgeons General of the Military Departments.

6. PROCEDURES

6.1. The following parameters shall be considered when deciding if a particular program or group of programs shall be maintained, changed, or closed:

6.1.1. The total number of physicians required by the Services in the specialty.

6.1.2. The accreditation status of the program. Strong consideration shall be given to maintaining a recent and fully accredited program over one on probation or facing reaccreditation.

6.1.3. Status of the military treatment facility (MTF) housing the program, such as whether it is scheduled for closing or redesignation as a community hospital or as an outpatient facility.

6.1.4. Relationship with other essential programs at the same facility, such as whether change or closure of the program will affect related or essential programs or whether changes in other programs affect the program. In cases (such as the National Capital Region and San Antonio) where GME programs are operated jointly by multiple facilities, consider also the relationship with programs at the affiliated facilities.

6.1.5. Participation in the program, including the extent to which the program has filled its residency positions every year for the past 4 years.

6.1.6. The cost of the program, including technology and equipment, special services, and ancillary requirements, and an assessment of the impact on the Defense Health Program budget.

6.1.7. Whether the training can be obtained more effectively through means other than the operation of a GME program at the facility.

6.1.8. Whether the MTF's beneficiary population provides the necessary clinical case mix to support the training program.

6.1.9. Impact on patient care at the MTF, including, where applicable, care under the "Specialized Treatment Services" or "Center of Excellence" programs.

6.1.10. Impact on readiness (both individual command and overall for the Service).

6.1.11. Impact on current trainees and provision for the completion of training for those trainees who shall be affected by a change in the program.

6.2. When an assessment using the parameters of section 6.1. indicates the appropriateness of closure of a GME program, the Military Department shall take the following steps:

6.2.1. The parent Service must coordinate with the Assistant Secretary of Defense for Health Affairs (ASD(HA)) and the TRICARE lead agent, including submission of a written summary of the assessment made.

6.2.2. The parent Service shall undertake a dialogue with the local community, the line commanders, and local legislators to ensure that they are fully informed of the plans and understand the need and rational for program closure.

6.2.3. The parent Service shall submit a plan for media management during and after announcement of program closure.

6.2.4. After coordination with the ASD(HA), the parent Service shall notify the Accreditation Council on GME, the PD, and the trainees of the action.

7. EFFECTIVE DATE

This Instruction is effective immediately.

J. Jarrett Clinton, MD, MPH
Acting Assistant Secretary of Defense
(Health Affairs)

C4. CHAPTER 4

DoD PUBLICATIONS

C4.1. HOW TO PREPARE DoD PUBLICATIONS

C4.1.1. Types of DoD Publications. The DoD Directives System identifies DoD Publications by letter suffixes. (See table C4.T1.)

Table C4.T1. Types of DoD Publications

Type	Suffix	Definition
Catalog	-C	A detailed listing that describes or indexes a collection of information.
Directory	-D	A list of information, such as addresses, functions, affiliations, usually in alphabetical order or by class.
Guide	-G	A DoD Publication that explains "how to" perform a certain task.
Handbook	-H	A concise reference book on technical, factual, or instructional material about a particular subject that is not likely to change.
Index	-I	An optional cross-reference tool that lists material to guide the user.
Inventory	-INV	A list that itemizes related material(s) or activities in a group.
List	-L	An itemized record or catalog of information.
Manual	-M	A document that outlines procedures and usually contains examples to help users perform specific tasks.
Module	-MOD	Specific learning objectives and activities that are self-instructional and self-paced. It may contain charts, graphs, fill-in blanks, and examples as learning aids.
Pamphlet	-PH	A DoD Publication having no more than 64 pages.
Plan	-P	A document that presents military details to prepare users in advance for an operation.
Regulation	-R	A document that implements, interprets, or prescribes procedures.
Standard	-STD	A DoD Publication containing technical directions and regulatory material.

C4.1.2. Organization of DoD Publications. Prepare DoD Publications, as follows. (See figure C4.F1.)

C4.1.2.1. Cover

C4.1.2.1.1. The originating OSD Component designs the cover. (See figure C4.F2.)

C4.1.2.1.2. Insert the following information:

C4.1.2.1.2.1. The DoD seal.

C4.1.2.1.2.2. The DoD Publication number (in the upper right corner). A DoD Publication carries the prefix "DoD" followed by its authorizing Directive or Instruction number, then a dash, and, finally, the capital letter identifying the type of DoD Publication; e.g., "DoD 5025.1-M." When you need to issue a Publication that has no authorizing issuance, an existing Directive or Instruction shall be changed to authorize it.

C4.1.2.1.2.3. A brief title in 10 words or less. Do not use the same title as the DoD Directive or Instruction that authorizes it.

C4.1.2.1.2.4. The date (month/day/year) the DoD Publication is signed.

C4.1.2.1.2.5. The name of the responsible OSD Component centered at the bottom of the cover.

C4.1.2.1.2.5.1. Use the title of the PSA signing the foreword on the cover.

C4.1.2.1.2.5.2. If a designated Deputy Under Secretary or Deputy Assistant Secretary signs the foreword, use the name of the Office of the PSA; e.g., Office of the Assistant to the Secretary of Defense for Public Affairs.

C4.1.2.1.2.5.3. If officials from different organizations sign the foreword, the names of their organizations shall appear on the cover.

Figure C4.F1. Parts of a DoD Publication

Front Cover
Foreword
Table of Contents
Reference List
Definitions
Abbreviations and Acronyms
Main Body of the Text
Figures
Tables
Appendices
Back Cover

Figure C4.F2. Sample DoD Publication Cover

DoD 1234.1-M

Insert DoD seal here

SAMPLE OF A
DoD PUBLICATIONS COVER

October 1, 2008
Assistant Secretary of Defense for
Command, Control, Communications, and Intelligence

C4.1.2.2. Front Matter. Use this to introduce the main parts of a DoD Publication. Type the Publication number on the first line in the upper right corner, 1/2 inch from the top of the page, with the date that is on the cover directly beside it (e.g., DoD 5025.1-M, October 1, 2001). Insert both on each page beginning with the front matter throughout the Publication. Number the pages consecutively throughout the Publication, beginning with page two, the foreword.

C4.1.2.2.1. Foreword. The PSAs or the designated Deputy Under Secretary or Deputy Assistant Secretary shall prepare the foreword on letterhead, and date (with month, day, and year) and sign it. (See figure C4.F3.) The cover shall have the same date as the foreword. (See figure C4.F2.) Use plain bond if officials from different organizations sign the foreword. In the foreword, you shall:

C4.1.2.2.1.1. Identify the authorizing DoD Directive or Instruction and state the purpose of the Publication.

C4.1.2.2.1.2. Include a cancellation statement if the DoD Publication reissues or incorporates other material, such as a DoD Instruction, or supersedes other documents. DoD Publications may not cancel or imply that they are canceling a DoD Directive. A DoD Publication may cancel and replace a DoD Instruction if the PSA who is responsible for the DoD Instruction signs the foreword.

C4.1.2.2.1.3. Include an applicability statement.

C4.1.2.2.1.4. Include an effective date.

C4.1.2.2.1.5. Identify a mailing address where users may send comments or recommended changes.

C4.1.2.2.1.6. Identify the Internet address where the DoD Publication is available. Also identify secondary distribution of the Publication, such as the Defense Technical Information Center or National Technical Information Service (when applicable). (See section C4.3., below, and Chapter 6.)

Figure C4.F3. Sample DoD Publication Foreword

[Use appropriate letterhead]

[Insert date]

FOREWORD

This Manual is issued under the authority of DoD Directive 1234.5, "Example of a DoD Publication," October 15, 2001. It prescribes the procedures on how to use an example.

DoD 1234.5-M, "Sample of a DoD Publication Foreword," October 1, 1998, is hereby canceled.

This Manual applies to the 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").

This Manual is effective immediately and is mandatory for use by all the DoD Components.

Send recommended changes to this Manual to the following address:

Office of the Assistant Secretary of Defense
(Command, Control, Communications, and Intelligence)
Office of Examples and Format, Room 7F345
9999 Defense Pentagon
Washington, DC 20301-9999

The DoD Components, other Federal Agencies, and the public may download this Manual from the Washington Headquarters Services web page at http://www.dtic.mil/whs/directives.

C4.1.2.2.2. Table of Contents. List the title and beginning page number of each part of the Publication. The table of contents shall not include title headings below the section level (unless there is no section level; in such case go no lower than the first main paragraph level). (See figure C4.F4.)

Figure C4.F4. Sample DoD Publication Table of Contents

DoD 5220.aa-M, January 1995

TABLE OF CONTENTS

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C4.1.2.2.3. Figures (if applicable). List the titles of diagrams and illustrations that appear in the Publication on the figure page and their page number. (See figure C4.F4.)

C4.1.2.2.4. Tables (if applicable). List the titles and page numbers for tables on the table page. (See figure C4.F4.)

C4.1.2.2.5. References

C4.1.2.2.5.1. List references in the order they appear in the text. All documents mentioned in the text shall be cited in the reference listing.

C4.1.2.2.5.2. When you are canceling one issuance with another, place the words "hereby canceled" in parentheses after the date of the document; e.g., DoD Instruction 3999.1, "Verification of Logistical Support Operations," April 1, 1998 (hereby canceled)." A DoD Publication may cancel a DoD Instruction or another DoD Publication. It is not authorized to cancel a DoD Directive.

C4.1.2.2.5.3. Do not cite Military Department or joint-Service publications in DoD Publications. If they implement a DoD issuance you may refer to them in the text of DoD Publications.

C4.1.2.2.5.4. Use a footnote to show readers precisely where they may find documents that are not readily available to all users in the DoD Directives System.

C4.1.2.2.5.5. Do not list unpublished material, such as drafts and documents that usually are not available to readers.

C4.1.2.2.5.6. Do not list documents that you are in the process of canceling.

C4.1.2.2.5.7. References as Appendices. Do not include any documents you list in the reference section as an appendix.

C4.1.2.2.6. Legal Citations (in the reference listing)

C4.1.2.2.6.1. Use a DoD issuance as the reference citation when it has implemented an Executive Order or statute (Public Laws or section of the (United States Code (U.S.C.)); e.g., use DoD Directive 5400.7, "DoD Freedom of Information Act Program," May 13, 1988.

C4.1.2.2.6.2. When the DoD issuance implements a section of the U.S.C., list the U.S.C. and its section; e.g., Section 1175 of title 10, United States Code. You may cite two or more sections; e.g., Sections 10605-10607 of title 42, United States Code. When more than one section of the U.S.C. is used, identify ALL sections in the reference listing (e.g., Sections 123, 789, 1001, and 4567 of title 10, United States Code).

C4.1.2.2.6.3. If the statute is not included in the U.S.C., list the public law citation and its section when it applies; e.g., Section 999 of Public Law 103-139, "Department of Defense Appropriations Act of 2010," November 11, 2010. Verify the proper statutory authority with the Office of the General Counsel, Department of Defense (OGC, DoD), during the drafting phase.

C4.1.2.2.6.4. Use the Code of Federal Regulations (CFR) citation when referencing a document that has been published in the CFR (e.g., Title 41, Code of Federal Regulations, Part 101.20, "Management of Buildings and Grounds," current edition). Use the Federal Register (FR) citation for documents that have been published in the FR but not in the CFR (e.g., 88 CFR 6789).

C4.1.2.2.7. Definitions (if applicable)

C4.1.2.2.7.1. Define terms unique to this Publication.

C4.1.2.2.7.2. List terms appearing in the DoD Publication with their meanings in alphabetical order.

C4.1.2.2.7.3. Use Joint Pub 1-02 for military terms. Inform the Director, Directives and Records Division, WHS, about terms that do not appear in the Joint Pub 1-02, but that you feel need to be there.

C4.1.2.2.7.4. When 1 page or less, include in the front matter. When more than 1 page, include as an appendix. For specific guidelines, see subparagraph C2.1.5.3., above, and figure C4.F4.

C4.1.2.2.8. Abbreviations and/or Acronyms (if applicable). When the Publication has a large number of abbreviations and/or acronyms, create an alphabetical list that identifies them. (See figure C4.F4.)

C4.1.2.2.9. Introduction (if applicable). You may include an introduction in the front matter if similar information does not appear in the foreword or the main body of the text. Include any introductory information within the first main body of the Publication (e.g., chapter, section, or part) rather than a separate entity in the front matter.

C4.1.2.2.10. Preface. Use a foreword instead of a preface.

C4.1.2.2.11. Acknowledgments. Do not include acknowledgments.

C4.1.2.2.12. Copyright Material. Only use copyright material with the copyright owner's written consent. You shall provide a copy of this to the Director, Directives and Records Division, WHS, before they may publish the DoD Publication.

C4.1.2.2.13. Disclaimers. Do not use disclaimers.

C4.1.2.3. Main Body. Divide this part into chapters followed by sections, each with subject headings. You may divide sections into paragraphs and subparagraphs.

C4.1.2.4. Back Matter

C4.1.2.4.1. Appendices. List appendices at the end of the table of contents. (See figure C4.F4.)

C4.1.2.4.2. Bibliographies. Only use bibliographies when you need to refer users to documents for additional reading. Do not refer to bibliographic entries in the text or list them as cited references. Do not include bibliographies as appendices.

C4.1.2.4.3. Index. Use an index to list key words in a DoD Publication with references to their section, paragraph, or subparagraph number. Include the heading, subheadings, cross-references, and their section, paragraph, or subparagraph numbers in each index entry. Identify the index at the end of the table of contents.

C4.2. STYLE AND FORMAT

C4.2.1. Writing Style

C4.2.1.1. Write DoD Publications clearly and concisely. Organize their contents to address what the readers know, what they do not know, what they shall do

with the information, and the results they expect to gain. Apply the following general principles and grammar:

C4.2.1.1.1. Use short simple words and limit sentences to one thought. Keep sentences brief (average of 20 or fewer words).

C4.2.1.1.2. Use parallel construction (the same grammatical structure for similar or related ideas).

C4.2.1.1.3. Write in the active voice (name an actor with the action immediately after) because it is more direct and forceful; e.g., "The Chair shall forward one information copy of the board meeting minutes to the members."

C4.2.1.1.4. When possible, use paragraph headings to highlight important concepts so the reader may see at a glance what the paragraph is about. Avoid long, rambling, and disjointed paragraphs, especially those with many subparagraphs.

C4.2.1.1.5. Helping Verbs. Use a helping verb to express the degree of obligation, as shown below in table C4.T2.

Table C4.T2. Use of Helping Verbs in DoD Publications

Helping Verb	Degree of Restriction
Shall	Action is mandatory.
May	Action is optional.

C4.2.1.1.6. Gender-Specific Language. Use the phrase "he and she," rather than writing "he" or "she" separately as generic pronouns. (See Appendix 2.)

C4.2.1.1.7. Personal Pronouns. Do not use the personal pronouns "I" and "me."

C4.2.1.1.8. Abbreviations and Acronyms

C4.2.1.1.8.1. Write out the full name of any acronyms or abbreviations used and place the acronym or abbreviation in parentheses the first time it appears in the text, but only if you use it more than once. Generally, do not use the articles "the," "a," and "an" before abbreviations and acronyms; e.g., write "OSD" and "MARS," not "the OSD" and "a MARS" when used as a unit modifier or adjective.

C4.2.1.1.8.2. Exceptions to subparagraph C4.2.1.1.8.1., above:

C4.2.1.1.8.2.1. Department of Defense and United States. When using those terms as adjectives, write the abbreviations without parentheses. Lower-case the "o" when using the acronym "DoD." When using them as nouns, spell them out and omit the abbreviations. For example, "It is DoD policy to rely on the assistance of civilian employees within the Department of Defense. This policy has been implemented throughout the United States."

C4.2.1.1.8.2.2. Chairman of the Joint Chiefs of Staff; Joint Chiefs of Staff; or Joint Staff. ALWAYS use "The Chairman of the Joint Chiefs of Staff" in DoD Publications. NEVER use the acronyms CJCS or JCS.

C4.2.1.1.8.2.3. OSD Principal Staff Assistants. Identify those OSD officials who are Presidential appointments, Assistants to the Secretary of Defense, and OSD Directors or equivalents who report directly to the Secretary or Deputy Secretary of Defense.

C4.2.1.1.8.2.4. ALWAYS use "the" when referring to "DoD Components."

C4.2.1.1.9. Policy. DoD Publication may contain a brief policy statement that is no more than one or two paragraphs long, which a higher-level document has already authorized.

C4.2.2. Sources of English Usage. Use the following order of authority when you have questions about punctuation, capitalization, spelling, numerals, and compound words, etc.:

C4.2.2.1. "List of Preferred Terms Used in DoD issuances." (See Appendix 2.)

C4.2.2.2. "List of Hyphenated Unit Modifiers Used in DoD Issuances." (See Appendix 3.)

C4.2.2.3. United States Government Printing Office Style Manual[7] and Word Division Supplement to that Manual (current editions).

C4.2.2.4. Webster's New Collegiate Dictionary (current edition).

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[7] Copies may be obtained via the Internet at http://www.access.gpo.gov/styleman

C4.2.2.5. The Chicago Manual of Style.[8]

C4.2.3. Format

C4.2.3.1. Numbering System

C4.2.3.1.1. Always use the DoD Directives System numbering system to identify where you are in the DoD Publication, especially when you are looking at the document on a computer screen. (See figure C4.F5.)

C4.2.3.1.2. Do not use tabs between section, paragraph, and subparagraph numbers and the text. Use two spaces.

C4.2.3.1.3. Do not use the automated feature to generate section, paragraph, and subparagraph numbers in Microsoft Word.

C4.2.3.1.4. Use the three identifiers in the numbering system of section, paragraph, and subparagraph shown in figure C4.F5., below.

Figure C4.F5. Example of the Numbering System for DoD Publications

C1.1. SECTION C1.1.1. Paragraph C1.1.1.1. Subparagraph C1.1.1.1.1. Subparagraph C1.1.1.1.1.1. Subparagraph C1.1.1.1.1.1.1. Subparagraph C1.1.1.1.1.1.1.1. Subparagraph	**Place a C, showing the information is in a chapter, followed by the chapter number, in front of the identifier.**

C4.2.3.1.5. Indent each paragraph level every other tab, setting the first tab at .25. Do not use more than six tabs (no lower than the fifth subparagraph level).

C4.2.3.1.6. Implied Section. When there is no section heading, use an implied section concept. The paragraph number always starts at the second level of the numbering system regardless of whether or not you have a section heading.

[8] Copies may be obtained via the Internet at http://www.bkstor.com

C4.2.3.1.7. Appendix Numbering. In DoD Publications, apply the same numbering structure when identifying sections, paragraphs, or subparagraphs in an appendix. Place an "AP" showing that the information is in an appendix, followed by the appendix number, in front of the identifier. For example, when numbering an area in Appendix 2, place "AP2." before the identifier.

C4.2.3.1.8. Attachment Numbering. Use the same numbering structure when identifying sections, paragraphs, or subparagraphs in an attachment to an appendix. Place an "AP" and the appendix number, plus an "A" showing that the information is in an attachment to an appendix, followed by the attachment number, in front of the identifier. For example, when numbering an area in Attachment 1 to Appendix 1, place "AP1.A1." before the identifier. (See figure C2.F5., above for sample attachment numbering.)

C4.2.3.1.9. Figure and Table Numbering. The same rules apply for figures and tables. For figures an "F" is used. For tables a "T" is used. (See figure C4.F4., above for examples of figure and table numbering in a table of contents.) Place the number and title at the top of the figure or table.

C4.2.3.2. Page Numbering

C4.2.3.2.1. Center the page number 1/2 inch from the bottom of the page, beginning with page 1. For DoD Publications, the cover is numbered as page 1.

C4.2.3.2.2. Number the pages consecutively with Arabic numerals from page one through the end of the document.

C4.2.3.3. Underlining

C4.2.3.3.1. Underline headings of chapters, sections, paragraphs, subparagraphs, appendices, figures, tables, and attachments in DoD Publications. Do not underline to show emphasis. Use all CAPITAL letters to show emphasis.

C4.2.3.3.2. Underline definitions and their abbreviations or acronyms (but not the meanings).

C4.2.3.3.3. Underline the titles of key officials in the RESPONSIBILITIES section (but not the word "The" that precedes titles or the abbreviation that follows).

C4.2.3.4. Bold Type and Italics. Do not use bold type for emphasis in DoD DoD Publications. Use CAPITAL letters to emphasize a word or words in the text of Publications. Do not use italics when issuing or reissuing a DoD Publication. Italics are only used when indicating changes to the issuance.

C4.2.3.5. Bullets and Dashes. Do NOT use bullets and dashes in DoD Publications.

C4.2.3.6. Figures, Graphics, and Tables. When figures, graphics, or tables are used:

C4.2.3.6.1. Place small figures, graphics, or tables on the same page close to the text they support. If large figures, graphics, or tables are used in the issuance, place them on self-contained pages.

C4.2.3.6.2. Label, number as a figure or table, and refer to the figures and tables in the text. (See subparagraph C4.2.3.1.9.)

C4.2.3.6.3. Photographs, other graphics, and artwork for DoD Publications shall be submitted with the final DoD Publication for publishing. Photographs smaller than 8 1/2- by 11-inches shall be affixed to pages as page layouts.

C4.2.3.6.4. Figures, graphics or tables shall NOT contain color.

C4.2.3.7. Forms. Camera-ready copies of DD and SD forms and good quality copies of other forms shall be submitted for publishing. Camera-ready copies of DD and SD forms are available from the DIOR, WHS. When a form is used as a graphic illustration, fill it out as an example to show how it shall be used. Use the most recent edition of the form.

C4.2.3.8. Footnotes and Notes. Use footnotes to indicate where the reader may obtain the document, if it is not readily available through the DoD Directives System. Place an Arabic superscript immediately after the material you are footnoting with no intervening space. Define the footnote at the bottom of the page. (See subparagraph C4.2.2.3., above, for an example.) Do not use the term "NOTE:" in DoD Publications.

C4.2.3.9. Editing Symbols. Editing symbols are identified in Appendix 4.

C4.2.3.10. Change Bars. Use change bars in the margins of pages to identify changes on each line in DoD Publications.

C4.3. CLASSIFIED DoD PUBLICATIONS

C4.3.1. As prescribed by DoD 5200.1-R and DoD 5200.1-PH (references (i) and (j)) a classified DoD Publication shall follow these procedures:

C4.3.1.1. An abbreviated security classification of the DoD Publication shall precede the DoD issuance number (e.g., DoD C-1244.5-R).

C4.3.1.2. The abbreviated security classification of the title is indicated in parentheses after the subject or title. When the subject or title is unclassified, place "(U)" at the end of it; if classified, use the applicable security classification symbol.

C4.3.1.3. The security classification is indicated for each section, paragraph, and subparagraph throughout the text.

C4.3.2. A classified DoD Publication shall be formatted in same manner as an unclassified DoD issuance.

C4.3.2.1. The security classification markings at the top and bottom of each page indicating the highest security classification of the page, except page 1, which shall reflect the highest security classification used in the entire issuance. Use adhesive security classification labels or large type in capital letters, but do not stamp the security classification markings. You may indicate security markings in the header and footer of the DoD Publication.

C4.3.2.2. Annotate warning notices and restrictive markings, if necessary.

C4.3.2.3. Annotate the "Classified By" line and declassification and downgrading instructions at the bottom of the FIRST page of the issuance.

C4.3.3. For distribution of classified DoD issuances, see Chapter 8.

C5. CHAPTER 5

ADMINISTRATIVE INSTRUCTIONS (AIs)

C5.1. HOW TO PREPARE AIs

Organize AIs as follows:

C5.1.1. Headers

C5.1.1.1. Document Identification. On the first page, type the words "ADMINISTRATIVE INSTRUCTION NO." in capital letters and the number as the first line of the issuance.

C5.1.1.2. Page Header. On page 2 through the last page of the AI, place the AI number ½ to ¾ of an inch from the top of the page. Leave room for the full date after the AI number on all pages. Directives and Records Division, WHS staff shall place the date on all pages on the AI has been signed. See header used in this Manual.

C5.1.1.3. The Directives and Records Division, WHS staff shall assign a new AI a number after the AI has been signed.

C5.1.2. Subject Line

C5.1.2.1. Type the word "SUBJECT" in all caps. Then, state the AI's title in no more than three lines and in block style. (See figure C5.F1.)

C5.1.2.2. Write out the full name of any acronyms or abbreviations used and place the acronym or abbreviation in parentheses.

C5.1.2.3. Do not use the same subject line for more than one issuance.

Figure C5.F1. Sample of the Subject Line

SUBJECT: Sample of the Subject Line of a DoD Issuance When the Subject has a Very Long Title

C5.1.3. References

C5.1.3.1. List references in the order they appear in the text.

C5.1.3.2. Use a maximum of six references on the first page. If there are more than six, place the first four on the first page and place the remaining references at enclosure 1. (See figure C5.F2.)

C5.1.3.3. When an AI contains more than 26 references, use a double lettering system; e.g., aa - az followed by ba - bz, etc. Do not use triple letters. (See figure C5.F2.)

C5.1.3.4. When you are canceling one AI with another, place the words "hereby canceled" in parentheses after the date of the document being canceled; e.g., Administrative Instruction 99, "Verification of Logistical Support," April 1, 1989 (hereby canceled). AIs may not cancel DoD Directives.

C5.1.3.5. Use a footnote to show readers precisely where to find documents that are not readily available to all users in the DoD Directives System.

C5.1.3.6. Do not list unpublished material, such as drafts and documents that usually are not available to readers.

C5.1.3.7. Do not list documents that you are in the process of canceling.

C5.1.3.8. <u>References as Enclosures</u>. Do not include any documents you list in the reference section as an enclosure.

C5.1.4. <u>Legal Citations</u> (in the reference listing)

C5.1.4.1. Use a DoD issuance as the reference citation when it has implemented an Executive Order or statute (Public Laws or section of the United States Code (U.S.C.)); e.g., use DoD Directive 5400.7, "DoD Freedom of Information Act Program," May 13, 1988.

C5.1.4.2. When the DoD issuance implements a section of the U.S.C., list the U.S.C. and its section; e.g., Section 1175 of title 10, United States Code. You may cite two or more sections; e.g., Sections 10605-10607 of title 42, United States Code. When more than one section of the U.S.C. is used, identify ALL sections in the reference listing (e.g., Sections 123, 789, 1001, and 4567 of title 10, United States Code).

C5.1.4.3. If the statute is not included in the U.S.C., list the public law citation and its section when it applies; e.g., Section 999 of Public Law 103-139, "Department of Defense Appropriations Act of 2010," November 11, 2010. Verify the proper statutory authority with the Office of the General Counsel, Department of Defense (OGC, DoD), during the drafting phase.

C5.1.4.4. Use the Code of Federal Regulations (CFR) citation when referencing a document that has been published in the CFR (e.g., Title 41, Code of Federal Regulations, Part 101.20, "Management of Buildings and Grounds," current edition). Use the Federal Register (FR) citation for documents that have been published in the FR but not in the CFR (e.g., 88 CFR 6789).

Figure C5.F2. Samples of the Format for Listing References

References Listed on the First Page

References: (a) DoD Directive 1234.5, "Computer Programming," April 2, 1999
(b) DoD Instruction 2345.6, "Software Planning," June 15, 2002
(c) Assistant Secretary of Defense Memorandum, "Improving the Use of Computers," September 12, 2005

First Page Reference List When There are 6 or More References

References: (a) DoD Directive 1234.5, "Computer Programming," April 2, 2001
(b) Chapter 30 of title 99, United States Code
(c) DoD Instruction 2345.6, "Software Planning," June 25, 2001
(d) Assistant Secretary of Defense Memorandum, "Improving the Use of Computers," September 12, 2001
(e) through (g), see enclosure 1

References, continued at Enclosure 1 (When There Are 6 or More References)

E1. ENCLOSURE 1

REFERENCES, continued

(e) Administrative Instruction Number 135, "How We List References," August 6, 1999
(f) Section 123 of title 10, United States Code
(g) DoD Directive 6543.2, "References Must be Listed as Shown, April 5, 1999

References, continued at Enclosure 1 (When There Are 26 or More References)

E1. ENCLOSURE 1

REFERENCES, continued

(aa) Administrative Instruction Number 135, "How We List References," August 6, 1999
(ab) Sections 123, 789, 1001, and 4567 of title 10, United States Code
(ac) DoD Directive 6543.2, "References Must be Listed as Shown," April 5, 1999

C5.1.5. Guidelines for Sections of an AI. Develop those sections of an AI as follows:

C5.1.5.1. REISSUANCE AND PURPOSE. (See figures C5.F3. and C5.F4.) Give the reason for the AI and state that the AI reissues, supersedes, or replaces another one. AIs may not cancel DoD Directives.

Figure C5.F3. Samples of the Format for the PURPOSE Section

General

1. **PURPOSE**

This Administrative Instruction:

1.1, Reissues reference (a).

1.2. Implements policy and assigns responsibilities under reference (b) for producing agricultural products.

1.3. Updates procedures and responsibilities for the selection of agricultural products

Cancels the existing AI and an AI with a Different Number

1. **PURPOSE**

This Administrative Instruction:

1.1. **Replaces reference (a) and (b).**

1.2. **Implements policy and assigns responsibilities under reference (b) for producing agricultural products.**

Figure C5.F4. Samples of the Format for the REISSUANCE AND PURPOSE Section

General

1. **REISSUANCE AND PURPOSE** **This Administrative Instruction:** **1.1. Reissues reference (a) to implement policy and assign responsibilities for the Civilian Exercise Program under reference (b).** **1.2. Continues to authorize the purchase of equipment, consistent with reference (c).**

Reissues a AI and Cancels a AI

1. **REISSUANCE AND PURPOSE** **This Administrative Instruction:** **1.1. Reissues reference (a) and cancels reference (b) under the authority of reference (c).**

C5.1.5.2. APPLICABILITY AND SCOPE

C5.1.5.2.1. Identify to whom the AI applies.

C5.1.5.2.2. The scope must be in a separate paragraph or paragraphs and identifies other Agencies not listed in the standard paragraph in this section. (See figure C5.F5.)

Figure C5.F5. Samples of the Format for the APPLICABILITY AND SCOPE Section

2. APPLICABILITY AND SCOPE

This Administrative Instruction applies to:

2.1. The Office of the Secretary of Defense (OSD) , Chairman, Joint Chiefs of Staff (Joint Staff), and all other activities deriving administrative support from Washington Headquarters Services (WHS) (hereafter referred to collectively as the "OSD Components").

2.2. Employees of OSD Component activities located outside the Washington metropolitan area shall receive counseling, rehabilitation services, and drug testing through their servicing civilian personnel office or under other applicable servicing agreements.

2. APPLICABILITY AND SCOPE

2.1. The Office of the Secretary of Defense (OSD) and the DoD Field Activities.

2. APPLICABILITY AND SCOPE

2.1. The Office of the Secretary of Defense (OSD) and the DoD Field Activities.

2.2. The Military Departments, the Chairman of the Joint Chiefs of Staff, the Defense Agencies, the specified joint-DoD Components in the National Capital Region (NCR), and all other organizational entities in the Department of Defense that receive administrative support from the Director of Washington Headquarters Services (WHS) under DoD Directive 5110.4 (hereafter referred to collectively as "the OSD and the WHS Components").

C5.1.5.3. DEFINITIONS (if applicable)

C5.1.5.3.1. Define terms unique to this AI.

C5.1.5.3.2. List definitions in alphabetical order.

C5.1.5.3.3. Use Joint Pub 1-02[9] for military terms. Inform the Director, Directives and Records Division, WHS, about terms that do not appear in Joint Pub 1-02, but that you feel need to be there.

C5.1.5.3.4. If terms are less than half a page, list them in this section of the AI. Otherwise, list them in enclosure 2, unless you have no more than six references. Then, make the definitions page enclosure 1.

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[9] Copies may be obtained, via Internet at http://www.dtic.mil/doctrine/jel/doddict/index.html

Figure C5.F6. Samples of the Format for the DEFINITIONS Section

Definitions that do not exceed half of a page

3. DEFINITIONS

3.1 Electromagnetic Compatibility (EMC). The ability of telecommunications equipment, subsystems, and systems to operate in their intended operational environments without suffering or causing unintentional, acceptable degradation because of EM radiation or response.

3.2. Telecommunication. Any transmission, emission, or reception of signs, signals, writings, images, sounds, or information of any nature by wire, radio, visual, or other EM system.

Statement used when definitions exceed half of a page

3. DEFINITIONS

Terms used in this Administrative Instruction are defined in enclosure 2.

Statement used when definitions are in defined another document

3. DEFINITIONS

The following terms used in this Administrative Instruction, are defined in Joint Pub 1-02 (reference (c)):

3.1 Command, control, and communications countermeasures.

3.2. Electronic warfare.

C5.1.5.4. POLICY. AIs contain brief policy statements that are no more than one and two paragraphs long, which a higher-level document has already authorized.

Figure C5.F7. Samples of the Format for the POLICY Section

General

4. **POLICY** **It is DoD policy under 10 U.S.C. 1234 (reference (a)), that procedures be prescribed to administer the joint management task forces.**

Policy Identified in another DoD Issuance

4. **POLICY** **This Administrative Instruction implements policy established in DoD Directive 6789.10.**

C5.1.5.5. RESPONSIBILITIES

C5.1.5.5.1. Identify key officials who shall implement policy and procedures that the AI identifies. The originator of the AI shall identify its organizational responsibilities first.

C5.1.5.5.2. In AIs, the Principal Staff Assistants (PSA) assigns responsibilities. The PSA may assign responsibilities to another DoD Component if a DoD Directive authorizes them to do so.

C5.1.5.5.3. When an AI assigns responsibilities for an Assistant Secretary of Defense (ASD), identify the Under Secretary of Defense (USD) who has authority over them. (See figure C5.F8.)

Figure C5.F8. Samples of the Format for the RESPONSIBILITIES Section

Responsibilities of PSAs

5. **RESPONSIBILITIES**

Under the authority of DoD Directive 1234.56 (reference (a)):

5.1. The Under Secretary of Defense for Policy (USD(P)) shall develop overall security policy.

5.2. The Assistant Secretary of Defense (International Security Affairs) (ASD(ISC)) shall:

5.2.1. Develop procedures for news media coverage.

5.2.2. Review guidelines for the release of DoD information to the public.

5.3. The Assistant Secretary of Defense for Command, Control, Communications, and Intelligence (ASD(C3I)) shall coordinate information on secure communications.

5.4. The Assistant to the Secretary of Defense for Intelligence Oversight (ATSD(IO)) shall:

5.4.1. Serve as the advisor for issues on nuclear weapons security.

5.4.2. Provide representation on the Inter-Agency Advisory Committee.

5.5. The General Counsel of the Department of Defense (GC, DoD)) shall provide advice and assistance on all legal matters.

5. **RESPONSIBILITIES**

5.1. The Under Secretary of Defense for Policy (USD(P)), in coordination with the Under Secretary of Defense for Acquisition Technology and Logistics (USD(AT&L)), shall manage the DoD security program for DoD nuclear reactors.

5.2. The Commanders of the Combatant Commands, through the Chairman of the Joint Chiefs of Staff shall provide standards and guidance on public affairs matters regarding nuclear reactors.

C5.1.5.6. PROCEDURES. In AIs, clearly outline procedures step by step, including how the user shall implement the policy. Be precise and clear so that the DoD Components do not need to prepare implementing or supplementing documents.

C5.1.5.7. INFORMATION REQUIREMENTS (if applicable)

C5.1.5.7.1. In this section, identify forms, formats, reporting requirements or record-keeping systems for information that the Agency needs from the user. Also include statements about canceled information requirements.

C5.1.5.7.2. Refer to DoD Directive 8910.1 (reference (d)) for policies for managing and controlling information requirements.

C5.1.5.7.3. Use DoD 8910.1-M (reference (e)) for information on how you shall establish, revise, and cancel information requirements; obtain information from the public, non-DoD Federal Agencies, the DoD Components; and operate reports management programs. Contact the Director of Information Operations and Reports (DIOR), WHS, for help with information requirements.

C5.1.5.7.4. Use DoD Instruction 7750.7 (reference (f)) for information on policies for the DoD Forms Management Program. For help with forms, contact DIOR, WHS.

C5.1.5.7.5. Use DoD Directive 8320.1 and DoD 8320.1-M (references (g) and (h)) for information on policies and procedures for the DoD Data Elements and Codes Program. Contact the Office of the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence for help with data elements and codes.

C5.1.5.8. EFFECTIVE DATE. Use the phrase, "This Administrative Instruction is effective immediately," unless you specify otherwise.

Figure C5.F9. Samples of the Format of the EFFECTIVE DATE Section

Standard

6. **EFFECTIVE DATE** This Administrative Instruction is effective immediately.

A Portion of the Administrative Instruction is Effective on a Specific Calendar Date

6. **EFFECTIVE DATE** Subparagraph 4.1.3.4.4., above, is effective December 4, 2020. The remaining provisions of this Administrative Instruction are effective immediately.

C5.1.5.9. Signature. The Director of Administration and Management or the Director, WHS, signs AIs.

C5.1.5.10. Enclosures. Use enclosures for material that you have not identified in the reference listing, but that you mentioned in the text of the issuance. They shall be originals or camera-ready copies. Other DoD issuances SHALL NOT be used as an enclosure. List the enclosures on the signature page. Continued references are enclosure 1, and definitions are enclosure 2. Align the words "Enclosures - 2" flush with the left margin, indenting the list in increments 1/4 of an inch. Identify the enclosures using an "E" before the enclosure number. For example, enclosure 1 is identified using "E1." preceding the title of the enclosure. (See figure C5.F10.)

C5.1.5.11. Attachments to Enclosures. List attachments on the last page of an enclosure in the same manner as listing enclosures at the end of the main body of the AI. Attachments shall be originals or camera-ready copies. (See figure C5.F10.)

Figure C5.F10. Samples of How to List Enclosures and Attachments to an AI

Enclosures (Listed on the Last Page of the AI)

Enclosures – 2
E1. References, continued
E2. Definitions

Attachments – 2
E1.A1. List of Military Postal ZIP Codes
E1.A2. DD Form 1234, "Sample DoD Form"

C5.1.5.12. Use of "See." When "see" is used as directional material at the end of the sentence the phrase should be a stand-alone sentence and placed in parenthesis. (See figure C5.F11.)

Figure C5.F11. Sample of the Use of the Word "See"

These procedures shall be implemented. (See paragraph 3.5.).

C5.2. STYLE AND FORMAT

C5.2.1. Writing Style

C5.2.1.1. Write AIs clearly and concisely. Organize their contents to address what the readers know, what they do not know, what they shall do with the information, and the results they expect to gain. Apply the following general principles and grammar:

C5.2.1.1.1. Use short simple words and limit sentences to one thought. Keep sentences brief (average of 20 or fewer words).

C5.2.1.1.2. Use parallel construction (the same grammatical structure for similar or related ideas). (See figure C5.F12.)

Figure C5.F12. Example of Parallel Construction in an AI

This AI reissues reference (a) under the authority of reference (b) to:

1.1. Update DoD procedures for processing personnel data.

1.2. Designate Reserve component categories.

C5.2.1.1.3. Write in the active voice (name an actor with the action immediately after) because it is more direct and forceful; e.g., "The Chair shall forward one information copy of the board meeting minutes to the members."

C5.2.1.1.4. When possible, use paragraph headings to highlight important concepts so the reader may see at a glance what the paragraph is about. Avoid long, rambling, disjointed paragraphs, especially those with many subparagraphs.

C5.2.1.1.5. Helping Verbs. Use a helping verb to express the degree of obligation, as illustrated in the following table:

Table C5.T1. Use of Helping Verbs in AIs

Helping Verbs	Degree of Restriction
Shall	Action is mandatory.
May	Action is optional.

C5.2.1.1.6. Gender-Specific Language. Use the phrase "he and she," rather than writing "he" or "she" separately as generic pronouns. (See Appendix 2.)

C5.2.1.1.7. Personal Pronouns. Do not use the personal pronouns "I" and "me."

C5.2.1.1.8. Abbreviations and Acronyms

C5.2.1.1.8.1. Write out the full name of any acronyms or abbreviations used and place the acronym or abbreviation in parentheses the first time it appears in the text, but only if you use it more than once. Generally, you should not use the articles "the," "a," and "an" before abbreviations and acronyms; e.g., write "OSD," and "MARS," not "the OSD" and "a MARS" when used as a unit modifier or adjective.

C5.2.1.1.8.2. Exceptions to subparagraph C5.2.1.1.8.1., above:

C5.2.1.1.8.2.1. Department of Defense and United States. When using those terms as adjectives, write the abbreviations without parentheses. Lower-case the "o" when using the acronym "DoD." When using them as nouns, spell them out and omit the abbreviations. For example, "It is DoD policy to rely on the assistance of civilian employees within the Department of Defense. This policy has been implemented throughout the United States."

C5.2.1.1.8.2.2. Chairman of the Joint Chiefs of Staff; Joint Chiefs of Staff; or Joint Staff. ALWAYS use "The Chairman of the Joint Chiefs of Staff" in AIs. NEVER use the acronyms CJCS or JCS.

C5.2.1.1.8.2.3. OSD Principal Staff Assistants. See paragraph C1.2.10., above.

C5.2.1.1.8.2.4. ALWAYS use "the" when referring to "DoD Components."

C5.2.2. Sources of English Usage. Use the following order of authority when you have questions about punctuation, capitalization, spelling, numerals, compound words, etc.:

C5.2.2.1. "List of Preferred Terms Used in DoD Issuances." (See Appendix 2.)

C5.2.2.2. "List of Hyphenated Unit Modifiers Used in DoD Issuances." (See Appendix 3.)

C5.2.2.3. United States Government Printing Office Style Manual and Word Division Supplement to that Manual[10] (current editions).

C5.2.2.4. Webster's New Collegiate Dictionary (current edition).

C5.2.2.5. The Chicago Manual of Style.[11]

C5.2.3. Format

C5.2.3.1. Numbering System

C5.2.3.1.1. Always use the DoD Directives System numbering system to identify where you are in the AI, especially when you are looking at the document on a computer screen.

C5.2.3.1.2. Do not use tabs between section, paragraph, and subparagraph numbers and the text. Use two spaces.

C5.2.3.1.3. Do not use the automated feature to generate section, paragraph, and subparagraph numbers in Microsoft Word.

C5.2.3.1.4. Use the three identifiers in the numbering system of section, paragraph, and subparagraph. (See figure C5.F13.)

Figure C5.F13. Example of the Numbering System for AIs

1. **SECTION**
1.1. **Paragraph**
1.1.1. **Subparagraph**
1.1.1.1. **Subparagraph**
1.1.1.1.1. **Subparagraph**
1.1.1.1.1.1. **Subparagraph**
1.1.1.1.1.1.1. **Subparagraph**

C5.2.3.1.5. Indent each paragraph level every other tab, setting the first tab at .25. Do not use more than six tabs (no lower than the fifth subparagraph level).

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[10] Copies may be obtained via the Internet at http://www.access.gpo.gov/styleman

[11] Copies may be obtained via the Internet at http://www.bkstor.com

C5.2.3.1.6. Implied Section. When there is no section heading, use an implied section concept. The paragraph number always starts at the second level of the numbering system regardless of whether or not you have a section heading.

C5.2.3.1.7. Enclosure Numbering. Apply the same numbering structure when identifying sections, paragraphs, or subparagraphs in an enclosure. Place an "E" showing that the information is in an enclosure, followed by the enclosure number, in front of the identifier. For example, when numbering an area in enclosure 1, place "E1." before the identifier. (See figure C5.F10., above.)

C5.2.3.1.8. Attachment Numbering. Use the same numbering structure when identifying sections, paragraphs, or subparagraphs in an attachment to an enclosure. Place an "E" and the enclosure number plus an "A" showing that the information is in an attachment to an enclosure, followed by the attachment number, in front of the identifier. For example, when numbering an area in attachment 1 to enclosure 1 place "E1.A1." before the identifier. (See figure C5.F10., above.)

C5.2.3.1.9. Figure and Table Numbering. The same rules apply for figures and tables. For figures an "F" is used. For tables a "T" is used. Place the number and title at the top of the figure or table.

C5.2.3.2. Page Numbering

C5.2.3.2.1. Center the page number 1/2 inch from the bottom of the page, beginning with page 1.

C5.2.3.2.2. Number the pages consecutively with Arabic numerals from page 1 through the end of the document.

C5.2.3.3. Underlining

C5.2.3.3.1. Underline headings of sections, paragraphs, subparagraphs, enclosures, attachments, figures, and tables in AIs. Do not underline to show emphasis. Use CAPITAL letters to show emphasis.

C5.2.3.3.2. Underline definitions and their abbreviations or acronyms (but not the meanings) in the DEFINITIONS section or enclosure 2 (when the list of definitions exceeds a half page).

C5.2.3.3.3. Underline the titles of key officials in the RESPONSIBILITIES section (but not the word "The" that precedes titles). (See subparagraph C5.1.5.5., above.)

C5.2.3.4. Bold Type and Italics. Do not use bold type for emphasis in AIs. Use CAPITAL letters to emphasize a word or words in the text of AIs. Do not use italics when issuing or reissuing an AI. Italics are only used when indicating changes to the issuance. (See Chapter 6.)

C5.2.3.5. Bullets and Dashes. Do NOT use bullets and dashes in AIs. All material shall have text or numbered identification.

C5.2.3.6. Figures, Graphics, and Tables. When figures, graphics, or tables are used:

C5.2.3.6.1. Place small figures, graphics, or tables on the same page close to the text they support. If a large figures, graphics, or tables are used in the issuance, place them on self-contained pages.

C5.2.3.6.2. Label, number as a figure or table, and refer to the figures and tables in the text.

C5.2.3.6.3. Photographs, other graphics, and artwork for AIs shall be submitted with the final AI for publishing. Photographs smaller than 8 1/2- by 11-inches shall be affixed to pages as page layouts.

C5.2.3.6.4. Figures, graphics or tables shall NOT contain color.

C5.2.3.7. Forms. Camera-ready copies of DD and SD forms and good quality copies of other forms shall be submitted for publishing. Camera-ready copies of DD and SD forms are available from the DIOR, WHS. When a form is used as a graphic illustration, fill it out as an example to show how it shall be used. Use the most recent edition of the form.

C5.2.3.8. Footnotes and Notes. Use footnotes to indicate where the reader may obtain the document, if it is not readily available through the DoD Directives System. Place an Arabic superscript immediately after the material you are footnoting with no intervening space. Define the footnote at the bottom of the page. Do not use the term "NOTE:" in AIs.

C5.2.3.9. Editing Symbols. Editing symbols are identified in Appendix 4.

C5.2.3.10. Change Bars. Use change bars in the margins of pages to identify changes on each line in AIs. (See Chapter 6.)

C5.3. CLASSIFIED AIs

C5.3.1. As prescribed by DoD 5200.1-R and DoD 5200.1-PH (references (i) and (j)) a classified AI shall follow these procedures:

C5.3.1.1. An abbreviated security classification of the AI shall precede the DoD issuance number (e.g., AI C-124).

C5.3.1.2. The abbreviated security classification of the title is indicated in parentheses after the subject or title. When the subject or title is unclassified, place "(U)" at the end of it; if classified, use the applicable security classification symbol.

C5.3.1.3. The security classification is indicated for each section, paragraph, and subparagraph throughout the text.

C5.3.2. A classified AI shall be formatted in same manner as an unclassified DoD issuance.

C5.3.2.1. The security classification markings at the top and bottom of each page indicating the highest security classification of the page, except page 1, which shall reflect the highest security classification used in the entire issuance. Use adhesive security classification labels or large type in capital letters, but do not stamp the security classification markings. You may indicate security markings in the header and footer of the AI.

C5.3.2.2. Annotate warning notices and restrictive markings, if necessary.

C5.3.2.3. Annotate the "Classified By" line and declassification and downgrading instructions at the bottom of the FIRST page of the issuance.

C5.3.3. For distribution of classified DoD issuances, see Chapter 8.

Figure C5.F14. Sample AI

DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155

November 23, 1999

ADMINISTRATIVE INSTRUCTION NO. 103

SUBJECT: Exhibits and Signs in the Renovated Pentagon and Pentagon Reservation

References: (a) Section 456 of title 10, United States Code
(b) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 1998

1. PURPOSE

This Instruction:

1.1. Establishes the policy, procedures and responsibilities for all exhibits and signs in the renovated Pentagon and on the Pentagon Reservation.

1.2. Describes the type of exhibits that are permitted, the approval process, and responsibility for the exhibits' funding and maintenance.

1.3. Describes space in the Pentagon where the Pentagon Building Management Office (PBMO), the Pentagon Renovation Program Office, and tenant activities are responsible for providing and maintaining signs.

2. APPLICABILITY

This Instruction applies to:

2.1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, 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 as "the DoD Components").

2.2. Private organizations, tenants who occupy space on the Pentagon Reservation, and other Government organizations that desire to erect exhibits at the Pentagon.

3. DEFINITIONS

3.1. Agency Space. Space used by one Agency only and does not include any public space.

3.2. Exhibit. A fixed, freestanding, portable, wall-mounted, built-in, permanent or temporary display that provides information about the DoD mission to occupants and visitors of the Pentagon. Exhibits are either temporary or permanent.

3.2.1. Temporary exhibits are those that remain on display for a specified period of time, usually not to exceed one month.

3.2.2. Permanent exhibits are those that remain on display indefinitely.

3.3. Public Space. Public access space, such as corridors, walkways, throughways, hallways, and stairways.

4. POLICY

It is DoD policy that:

4.1. Standard and nonstandard exhibits and signs in the renovated Pentagon must be approved by the PBMO through the DD Form 2798 (Application/Permit for Use of Space on the Pentagon Reservation) (see enclosure 1) process and that exhibits and signs adhere to the standards and criteria established by the Pentagon Corridor Committee (PCC) (see enclosure 2).

4.2. All exhibits and signs in renovated space shall comply with all applicable State and building codes. In addition, they shall comply with the Americans with Disabilities Act (ADA) (reference (a)), which requires Agencies to provide access for individuals with physical and other disabilities.

4.4. Proposed exhibits shall be approved during a design review that includes an evaluation of the exhibits craftsmanship, materials, content, and overall appearance in order to meet the requirements of this Instruction.

4.5. The sponsoring Agency (i.e., the Agency to which the exhibit belongs) shall maintain the content of permanent exhibits' and the overall appearance and timeliness of exhibited materials. Agencies may provide funds for the PBMO to clean exhibits and replace lights, as needed.

4.6. Tenant space build-out plans for renovated space shall identify which space may be used by the Agency for display purposes.

4.7. The Pentagon Renovation Program Office shall provide and update Agency signs in renovated public space until it is turned over to PBMO.

4.8. The PBMO shall maintain all building signs in public spaces. Public space signs will include, but shall not be limited to, signs denoting rings and corridors, elevators, escalators, stairs, telephones, telephone closets, mechanical rooms, fire extinguishers, fire cabinets, rest rooms, vending areas, and locator maps and signs.

4.9. After the Pentagon Renovation Program Office turns space over to the PBMO, Agencies shall maintain Agency signs in public space according to the standards identified in enclosure 2.

5. RESPONSIBILITIES

5.1. The Director, Washington Headquarters Services (WHS) shall maintain oversight and cognizance of exhibits and signs in the Pentagon.

5.2. The Pentagon Corridor Committee (PCC) shall:

5.2.1. Establish standard size, color, and design criteria for all exhibits and signs in the renovated Pentagon in coordination with Pentagon Renovation Program Office and augment existing standards and criteria for tenant occupancy plans, where required.

5.2.2. Approve or disapprove requests for nonstandard signs or requests for new, changed, or relocated exhibits, including appeal requests, based on the criteria in enclosure 2.

5.3. The Pentagon Building Management Office (PBMO) shall:

5.3.1. Procure, in coordination with the Pentagon Renovation Program Office, signs for renovated public space in the Pentagon.

5.3.2. Maintain all building signs in public space, as indicated in enclosure 2, paragraph E2.2.2., after Pentagon Renovation Program Office turns the renovated space over to PBMO.

5.3.3. Fund all new or changed public area signs, except Agency signs.

5.3.4. On a cost-reimbursable basis, procure signs for Agencies, when requested, beyond those procured by the Pentagon Renovation Project Office (e.g., replacement signs or signs for new doors.).

5.3.5. Review and recommend approval or disapproval of requests for new and relocated exhibits and nonstandard signs, using the criteria in enclosure 2, and forward the recommendation to the PCC.

5.4. The Pentagon Renovation Program Office shall:

5.4.1. Procure all initial signs in public space, including Agency signs.

5.4.2. Coordinate with the PBMO on requests to provide signs in renovated public space.

5.4.3. Establish contracts for the initial building of exhibit cabinetry for tenants.

5.5. The Tenant Agencies shall:

5.5.1. Prior to acceptance of renovated space, provide a tenant occupancy plan that includes a description of the Agency's planned usage of signs and any exhibits.

5.5.2. Prior to occupancy, provide DD Form 2798 to the PBMO for the use of public space for exhibits and nonstandard signs.

5.5.3. Update Agency signs in public space and comply with requirements for standardized signs in public space, according to enclosure 2.

6. PROCEDURES

6.1. The requesting Agency shall submit all requests for new or relocated exhibits and nonstandard signs to the PBMO. Requests must include the following:

6.1.1. DD Form 2798, signed by the sponsoring Agency's General Officer or civilian equivalent.

6.1.2. A memorandum on letterhead stationery with:

6.1.2.1. A narrative description of the exhibit.

6.1.2.2. A statement of how the exhibit relates to the Agency mission.

6.1.2.3. Agency certification that it shall bear the financial responsibility of maintaining the exhibit and any expenses and repairs associated with its removal.

6.1.2.4. Points of contact for the sponsoring and requesting Agencies.

6.1.2.5. Drawings, photographs or other descriptive material of the exhibit and its proposed location.

6.1.3. If the applicant represents an Agency, a letter or other documentation that, the applicant has authority to represent the Agency.

6.2. The PBMO shall review requests for nonstandard signs, approve or disapprove the requests in coordination with the Pentagon Renovation Program Office and notify the requesting Agency of its determination.

6.3. The PBMO shall forward all requests for new, relocated or revised exhibits to the PCC. The PCC shall review the requests, approve or disapprove them based on the criteria at enclosure 2, and notify the requesting Agency of its determination.

7. INFORMATION REQUIREMENTS

DD Form 2798, "Application/Permit for Use of Space on the Pentagon Reservation" referred to in this Instruction is exempt from licensing in accordance with paragraph C4.4.2. of DoD 8910.1-M (reference (b)).

8. INTERNET AVAILABILITY OF DD FORM 2798

DD Form 2798 is available on the Internet under Defense Link, Publications.

9. EFFECTIVE DATE

This Instruction is effective immediately.

D. O. Cooke, Director
Washington Headquarters Services

Enclosures - 2

E1. DD Form 2798, "Application/Permit for Use of Space on the Pentagon Reservation"

E2. Standards and Design Criteria for Exhibits and Signs

E1. ENCLOSURE 1

DD FORM 2798

APPLICATION/PERMIT FOR USE OF SPACE ON THE PENTAGON RESERVATION

INSTRUCTIONS

Type or print in ink. Attach this request to a cover letter which includes information required by Part II of the "Exhibits, Displays, Performances, Special Events, and Ceremonies Policies, Procedures, and Guidelines." Include copies, samples, drawings, and descriptions of the materials to be displayed or distributed. Failure to complete this form wil delay the issuance of a permit and could result in a denial of the permit requested. See Conditions on back.

SECTION I *(To be completed by applicant)*

1. APPLICANT

a. NAME	b. ORGANIZATION
Jane Doe	WHS/RE&F

c. ADDRESS *(Include Room Number)*
WHS, Real Estate and Facilities, 1155 Defense Pentagon, Washington,D.C. Room 4A129

d. TELEPHONE NUMBER *(Include Area Code)*	e. FAX NUMBER *(Include Area Code)*	f. E-MAIL ADDRESS
703 693-3768	703 695-3896	JDoe@pentagon.mil

IF APPLICANT WILL ACT ON HIS/HER OWN BEHALF, GO TO ITEM 3.

2. ORGANIZATION SPONSORING, PROMOTING, OR CONDUCTING THE PROPOSED ACTIVITY

a. ORGANIZATION NAME	b. NAME OF AUTHORIZED REPRESENTATIVE	c. TITLE
WHS/RE&F	Allen Smith	Budget Analyst

d. ADDRESS *(Include Room Number)*
WHS/Real Estate and Facilities, 1155 Defense Pentagon, Washington, D.C. Room 4A129

e. TELEPHONE NUMBER *(Include Area Code)*	f. FAX NUMBER *(Include Area Code)*	g. E-MAIL ADDRESS
703 693-3770	703 695-3896	ASmith@pentagon.mil

3. DETAILED DESCRIPTION OF PROPOSED ACTIVITY, INCLUDING EXACT LOCATION *(Cover letter may be used)*

[X] TEMPORARY EXHIBIT [ ] PERMANENT EXHIBIT [ ] CEREMONY [ ] PERFORMANCE [ ] SPECIAL EVENT

DESCRIPTION:
See Attached Cover Letter

4. APPROXIMATE NUMBER OF PERSONS TO BE ENGAGED IN THE ACTIVITY

2,000

5. PROPOSED DATES AND HOURS OF THE ACTIVITY

[ ] INDEFINITE *(Permanent Exhibit)* [X] TEMPORARY *(Complete below)*

	(1) MONTH	(2) DAY	(3) YEAR	(4) HOUR
a. FROM	Nov	10	1999	1000
b. TO	Nov	10	1999	1400

6a. SIGNATURE OF APPLICANT: Jane Doe
b. DATE SIGNED: Oct 1, 1999

IMPORTANT: If the applicant represents an organization, a letter or other documentation that the applicant has authority to represent the organization is required to be submitted with this form.

7a. SIGNATURE OF ORGANIZATION'S AUTHORIZED REPRESENTATIVE *(If applicable)*: Allen Smith
b. DATE SIGNED: Oct 4, 1999

SECTION II *(To be completed by the Building Management Office)*

8. DESIGNATED LOCATION AND ACTUAL DATES AND HOURS FOR WHICH THE ACTIVITY IS APPROVED

[ ] APPROVED [ ] DISAPPROVED

a. LOCATION	
b. PERMIT NUMBER	c. DATE(S)	d. HOURS

9a. SIGNATURE OF APPROVING OFFICIAL	b. DATE SIGNED

DD FORM 2798, JUL 1999

CONDITIONS

The applicant and, if applicable, the organization sponsoring, promoting, or conducting the activity and its authorized representative shall be the permittee(s) for the purposes of the following conditions.

1. The permittee(s) shall indemnify and save harmless the United States, its agents, and employees against any and all loss, damage, claim, or liability whatsoever for personal injury or death, or damage to property, due to the exercise by the permittee(s) of the privilege granted by this permit or due to the permittee's failure to comply with the conditions of the permit. In addition, the permittee(s) shall be liable for any damage to Government property due to the exercise by the permittee(s) of the privilege granted by this permit or due to the permittee's failure to comply with the conditions of the permit.

2. The permittee(s) shall be subject to the rules governing conduct on the Pentagon Reservation (32 CFR Part 234). Permittee(s) shall remain within the location(s) designated by the permit. In addition, the permittee(s) shall:

a. Not misrepresent his or her identity to the public or conduct any activities in a misleading or fraudulent manner.

b. Not discriminate on the basis of race, creed, color, sex, age, or national origin in conducting the permitted activities.

c. Not leave leaflets or other material unattended at any place on DoD-controlled property.

d. Not attach posters or banners to the walls or columns of the building unless approved by the Building Management Office.

e. Not direct any sound producing equipment toward the building, nor use it in the building.

f. Not engage in any activities that are obscene within the meaning of obscenity as defined in 18 USC 1461-65 or that violate the prohibition against political solicitations found in 18 USC 607.

g. Not obstruct free ingress and egress of the users of public areas or otherwise interfere with access to public areas. Unencumbered safe passage must be maintained.

h. Not interfere with approved uses of the property by tenants or by the public.

i. Not damage any property.

j. Not use combustible fuels or compressed gas.

3. All permittees shall wear an identification badge at all times while conducting permitted activities on Government property. The identification badges shall be provided by the Building Management Office and shall contain:

a. Person's name

b. Name of group or organization

c. Permit number.

4. A representative of the Building Management Office or a Defense Protective Service official may cancel the permit at any time if the permittee's activities violate any condition of this permit.

I/We understand and agree to abide by the terms of this permit and the conditions for use of Federal space.

a. SIGNATURE OF APPLICANT Jane Doe	b. DATE SIGNED Oct 1, 1999
c. SIGNATURE OF ORGANIZATION'S AUTHORIZED REPRESENTATIVE *(If applicable)* Allen Smith	d. DATE SIGNED Oct 4, 1999

ATTACHMENT: Conduct on the Pentagon Reservation, June 1998

DD FORM 2798 (BACK), JUL 1999

E2. ENCLOSURE 2

STANDARDS AND DESIGN CRITERIA FOR EXHIBITS AND SIGNS

E2.1. THE PENTAGON CORRIDOR COMMITTEE (PCC)

The PCC shall establish and maintain standards and criteria for exhibits and signs in the renovated Pentagon and on the Pentagon Reservation. Standards and criteria that the PCC maintains shall cover the exhibit's purpose, size, proposed location, design standards, applicable legal requirements, and building code and security requirements. The PCC standards and criteria shall at a minimum include the standards and criteria listed in section E2.2. The PCC may waive the application of a standard or criteria, including those listed in section E2.2., on a case-by-case basis as it determines appropriate.

E2.2. STANDARDS AND CRITERIA

E2.2.1. Exhibits

E2.2.1.1. Exhibits may be either temporary or permanent. Examples of permanent exhibits are the Bradley Corridor, Eisenhower Corridor, the McArthur Corridor and the Hall of Heroes. Examples of temporary exhibits are the Combined Federal Campaign exhibit, Special Emphasis exhibits, Drug Awareness events, Conservation Week exhibits, and Crime Prevention Awareness exhibits.

E2.2.1.2. Exhibits shall be housed in public space only if they are of general interest to the public and the entire DoD community. Exhibits that are of interest only to the sponsoring or requesting Agency, or that glorify a particular Agency only, shall be housed in Agency space, and not in public space.

E2.2.1.3. Exhibits shall comply with all access requirements, mandated by reference (a) of this Instruction, such as accommodations for the physically and visually impaired, safety requirements, State and county and building codes and security requirements established by the Defense Protective Service.

E2.2.1.4. Exhibit design review for proposed exhibits consists of an evaluation of the exhibit's craftsmanship, materials, content, and overall appearance in order to ensure it meets the requirements of this Instruction.

E2.2.1.5. Exhibit design requirements shall vary for different areas of the renovated Pentagon. For example, certain areas on the Concourse may have height restrictions (say, four feet), whereas that same exhibit may have a different restriction elsewhere (say, eight feet high outside the cafeterias).

E2.2.1.6. During the initial fit-out for Agency space, Agencies shall select the cabinets for their exhibits from the standard menu of casework styles available from the Pentagon Renovation Program Office's established contracts for exhibit casework. Agencies are responsible for providing funds for exhibit cabinets. Art work or other decoration intended for direct application to walls, columns, and other building surfaces is not authorized.

E2.2.2. Signs

E2.2.2.1. The system of signs for the renovated Pentagon consists of modular aluminum panels that fit onto a fixed backing panel with an integral framework and are locked into place with removable end caps. The Pentagon Renovation Program Office maintains a list of vendors from which the approved signs may be procured. The wording on signs consists of vinyl lettering, which is applied to aluminum panels. Agency signs may be updated using the following methods:

E2.2.2.1.1. In-house graphics support facilities.

E2.2.2.1.2. Procurement of signs from Agency contractors who are capable of maintaining strict adherence to the standards of this enclosure.

E2.2.2.1.3. Term contracts established by PBMO to procure signs.

E2.2.2.1.4. Reimbursement shall be accomplished in accordance with DoD Instruction 5030.6 (Reimbursable Work Authorization Procedures for WHS Operated Facilities).

E2.2.2.2. Signs for room numbers shall adhere to the standard nomenclature for fire, safety and security purposes. Signs for room numbers shall also be placed at a height of five feet from the floor on the non-hinge side of the door. Signs shall conform to the following additional standards:

E2.2.2.2.1. As outlined in reference (a) of this Instruction, conform to the (a) recommended stroke width and height for numbers and letters, (b) typeface with raised pictograms and Braille characters; and (c) standard mounting height for tactile signs.

E2.2.2.2.2. Color standards are as follows:

E2.2.2.2.2.1. Type: Dark brown (to match "deep bronze" finish).

E2.2.2.2.2.2. Accent Bar: Deep bronze color (matches door hardware with light beige letters and numbers.)

E2.2.2.2.2.3. Raised Letters or Pictograms Signs: Dark brown type or symbol on light beige background.

E2.2.2.2.2.4. Overhead Signs: Light beige letters or numerals on deep bronze background.

E2.2.2.2.3. Typography standards are as follows:

E2.2.2.2.3.1. Standard typeface for interior signs is Helvetica Medium, with other weights or configurations of the Helvetica typeface family used sparingly for emphasis, differentiation, etc.

E2.2.2.2.3.2. Type should be aligned flush left with a ragged right layout. Room numbers will be centered.

E2.2.2.2.3.3. Line spacing shall be "normal" for the typeface(s) used, and text will be centered vertically within all sign "strips."

E2.2.2.2.3.4. Type sizes vary depending upon application.

C6. CHAPTER 6

CHANGES AND CANCELLATIONS TO DoD ISSUANCES

C6.1. CHANGES TO DoD ISSUANCES

C6.1.1. A change amends an existing DoD issuance. A published change implies that the entire issuance is current as of the date of the change. After five published changes, the DoD issuance shall be reissued. Interim changes or letter and memorandum notices of changes are not authorized for DoD issuances.

C6.1.2. Types of Changes

C6.1.2.1. Substantive Change. Amends an essential portion of a DoD issuance, such as policy, applicability, responsibilities, purpose, procedures, information requirements, and implementation.

C6.1.2.2. Administrative Change. Amends non-substantive portions of a DoD issuance, such as dates of references and organizational symbols.

C6.1.3 How to Make Changes. The originating office shall:

C6.1.3.1. Use the most current version of the basic DoD issuance (with past changes incorporated, if applicable).

C6.1.3.2. Insert changed information into the existing DoD issuance using the editing tools in their word processing program.

C6.1.3.3. Indicate the changed information using red italics.

C6.1.3.4. Indicate changed and/or removed information with marginal change bars.

C6.1.3.5. Indicate deleted information with a strike through during the coordination process. Once the issuance has been finalized and processed for web publishing, users shall only see a change bar where information has been deleted.

C6.1.3.6. Forward the changed issuance for coordination and processing according to this Manual. The SD Form 106 shall be used to coordinate substantive changes. A memorandum for the Director, WHS, signed by the PSA or Director (for Administrative Instructions), is used to coordinate administrative changes.

C6.2. CANCELLATIONS

Cancellation of a DoD issuance shall be done in same manner as the issuance of the document. (See also section C6.1.)

C6.2.2. An Action Memorandum shall be prepared. The memorandums shall include:

C6.2.2.1. The reason for the cancellation.

C6.2.2.2. The results of the coordination.

C6.2.2.3. For a classified DoD issuance, downgrading instructions or a statement that the issuance shall continue to be handled according to the original security classification level. Provide the Director, Directives and Records Division, WHS, with a distribution list and mailing address labels for notifying holders of the issuance. (See section C7.3. Chapter 7, below.)

C6.2.2.4. A specific cancellation statement for a DoD Publication authorized by the DoD Directive or Instruction to be canceled. If the DoD Publication is to remain in effect, the following applies:

C6.2.2.4.1. Include a statement to change an existing DoD Directive or Instruction in the same subject area, adding language that authorizes the continued life of the Publication and redesignates the Publication number to reflect the new authorizing DoD Directive or Instruction; or

C6.2.2.4.2. Include a statement indicating that a new DoD Directive or Instruction authorizing the DoD Publication shall be issued in 180 days or that an existing DoD Directive or Instruction shall be amended authorizing the DoD Publication within 90 days.

C6.2.2.5. A cancellation statement for Report Control Symbols and any forms in the DoD issuance to be canceled.

C6.2.3. The Director, C&D, shall issue cancellation notices, using SD Forms 106-1 and 106-2 after the cancellation has been approved.

Figure C6.F1. Cover Memorandum for an Administrative Change to a DoD Directive

[Use appropriate letterhead]

[date and time]

MEMORANDUM FOR DEPUTY SECRETARY OF DEFENSE

FROM: DAVID CHU, USD(P&R)

SUBJECT: Approval to Change DoD Directive 1234.76, "Administrative Change"

This attached Directive changes the existing DoD Directive 1234.76, "Administrative Change," dated January 27, 2008. This change updates the reference listing and makes organizational changes to this Directive.

This Change is administrative in nature therefore no coordination is required.

RECOMMENDATION: That you approve the Change at Tab A

COORDINATION: None.

Attachments:
As stated

Prepared by: John Doe, OUSD(P&R), 703-605-9999, extension 123

Figure C6.F2. Cover Memorandum for a Substantive Change to a DoD Directive

[Use appropriate letterhead]

[date and time]

MEMORANDUM FOR DEPUTY SECRETARY OF DEFENSE

FROM: DAVID CHU, USD(P&R)

SUBJECT: Approval to Change DoD Directive 1234.99, "Substantive Change"

This attached Directive changes the existing DoD Directive 1234.76, "Substantive Change," dated January 27, 2008. This change to the Directive implements and integrates the requirements of the Clinging-Clapper Act. It provides policies and delineates responsibilities.

This Directive has been formally coordinated. Although comments were received, all of the DoD Components, except AT&L concurred with the Change as written. AT&L's concerns have been addressed. The non-concurrence has been resolved.

RECOMMENDATION: That you approve the Change at Tab A

COORDINATION: The list of coordinating officials is attached at Tab B.

Attachments:
As stated

Prepared by: John Doe, OUSD(P&R), 703-605-9999, extension 123

Figure C6.F3. Cover Memorandum for the Cancellation of a DoD Directive

[Use appropriate letterhead]

[date and time]

MEMORANDUM FOR DEPUTY SECRETARY OF DEFENSE

FROM: DAVID CHU, USD(P&R)

SUBJECT: Approval to Cancel DoD Directive 1234.99, "Cancellation of a Directive"

Request approval to cancel DoD Directive 1234.99, "Cancellation of a Directive," dated January 27, 2008. The Directive has served the purpose for which it was issued and is no longer required.

The cancellation of this Directive has been formally coordinated. All concurred.

RECOMMENDATION: That you approve the Cancellation at Tab A

COORDINATION: The list of coordinating officials is attached at Tab B.

Attachments:
As stated

Prepared by: John Doe, OUSD(P&R), 703-605-9999, extension 123

Figure C6.F4. Cover Memorandum for an Administrative Change to a DoD Instruction or Publication

[Use appropriate letterhead]

[date and time]

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS

FROM: CHARLES ABLE, PDUSD(P&R)

SUBJECT: Approval to Change DoD Instruction 2222.76, "Administrative Change"

This attached Instruction changes the existing DoD Instruction 2222.76, "Administrative Change," dated January 27, 2008. This change updates the reference listing and makes organizational changes to this Instruction.

This Change is administrative in nature therefore no coordination is required.

RECOMMENDATION: That you approve the Change at Tab A

COORDINATION: None.

Attachments:
As stated

Prepared by: John Doe, OPDUSD(P&R), 703-605-9999, extension 123

Figure C6.F5. Cover Memorandum for a Substantive Change to a DoD Instruction or Publication

[Use appropriate letterhead]

[date and time]

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS

FROM: CHARLES ABLE, PDUSD(P&R)

SUBJECT: Approval to Change DoD Instruction 3334.99, "Substantive Change"

This attached Instruction changes the existing DoD Instruction 3334.99, "Substantive Change," dated January 27, 2008. This change to the Instruction implements and integrates the requirements of the Clinging-Clapper Act. It provides procedures and delineates responsibilities.

This Instruction has been formally coordinated. Although comments were received, all of the DoD Components, except AT&L concurred with the Change as written. AT&L's concerns have been addressed. The non-concurrence has been resolved.

RECOMMENDATION: That you approve the Change at Tab A

COORDINATION: The list of coordinating officials is attached at Tab B.

Attachments:
As stated

Prepared by: John Doe, OPDUSD(P&R), 703-605-9999, extension 123

Figure C6.F6. Cover Memorandum for the Cancellation of a DoD Instruction or Publication

[Use appropriate letterhead]

[date and time]

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS

FROM: CHARLES ABLE, PDUSD(P&R)

SUBJECT: Approval to Cancel DoD Instruction 4444.99, "Cancellation of an Instruction"

Request approval to cancel DoD Instruction 4444.99, "Cancellation of an Instruction," dated January 27, 2008. The Instruction has served the purpose for which it was issued and is no longer required.

The cancellation of this Instruction has been formally coordinated. All concurred.

RECOMMENDATION: That you approve the Change at Tab A

COORDINATION: The list of coordinating officials is attached at Tab B.

Attachments:
As stated

Prepared by: John Doe, OPDUSD(P&R), 703-605-9999, extension 123

Figure C6.F7. Cover Memorandum for an Administrative Change to an Administrative Instruction

[Use appropriate letterhead]

[date and time]

MEMORANDUM FOR DIRECTOR OF WASHINGTON HEADQUARTERS SERVICES

FROM: G. JONES, DIRECTOR, RE&F

SUBJECT: Approval to Change Administrative Instruction No. 999. "Administrative Change"

This attached Administrative Instruction changes the existing Administrative Instruction No. 999, "Administrative Change," dated January 27, 2008. This change updates the reference listing and makes organizational changes to this Administrative Instruction.

This Change is administrative in nature therefore no coordination is required.

RECOMMENDATION: That you approve the Change at Tab A

COORDINATION: None

Attachments:
As stated

Prepared by: John Doe, RE&F, 703-605-9999, extension 123

Figure C6.F8. Cover Memorandum for a Substantive Change to an Administrative Instruction

[Use appropriate letterhead]

[date and time]

MEMORANDUM FOR DIRECTOR OF WASHINGTON HEADQUARTERS SERVICES

FROM: G. JONES, DIRECTOR, RE&F

SUBJECT: Approval to Change Administrative Instruction No. 998, "Substantive Change"

This attached Administrative Instruction changes the existing Administrative Instruction No. 998, "Substantive Change," dated January 27, 2008. This change to the Administrative Instruction implements and integrates the requirements of the Clinging-Clapper Act. It provides procedures and delineates responsibilities.

This Administrative Instruction has been formally coordinated. Although comments were received, all of the DoD Components, except GC concurred with the Change as written. GC concerns have been addressed. The non-concurrence has been resolved.

RECOMMENDATION: That you approve the Change at Tab A

COORDINATION: The list of coordinating officials is attached at Tab B.

Attachments:
As stated

Prepared by: John Doe, RE&F, 703-605-9999, extension 123

Figure C6.F9. Cover Memorandum for the Cancellation of an Administrative Instruction

[Use appropriate letterhead]

[date and time]

MEMORANDUM FOR DIRECTOR OF WASHINGTON HEADQUARTERS SERVICES

FROM: G. JONES, DIRECTOR, RE&F

SUBJECT: Approval to Cancel Administrative Instruction No. 997, "Cancellation of an Administrative Instruction"

Request approval to cancel Administrative Instruction No. 997, "Cancellation of an Administrative Instruction," dated January 27, 2008. The Administrative Instruction has served the purpose for which it was issued and is no longer required.

The cancellation of this Administrative Instruction has been formally coordinated. All concurred.

RECOMMENDATION: That you approve the Cancellation at Tab A

COORDINATION: The list of coordinating officials is attached at Tab B.

Attachments:
As stated

Prepared by: John Doe, RE&F, 703-605-9999, extension 123

C7. CHAPTER 7

COORDINATION AND SUBMISSION OF FINAL ISSUANCES FOR SIGNATURE

C7.1. COORDINATION

C7.1.1. Types of Coordination

C7.1.1.1. Administrative. Revises non-substantive portions of a DoD issuance, such as dates of references and organizational symbols, and is not coordinated. If an administrative reissuance is done to comply with Executive, Legislative, or Secretarial requirements, or if the reissuance is a DoD Directive, it shall be coordinated with the GC, DoD. For administrative changes or reissuances, a memorandum shall be prepared stating that the action is "Administrative in nature, no coordination is required." (See figure C7.F1.)

C7.1.1.2. Substantive. A substantive reissuance that revises essential portions of a DoD issuance, such as policy, applicability, responsibilities, purpose, procedure, and information requirements shall be coordinated. Coordination shall be done using the SD Form 106, "DoD Directives System Coordination Record." (See figure C7.F4.)

C7.1.2. Coordinating Officials

C7.1.2.1. DoD issuances (or changes) shall be forwarded to the Heads of the DoD Components, who have mutual or related responsibilities for review and concurrence or comments within the designated suspense in Block 5 of the SD Form 106.

C7.1.2.2. Mandatory Coordinations. All DoD issuances shall be coordinated with the DA&M, OSD; the GC, DoD; and the IG, DoD.

C7.1.2.3. DoD Directives. DoD Directives shall be coordinated at the highest level. The following paragraphs identify the level of coordination for DoD Directives:

C7.1.2.3.1. OSD Components. OSD coordinating officials shall be at the level of PSA or Principal Deputy. If an ASD, ATSD, or DUSD is under the oversight authority of a USD, the USD may solicit comments from them and include such comments in the USD coordination.

C7.1.2.3.2. Military Departments. Coordination shall be at the level of Secretary or Principal Secretariat officials.

C7.1.2.3.3. Chairman of the Joint Chiefs of Staff. Coordination for the Chairman of the Joint Chiefs of Staff shall be at the level of the Director or the Vice Director, Joint Staff.

C7.1.2.3.4. Combatant Commands. Coordination by the Commanders of the Combatant Commands shall be included in the Chairman of the Joint Chiefs of Staff coordination.

C7.1.2.3.5. Defense Agencies. If a Director of a Defense Agency is under the oversight authority of a PSA, the PSA may solicit comments from the Director and include such comments in the PSA coordination. The Directors of the NSA, NIMA, OT&E, PA&E, and the CIO shall be coordinating officials.

C7.1.2.4. DoD Instructions, DoD Publications, and Administrative Instructions. DoD Instructions, DoD Publications, and Administrative Instructions shall be coordinated with the Heads of the DoD Components who have mutual or related responsibilities. Coordination is encouraged at the same coordinating level for DoD Directives. The PSA who authorizes the staffing of a DoD Instruction, DoD Publication, or Administrative Instruction may accept coordination from officials at the Deputy Under Secretary, Deputy Assistant Secretary, or equivalent level, who coordinate on subjects in their areas of expertise and responsibility.

C7.1.2.5. DoD Executive Agents. The DoD Executive agents that are not OSD Components, but are responsible for maintaining and updating DoD issuances shall comply with this chapter. The OSD Component shall process the DoD issuance for which the DoD Executive Agent is responsible. Interim changes or letter and memorandum notices of changes are NOT authorized for DoD issuances.

C7.1.3. SD Form 106, "DoD Directives System Coordination Record"

C7.1.3.1. The SD Form 106 shall be used for coordination of DoD issuances. A separate SD Form 106 shall be used for EACH DoD issuance. (See figure C7.F4.) The SD Form 106 shall be used to forward draft DoD issuances to the DoD Components for coordination. The action officer is responsible for distribution of coordination copies to the DoD components. The Directives and Records Division DOES NOT make distribution of the coordination copies. The electronic version of the SD Form 106 may be obtained at http://www.dior.whs.mil/icdhome/forms.htm.

C7.1.3.2. The SD Form 106 shall be filled out completely and signed by the PSA or the Principal Deputy.

C7.1.3.3. Copy Requirements

C7.1.3.3.1. The originating office shall provide two copies of the DoD issuance and SD Forms 106 to the Chief, Directives and Records Division, WHS, for mandatory coordination by the DA&M, OSD. Additionally, one virus-free 3.5-inch diskette of the DoD issuance in Microsoft Word or in ASCII format shall be provided.

C7.1.3.3.2. The originating office shall provide one copy of the draft issuance and SD Form 106 to other intended coordinators.

C7.1.4. Coordination Suspense Date

C7.1.4.1. The coordination suspense date for a DoD Directive shall be a maximum of 20 working days from the date the Originating Authorizing Official signs the SD Form 106, "DoD Directives System Coordination Record," unless Secretarial or statutory requirements dictate an earlier suspense.

C7.1.4.2. For any issuance other than a DoD Directive no more than 45 working days should be required for coordination.

C7.1.5. Recoordination. Coordinations shall not be more than 6 months old at the time the Directives and Records Division receives the final package. Coordinations 6 months old or older shall be reaccomplished. When circumstances prevent recoordination, the reason for the delay shall be stated in the action memorandum. When there is a new PSA since coordination took place, recoordination of the DoD issuance with the new PSA is required.

C7.1.6. Concurrence, Comments and Non-concurrence. Signature on the SD Form 106 indicates concurrence on the DoD issuance as written. Any DoD Component desiring to comment on an issuance shall do so by memorandum. Non-concurrences shall be addressed in the action memorandum.

C7.1.7. Split DoD Issuance. When it is necessary to divide a DoD issuance into two separate DoD issuances after coordination has been obtained the following shall apply:

C7.1.7.1. When the original DoD issuance was a DoD Directive, no additional coordination is required (assuming the applicable signature level was obtained).

C7.1.7.2. When the original DoD issuance was a DoD Instruction and/or Publication, additional coordination is required.

C7.1.7.3. Explain in the action memorandum the reason for the division; e.g., that the division was necessary to comply with DoD policy in this Manual on the size and nature of DoD issuances or on the recommendation of the GC, DoD. The original signed coordination shall be used for the DoD Directive. Copies of the coordination shall be used for the DoD Instruction and/or Publication.

C7.1.8. Unions Granted National Consultation Rights. DoD issuances that have substantive changes in conditions of employment, including personnel policies and practices and other non-personnel matters that affect DoD civil service and non-appropriated fund civilian employees will be forwarded to the unions for comment. Assistance in this coordination requirement may be obtained from the Office of Civilian Personnel Policy and Equal Opportunity, Office of the Under Secretary of Defense for Personnel and Readiness.

C7.2. SUBMISSION OF FINAL ISSUANCE FOR SIGNATURE

C7.2.1. The originating OSD or WHS Component shall prepare and proofread the final, single-spaced issuance.

C7.2.2. The originating OSD or WHS Component shall assemble the issuance in a final package (original set and one copy) composed of the following documents and as listed in subparagraph C7.2.2.1.

C7.2.2.1. General Guidelines. The Principal Staff Assistant shall sign the action memorandum.

C7.2.2.1.1. Format

C7.2.2.1.1.1. Submit on letterhead.

C7.2.2.1.1.2. Limit to one page, unless issue is complex and requires greater explanation.

C7.2.2.1.1.3. Use short, concise and clear bulleted statements.

C7.2.2.1.1.4. Font: Times New Roman, 13 pitch.

C7.2.2.1.1.5. Use 1.5 spaces between bullets.

C7.2.2.1.1.6. Number pages bottom center.

C7.2.2.1.1.7. Do not staple or use clam clips to assemble.

C7.2.2.1.1.8. An acronym shall be used after it is spelled out.

C7.2.2.1.1.9. For DoD Directives, address the memorandum to either the Secretary or Deputy Secretary. For DoD Instructions, Publications, and Administrative Instructions, address memorandums to the Director, WHS.

C7.2.2.1.1.10. If an action memorandum is addressed to the Secretary, the Executive Secretary shall determine whether it shall be provided to the Deputy Secretary by initialing the appropriate block on the memo.

C7.2.2.1.2. Preparation

C7.2.2.1.2.1. The action memorandum.

C7.2.2.1.2.2. TAB A: The DoD issuance to be signed.

C7.2.2.1.2.3. TAB B: Background material (if applicable).

C7.2.2.1.2.4. TAB C: The List of Coordinating Officials.

C7.2.2.1.2.5. TAB D: The original coordinations MUST be included in the final package. These coordinations shall be withdrawn and maintained by the Director, Directives and Records Division. The package shall not be forwarded to the Deputy Secretary or Secretary of Defense until the Director, Directives and Records Division has received the coordinations.

C7.2.2.1.3. Coordination

C7.2.2.1.3.1. Coordination with the DA&M, OSD; the GC, DoD; and the IG, DoD are mandatory for ALL DoD issuances.

C7.2.2.1.3.2. List of Coordinating Officials. (See figure C7.F5.)

C7.2.2.1.3.2.1. Include name, organization, position, and date coordinated. Coordination must be obtained from the Head of the DoD Component involved, or, in their absence, the Principal Deputy.

Table C7.T1. Abbreviations for Frequently Used Ranks in the Services

Rank	Army	Navy	Air Force	Marine Corps
O-5	LTC	CDR	Lt Col	LtCol
O-6	COL	CAPT	Col	Col
O-7	BG	RADM	Brig Gen	Bgen
O-8	MG	RADM	Maj Gen	MajGen
O-9	LTG	VADM	Lt Gen	LtGen
O-10	GEN	ADM	Gen	Gen

C7.2.2.1.3.2.2. List all non-concurrences and include non-concurrence comments as a part of the coordination tab.

C7.2.2.1.3.2.3. If coordination was attempted, but not accomplished, then it should be stated on the coordination sheet; provide the amount of time allotted.

C7.2.2.1.3.3. When the original coordination is not available, the action officer shall certify directly on the copy: "I hereby certify that this is a true copy of an authentic original."

C7.2.2.1.3.4. Indicate "accepted" or "rejected" in the margin of each comment received. When a comment is rejected, provide a brief reason for the rejection.

C7.2.3. Computer Diskettes. One virus-free 3.5-inch diskette of the DoD issuance in MS-Word 97 or higher or in ASCII format. Each diskette shall be labeled with a file name.

C7.2.4. The Distribution List, Mailing Address Labels, and SD Forms 120. For classified DoD issuances a distribution list, two sets of mailing address labels, and completed SD Forms 120 shall be provided.

C7.3. FINAL REVIEW AND SIGNATURE ON DoD DIRECTIVES

C7.3.1. The OSD or WHS Component shall forward an unsigned pre-final package to the Director, Directives and Records Division, WHS.

C7.3.1.1. The Director, Directives and Records Division, WHS, shall review the package and prepare the Directive for placement on the Internet.

C7.3.1.2. After the review is completed, the Director, Directives and Records Division, WHS, shall return the package to the OSD or WHS Component for incomplete staff work, discrepancies to be resolved, or the preparation of the final package and signature on the action memorandum.

C7.3.2. The final package shall consist of:

C7.3.2.1. The signed action memorandum.

C7.3.2.2. The DoD Directive.

C7.3.2.3. The list of coordinating officials.

C7.3.2.4. The original coordinations. Insert marginal annotations indicating acceptance or rejection for each comment on the coordination memorandums. If comments are rejected, state a reason for the rejection. The coordinations must include CURRENT PSA signatures.

C7.3.3. The final package (the original set and one copy) shall be forwarded to the Director, Directives and Records Division, WHS, for forwarding to the Deputy Secretary of Defense for signature on the Directive.

C7.3.4. The signed Directive is returned to the Director, Directives and Records Division, WHS, for processing. The Director, Directives and Records Division, WHS, shall place the Directive on the Internet and provide the originating OSD or WHS Component with an advance copy.

C7.4. FINAL REVIEW AND SIGNATURE ON DoD INSTRUCTIONS, PUBLICATIONS, AND ADMINISTRATIVE INSTRUCTIONS

C7.4.1. The OSD or WHS Component shall forward an unsigned pre-final package to the Director, Directives and Records Division, WHS.

C7.4.1.1. The Director, Directives and Records Division, WHS, shall review the package and prepare the issuance for placement on the Internet.

C7.4.1.2. After the review is completed, the Director, Directives and Records Division, WHS, shall return the package to the OSD or WHS Component for

incomplete staff work, discrepancies to be resolved, or the preparation of the final package and signature on the action memorandum and issuance.

C7.4.2. The final package shall consist of:

C7.4.2.1. The signed action memorandum.

C7.4.2.2. The DoD issuance.

C7.4.2.3. The list of coordinating officials.

C7.4.2.4. The original coordinations. Insert marginal annotations indicating acceptance or rejection for each comment on the coordination memorandums. If comments are rejected, state a reason for the rejection. The coordinations must include CURRENT PSA signatures.

C7.4.3. The final package (the original set and one copy) shall be forwarded to the Director, Directives and Records Division, WHS, for processing. The Director, Directives and Records Division, WHS, shall place the issuance on the Internet and provide the originating OSD or WHS Component with an advance copy.

C7.5. RETENTION OF COORDINATION

The Director, Directives and Records Division, WHS, shall retain the original coordination papers.

Figure C7.F1. Action Memorandum for a DoD Directive

[Use appropriate letterhead]

[date and time]

MEMORANDUM FOR DEPUTY SECRETARY OF DEFENSE

FROM: DAVID CHU, USD(P&R)

SUBJECT: Approval of DoD Directive 1234.99, "Writing a Directive:

This attached Directive updates the existing DoD Directive 1334.99, "Writing a Directive," dated January 27, 2008. This update to the Directive implements and integrates the requirements of the Clinging-Clapper Act. It provides policies and delineates responsibilities.

This Directive has been formally coordinated. Although comments were received, all of the DoD Components, except AT&L concurred with the Directive as written. AT&L's concerns have been addressed. The non-concurrence has been resolved.

RECOMMENDATION: That you approve the Change at Tab A

COORDINATION: The list of coordinating officials is attached at Tab B.

Attachments:
As stated

Prepared by: John Doe, OUSD(P&R), 703-605-9999, extension 123

Figure C7.F2. Action Memorandum for a DoD Instruction or Publication

[Use appropriate letterhead]

[date and time]

MEMORANDUM FOR UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS

FROM: CHARLES ABLE, PDUSD(P&R)

SUBJECT: Approval of DoD Instruction 2222.99, "Writing an Instruction"

This attached Instruction updates the existing DoD Instruction 2222.99, "Writing an Instruction," dated January 27, 2008. This update to the Instruction implements and integrates the requirements of the Clinging-Clapper Act. It provides procedures and delineates responsibilities.

This Instruction has been formally coordinated. Although comments were received, all of the DoD Components, except AT&L concurred with the Directive as written. AT&L's concerns have been addressed. The non-concurrence has been resolved.

RECOMMENDATION: That you approve the Change at Tab A

COORDINATION: The list of coordinating officials is attached at Tab B.

Attachments:
As stated

Prepared by: John Doe, OPDUSD(P&R), 703-605-9999, extension 123

Figure C7.F3. Action Memorandum for an Administrative Instruction

[Use appropriate letterhead]

[date and time]

MEMORANDUM FOR DIRECTOR OF WASHINGTON HEADQUARTERS SERVICES

FROM: A. COATES, DIRECTOR, B&F

SUBJECT: Approval of Administrative Instruction No. 992, "Writing an AI"

This attached Administrative Instruction updates the existing Administrative Instruction No. 992, "Writing an AI," dated January 27, 2008. This update to the Administrative Instruction implements and integrates the requirements of the Clinging-Clapper Act. It provides procedures and delineates responsibilities.

This Administrative Instruction has been formally coordinated. Although comments were received, all of the DoD Components, except GC concurred with the Administrative Instruction as written. GC concerns have been addressed. The non-concurrence has been resolved.

RECOMMENDATION: That you approve the Administrative Instruction at Tab A

COORDINATION: The list of coordinating officials is attached at Tab B.

Attachments:
As stated

Prepared by: John Doe, B&F, 703-605-9999, extension 123

Figure C7.F4. Sample of an SD Form 106, "DoD Directives System Coordination Record"

DOD DIRECTIVES SYSTEM COORDINATION RECORD

(Please read instructions on back before completing form.)

1. SECURITY CLASSIFICATION *(X one)*
- [ ] TOP SECRET
- [ ] CONFIDENTIAL
- [ ] SECRET
- [ ] UNCLASSIFIED

2. TYPE OF DOD ISSUANCE *(X one)*
- [ ] DOD DIRECTIVE
- [ ] DOD PUBLICATION
- [ ] DOD INSTRUCTION
- [ ] ADMINISTRATIVE INSTRUCTION

3. TYPE OF ACTION *(X one)*
- [ ] NEW
- [ ] CHANGE
- [ ] REISSUANCE
- [ ] CANCELLATION

4. DOD ISSUANCE NUMBER *(Leave blank for new issuances)*

5. COORDINATION SUSPENSE DATE *(YYYYMMDD)*

(For DoD Directives, insert a maximum of 20 working days from the date this form is signed by the Originating Authorizing Official. For all other DoD issuances, no more than 45 working days should be required.)

6. SUBJECT *(Title of Issuance)*

7. PURPOSE AND REMARKS *(Continue on back if necessary)*

8. FEDERAL REGISTER PUBLICATION REQUIRED *(X one)*
- [ ] YES
- [ ] NO

9. REPORTING REQUIREMENTS *(X all that apply)*
- [ ] OMB
- [ ] RCS
- [ ] IRCN

10. FORMS PRESCRIBED *(X one)*
- [ ] YES
- [ ] NO

11. PRIVACY REQUIREMENTS *(X one)*
- [ ] YES
- [ ] NO

12. DISTRIBUTION STATEMENT *(X one)*
- [ ] A - Unlimited
- [ ] B - Limited
- [ ] C - Classified

13.a. ACTION OFFICER NAME *(Last, First, Middle Initial) (Print or type)*

b. OFFICE DESIGNATION

c. COMPLETE MAILING ADDRESS

d. TELEPHONE *(Include Area Code)*

e. FAX NUMBER *(Include Area Code)*

f. E-MAIL ADDRESS

14.a. ORIGINATING AUTHORIZING OFFICIAL *(Principal Staff Assistant or Principal Deputy) (Sign and print or type name)*

b. POSITION TITLE *(Print or type)*

c. DATE FORM SIGNED

15. COORDINATING OFFICIALS *(X all that apply)*

Only those officials authorized in writing may coordinate on DoD issuances. For guidance on appropriate signature levels, see instructions for Item 16 and Chapter 7 of DoD 5025.1-M.. The preprinted "X" indicates the MANDATORY COORDINATORS.)

- [ ] **UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS**
  - DUSD (ACQUISITION AND TECHNOLOGY)
  - DUSD (LOGISTICS AND MATERIEL READINESS)
  - DIR DEFENSE RESEARCH AND ENGINEERING
  - ATSD NUCLEAR CHEMICAL BIOLOGICAL DEFENSE PROGRAMS
  - DIR DEFENSE CONTRACT MANAGEMENT AGENCY
  - DIR MISSILE DEFENSE AGENCY
  - DIR DEFENSE LOGISTICS AGENCY
  - DIR DEFENSE THREAT REDUCTION AGENCY
  - DIR DEFENSE ADVANCED RESEARCH PROJECTS AGENCY
  - DIR OFFICE OF ECONOMIC ADJUSTMENT
- [ ] **UNDER SECRETARY OF DEFENSE FOR POLICY**
  - PDUSD (POLICY)
  - ASD (HOMELAND DEFENSE)
  - ASD (INTERNATIONAL SECURITY AFFAIRS)
  - ASD (INTERNATIONAL SECURITY POLICY)
  - ASD (SPECIAL OPERATIONS/LOW-INTENSITY CONFLICT)
  - DUSD (POLICY SUPPORT)
  - DIR DEFENSE SECURITY COOPERATION AGENCY
  - DIR DEFENSE POW/MP OFFICE
  - DIR DEFENSE TECHNOLOGY SECURITY ADMINISTRATION
- [ ] **UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS**
  - PDUSD (PERSONNEL AND READINESS)
  - ASD (HEALTH AFFAIRS)
  - ASD (RESERVE AFFAIRS)
  - DUSD (READINESS)
  - DUSD (PROGRAM INTEGRATION)
  - DIR DEFENSE COMMISSARY AGENCY
  - DIR DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
  - DIR TRICARE MANAGEMENT ACTIVITY
  - DIR DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY
- [ ] **UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER**
  - DIR DEFENSE CONTRACT AUDIT AGENCY
  - DIR DEFENSE FINANCE AND ACCOUNTING SERVICE
- [ ] **UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE**
  - DIR NATIONAL SECURITY AGENCY/CHIEF, CENTRAL SECURITY SERVICE
  - DIR DEFENSE INTELLIGENCE AGENCY
  - DIR NATIONAL IMAGERY AND MAPPING AGENCY
  - DIR DEFENSE SECURITY SERVICE
  - DIR DOD COUNTERINTELLIGENCE FIELD ACTIVITY
- [ ] **ASSISTANT SECRETARY OF DEFENSE FOR NETWORKS AND INFORMATION INTEGRATION**
  - DIR DEFENSE INFORMATION SYSTEMS AGENCY
- [ ] **ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS**
- [ ] **ASSISTANT SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS**
  - DIR AMERICAN FORCES INFORMATION SERVICE
- [X] **GENERAL COUNSEL, DEPARTMENT OF DEFENSE**
  - DEFENSE LEGAL SERVICES AGENCY
- [X] **INSPECTOR GENERAL, DEPARTMENT OF DEFENSE**
- [ ] **DIRECTOR OPERATIONAL TEST AND EVALUATION**
- [ ] **ASSISTANT TO THE SECRETARY OF DEFENSE FOR INTELLIGENCE OVERSIGHT**
- [X] **DIRECTOR OF ADMINISTRATION AND MANAGEMENT, OSD** *(2 copies)*
  - DIR PENTAGON FORCE PROTECTION AGENCY
  - DIR WASHINGTON HEADQUARTERS SERVICES
- [ ] **DIRECTOR FORCE TRANSFORMATION**
- [ ] **DIRECTOR NET ASSESSMENT**
- [ ] **DIRECTOR PROGRAM ANALYSIS AND EVALUATION**
- [ ] **SECRETARY OF THE ARMY**
- [ ] **SECRETARY OF THE NAVY**
- [ ] **SECRETARY OF THE AIR FORCE**
- [ ] **CHAIRMAN OF THE JOINT CHIEFS OF STAFF**
- [ ] **OTHER** *(Identify)*
- [ ] **OTHER** *(Identify)*

16.a. COORDINATING OFFICIAL *(Principal Staff Assistant or Principal Deputy) (Sign and print or type name)*

b. POSITION TITLE *(Print or type)*

c. DATE FORM SIGNED

SD FORM 106, FEB 2004 PREVIOUS EDITION IS OBSOLETE.

7. PURPOSE AND REMARKS *(Continued)*

INSTRUCTIONS FOR COMPLETING SD FORM 106

ITEM 1. SECURITY CLASSIFICATION
Place an "X" in the appropriate box to indicate the security classification of the DoD issuance.

ITEM 2. TYPE OF ISSUANCE
Place an "X" in the appropriate box to indicate the type of DoD issuance.

ITEM 3. TYPE OF ACTION
Place an "X" in the appropriate box to indicate the type of action prescribed for the DoD issuance.

ITEM 4. DOD ISSUANCE NUMBER
For a new DoD issuance, leave this item blank for completion by the Directives and Records Division, WHS. For a revision, change, or cancellation of a DoD issuance, enter the existing number of the DoD issuance.

ITEM 5. COORDINATION SUSPENSE DATE
Enter the date that the coordination must be received by the originating OSD Component. For DoD Directives, the date must be no more than 20 working days (45 working days for all other DoD issuances) from the date this form is signed by the Originating Authorizing Official in Item 14.c.

ITEM 6. SUBJECT (Title of Issuance)
Enter the subject of the DoD issuance. It shall be no more than three lines in length.

ITEM 7. PURPOSE AND REMARKS
Enter the reason for the action and provide any supplementary or background information to support the action.
If the DoD issuance should be reviewed by DoD officials who are under the cognizance of an Under Secretary of Defense, an Assistant Secretary of Defense, or a Deputy Under Secretary of Defense, make recommendations in this block.

ITEM 8. FEDERAL REGISTER PUBLICATION REQUIRED
Place an "X" in the appropriate box to indicate whether the DoD issuance must be published in the Federal Register. See Administrative Instruction No. 102.

ITEM 9. REPORTING REQUIREMENTS
Place an "X" in all boxes that apply. See DoD 8910.1-M.

ITEM 10. FORMS PRESCRIBED
Place an "X" in the appropriate box to indicate whether the DoD issuance prescribes or references forms.

ITEM 11. PRIVACY REQUIREMENTS
Place an "X" in the appropriate box to indicate whether the DoD issuance addresses matters relating to the collection, maintenance, use or dissemination of personal information regarding U.S. citizens or aliens admitted for permanent residence.

ITEM 12. DISTRIBUTION STATEMENT
Assign an appropriate distribution statement:
A - Approved for public release; distribution is unlimited.
B - Approved for release to U.S. Government employees and their contractors; distribution is limited.
C - Classified; distribution approved by Office of Primary Responsibility only.

ITEM 13. ACTION OFFICER
Enter the action officer's name, office designation, complete mailing address, telephone number, fax number, and e-mail address.

ITEM 14. ORIGINATING AUTHORIZING OFFICIAL (Principal Staff Assistant or Principal Deputy)
Obtain the signature of the Principal Staff Assistant or Principal Deputy. This official authorizes the coordination of the DoD issuance.

ITEM 15. COORDINATING OFFICIALS
Place an "X" in the appropriate boxes to indicate which DoD Components should coordinate on the DoD issuance. If the DoD issuance shall be reviewed by DoD officials who are under the cognizance of an Under Secretary of Defense, an Assistant Secretary of Defense, or a Deputy Under Secretary of Defense, make recommendations in Item 7. The preprinted "X" identifies the mandatory coordinators (General Counsel, DoD; the Inspector General, DoD; and the Director of Administration and Management, OSD.).

ITEM 16. COORDINATING OFFICIAL (Principal Staff Assistant or Principal Deputy)
Obtain the signature of the Principal Staff Assistant or Principal Deputy. For additional guidance on the appropriate signature levels, see Chapter 7 of DoD 5025.1-M.
DoD Directives: Because Directives establish DoD-wide policy and are signed only by the Secretary or Deputy Secretary of Defense, they are coordinated at the highest level. Coordinating officials shall be the Under Secretaries of Defense or their Principal Deputies, the Chairman or Vice Chairman of the Joint Chiefs of Staff, other Principal Staff Assistants or their Principal Deputies who report directly to the Secretary of Defense, and the Secretaries or Under Secretaries of the Military Departments or a Principal Staff Secretary.
DoD Instructions, Publications, and Administrative Instructions: Coordinating officials on these issuances may include any of the officials authorized to coordinate on a DoD Directive or any other official who is designated in writing to coordinate on such issuances by a Principal Staff Assistant or Principal Deputy cited above.

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Figure C7.F5. Sample of a List of Coordinating Officials for DoD Instruction 1234.5

Assistant Secretary of Defense (Reserve Affairs)	Charles Cragin Assistant Secretary	January 5, 2004
Under Secretary of Defense (Comptroller)	Alice Maroni Principal Deputy	January 11, 2004
General Counsel, Department of Defense	Douglas Dworkin General Counsel	February 15, 2004
Inspector General, Department of Defense	Donald Mancusco Acting Inspector General	January 15, 2004
Director of Administration and Mangement, OSD	Raymond DuBois Director	January 7, 2004

C8. CHAPTER 8

PRINTING AND DISTRIBUTION

C8.1. PRINTING

C8.1.1. How DoD Issuances Are Published

C8.1.1.1. Unclassified

C8.1.1.1.1. Unclassified issuances are no longer printed and distributed in paper format. Unclassified issuances that have unlimited release are posted on the Director, Directives and Records Division, WHS unclassified web site located at http://www.dtic.mil/whs/directives. (See section C8.2. of this chapter.)

C8.1.1.1.2. DoD Components shall link to the Director, Directives and Records Division, WHS web site for unclassified DoD issuances. DoD Components shall NOT download and place them on their web sites.

C8.1.1.2. For Official Use Only (FOUO) and Classified

C8.1.1.2.1. FOUO and classified issuances are published in paper format. The originating office determines the distribution of these documents. (See paragraph C8.1.2. and section C8.2. of this chapter.)

C8.1.1.2.2. FOUO and classified shall not be placed on the unclassified web site. OSD Components placing classified or sensitive DoD issuances on the SIPRNET site shall notify the Director, Directives and Records Division, WHS of the web address and the posting date.

C8.1.2. Requirements

C8.1.2.1. Unclassified. There are no additional requirements for unclassified DoD issuances that have unlimited release.

C8.1.2.2. FOUO. The originating OSD Component shall provide the Directives and Records Division with a distribution list with the complete mailing addresses of the intended recipients, including an attention line and the number of copies to be provided. (Include two copies for the Director, Directives and Records Division, WHS, 1111 Jefferson Davis Highway, Suite 501, Arlington, Virginia, 22202.

C8.1.2.3. Classified. The originating OSD Component shall provide the Directives and Records Division with the following:

C8.1.2.3.1. A distribution list with the complete mailing addresses of the intended recipients, including an attention line and the number of copies to be provided. (Include two copies for the Director, Directives and Records Division, WHS, 1111 Jefferson Davis Highway, Suite 501, Arlington, Virginia, 22202.

C8.1.2.3.2. Two sets of mailing address labels with the complete mailing address for each intended recipient and the number of copies to be distributed. The two sets of mailing address labels are required for internal and external wrappings of classified material. The addresses and number of copies on the mailing address labels and distribution list shall be identical. The mailing address labels shall contain the name of the DoD Components, not the name of an individual.

C8.1.2.3.3. A completed SD Form 120, "OSD Receipt for Classified Material" for each addressee. See figure C8.F1., below:

Figure C8.F1. SD Form 120

OSD RECEIPT FOR CLASSIFIED MATERIAL

TO: (Title of Office or Organization)		Number
Defense Mapping Agency ATTN: Materiel Management Division		KXXAAXX
FROM: (Office and Telephone) OUSD(A) MCL	Classification SECRET RD	Date of Transfer

Description of Material being Transferred (Do Not Enter Classified Info)

DoD Directive S-999.10 Nothing Follows ////////// // //

(Copy Info (For Copy Numbered Items, Use Inclusive Copy Nos. With # Sign)

No. of Originals	No. of Carbons	No. of Repro Cys	No. of Encls	No. Cys of each Encl
2	Ø	Ø	Ø	Ø

Date Received	Typed Or Printed Name and Signature of Recipient

SD Form 120, JUL 85 Courier Copy, to be retained by Courier

C8.1.2.3.4. Use the Defense Postal Service addressee list (available from the OSD mailroom) for the distribution list and mailing addresses labels as shown below in figure C8.F2., below:

Figure C8.F2. Sample Distribution List for S-0101.50

COMPENSATION AND SALARY DIRECTORATE ATTN: FISCAL REVIEW DIVISION ROOM 2A286 UNDER SEC DEF FOR PERSONNEL AND READINESS 4000 DEFENSE PENTAGON WASHINGTON, DC 20301-4000	5 cys
DEFENSE LOGISTICS AGENCY ATTN: MATERIAL MANAGEMENT DIVISION BUILDING 113, ROOM 301 BOLLING AIR FORCE BASE WASHINGTON, DC 20332	1 cy

C8.2. DISTRIBUTION

C8.2.1. The DoD Components shall assign distribution of their DoD issuances in block 12 on the SD Form 106 using the following designations:

C8.2.1.1. DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

C8.2.1.2. DISTRIBUTION STATEMENT B. Approved for release to U.S. Government employees and their contractors; distribution is limited.

C8.2.1.3. DISTRIBUTION STATEMENT C. Classified; distribution approved by Office of Primary Responsibility only.

C8.2.2. If it is required that a distribution statement be changed, the Office of Primary Responsibility shall submit the new distribution assignment in writing to the Director, Directives and Records Division, WHS.

C8.2.3. Access to Classified and Sensitive DoD Issuances. After the initial printing and distribution of a classified or limited distributed DoD issuance, the originating OSD Component is responsible for releasing the issuances to requesters.

C8.2.4. Reprints of Classified and Sensitive DoD Issuances. Reprints are no longer provided. The DoD Component shall keep one copy of the DoD issuance to produce additional copies for requesters.

AP1. APPENDIX 1

SAMPLES OF FORMAT AND STYLE OF REFERENCE CITATIONS FREQUENTLY USED IN DoD ISSUANCES

REFERENCE CITATION	FORMAT USED IN REFERENCE(S) SECTION	FORMAT USED IN TEXT
Code of Federal Regulations	Title 32, Code of Federal Regulations, Part 40, "Standards of Conduct," current edition	32 CFR part 40
Decisions of the Comptroller General	Decisions of the Comptroller General, Volume 9, page 23, 1989	9 C.G. 23 (1989) (Volume 9 of the C.G.)
	Decisions of the Comptroller General, File B-211373, March 20,1985	C.G. File B-211373
DoD Directive	DoD Directive 1990.2, "Injury Compensation for DoD Employees," March 10, 1980	DoD Directive 1990.2
DoD FAR Supplement (Defense FAR Supplement)	Defense FAR Supplement, current edition	DFARS
	Defense FAR Supplement, Subpart 25.9, "Omission of Examination of Records Clause," April 1984	DFARS, Subpart 25.9 (Subpart 25.9 of the DFARS)
DoD Instruction	DoD Instruction 1995.1, "Labor Unions and Management Agreements," December 2, 1988	DoD Instruction 1995.1
DoD Publication	DoD 1990.2-R, "Regulations on Injury Compensation for DoD Employees," August 1981, authorized by DoD Directive 1990.2, June 16, 1980	DoD 1990.2-R
Executive Order	Executive Order 12564, "Drug-Free Workplace," September 15, 1986	E.O.12564
Federal Acquisition Circular	Federal Acquisition Circular 85-49, "Free Enterprising with Incentive," July 1, 1987	FAC 85-49
Federal Acquisition Regulation	Federal Acquisition Requlation, Part 10 of the FAR, "Supply and Demand," current edition	Part 10 of the FAR
Federal Personnel Manual	Federal Personnel Manual, Chapter 930, "Programs for Specific Positions"	FPM, Chapter 930 (Chapter 930 of the FPM)
Federal Register	Federal Register, Volume 10, page 12345, June 10, 1993	10 FR 12345
Joint Travel Regulations	Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," current edition	JFTR, volume 1
	Joint Travel Regulations, Volume 2, "Department of Defense Civilian Personnel," current edition	JTR, volume 2
Joint Military Publications [1]	AR 320-3/AFR 50-1 O/OPNAVINST 3200.25, "DoD Food Program," September 5, 1985	AR 320-3/AFR 50-10/OPNAVINST 3200.25
Manual for Courts-Martial	Manual for Courts-Martial, United States, 1984	MCM, 1984
	Manual for Courts-Martial, United States, Paragraph 44, 1989	44 MCM, 1989

[1] DO NOT reference joint publications in DoD Directives.

REFERENCE CITATION	FORMAT USED IN REFERENCE(S) SECTION	FORMAT USED IN TEXT
Memoranda	Secretary of Defense Memorandum, "Regulatory Relief Task Force," October 15, 1989	Secretary of Defense Memorandum
	Assistant Secretary of Defense for Health Affairs Memorandum, "Healthcare for Employees," May 13, 1993	ASD(HA) Memorandum
Memorandum of Understanding	Memorandum of Understanding between the Department of Defense and the Department of Education, August 16, 1982	MOU
Military Handbook	MIL-HNBK-453, "Emergency Traffic Control," December 20, 1982	MIL-HNBK-453
Military Specification	MIL-E-876, "Repair Levels for Electronic Modules," February 11, 1989	MIL-E-876
Military Standard	MIL-STD-672A "Aviation Calibrations," June 9, 1986	MIL-STD-672A
National Decision Paper	National Decision Paper 1, "Disclosure of Nothing," September 8, 1981	NDP 1
National Security Decision Directive	National Security Decision Directive No.18, "International Trade and Transfer," July 2, 1990	NSDD 18
Office of Management and Budget Bulletin	Office of Management and Budget Bulletin No. 81-17, "Debt Collection," April 27, 1981	OMB Bulletin 81-17
Office of Management and Budget Circular	Office of Management and and Budget Circular No. A-73, "Audit of Federal Operations and Programs," March 15, 1978	OMB Circular A-73
Public Law [2]	Section 8070 of Public Law 102-172, "The Department of Defense Appropriations Act for Fiscal Year 1992," November 26, 1991	Section 8070 of Pub. L. No. 102-172 (1992)
United States Code [2]	Section 801-940 of title 10, United States Code, Uniform Code of Military Justice	Sections 801-940 of 10 U.S.C. or 10 U.S.C. 801-940

[2] Citations shall include the paragraph or section number.

AP2. APPENDIX 2

LIST OF PREFERRED TERMS USED IN DoD ISSUANCES

AP2.1.1. The following is a glossary of terminology, form, and style to ensure that DoD Issuances are prepared in a text that is in simple language, consistent, and clear. Use Joint Pub 1-02[12] for military and associated terms.

Term	Preferred Usage or Comment
	A
a great deal of	much
a minimum of	at least
a number of	some
abrogate	do away with, abolish
accelerate	speed up, hasten
accompanied by	with
accompany	go with
accomplish	do
accorded	given
accordingly	so, then
accrue	increase, collect
acronyms	Once the acronym has been established, usually the first time the word or phrase with the acronym is introduced, use the acronym consistently throughout the text.
activate	start, drive, turn on
active duty	Includes active duty for training. To exclude the training, say "active duty (other than for training)."
Active Reserve	capitalized
active service	Use when referring to military experience that may be credited toward promotion or retirement. Do not use "active duty."
adjacent to	next to
advantageous	helpful
affect	to influence (See "effect.")
affix	put, attach
afford an opportunity	allow, let
after the conclusion of	after
aggregate	total, sum
all of	all
ambassador	lowercase

[12] Copies may be obtained, via Internet at http://www.dtic.mil/doctrine/jel/doddict/index.html

Term	Preferred Usage or Comment
ameliorate	improve
antedate	precede
antithesis	opposite, contrast
any of	any
any place	anywhere
apparent	clear, plain
appendix	plural, "appendices"
appreciable	many
approximately	about, close, near
are in receipt of	received
Armed Forces	capitalized
Armed Forces of the United States	Used to denote collectively all components of the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.[13] (Also referred to as the "United States Armed Forces.")
Armed Services	Armed Forces or Military Services
arrived at a decision	decided
as a basis for	for
as a matter of fact	in fact
as a means of	to
as a result of	because of
as of	by
as prescribed by	under
as to whether	whether
ascertain	find out, learn
assignment	Refers to an order to a particular duty, organization, or station for a long or indefinite time.
assist	help, aid
assure	ensure
at all times	always
at an early date	soon
at the present time	now
at the time of	during
attached hereto	attached
attains the age of ...	becomes ... years old
attempt	try
augment	raise, expand, add to, extend, enlarge, increase

[13] When it is operating as a Military Service in the Navy, or under agreement with the Department of Transportation when it is not operating as a Military Service in the Navy. (Use either one.)

Term	Preferred Usage or Comment
	B
based on the fact that	because
be cognizant of	know
before-mentioned	Avoid
benefit	help
biannual, biennial	"Biannual," like "semiannual," means twice a year. "Biennial" means every 2 years.
bimonthly	every 2 months ("Semi-monthly" is used to express twice monthly.)
businessman, businesswoman	business executive, manager, entrepreneur, business owner
by means of	by, with
by virtue of	by, under
	C
calculate	compute
can	Action is optional.
cease	stop
chairman, chairwoman	chair
circumlocutions	Avoid pairs of words having the same effect, such as: "any and all" "authorized and empowered" "by and with" (except for Senate confirmation cases) "each and all" "each and every" "final and conclusive" "full and complete" "full and adequate" "full force and effect" "null and void" "order and direct" "over and above" "sole and exclusive" "terms and conditions" "type and kind" "unless and until" Avoid pairs of words, as shown below, one of which includes the other. Instead, use the broader or the narrower term, as the meaning requires. "any and all" "authorized and directed" "desire and require" "means and includes" "necessary or desirable"

Term	Preferred Usage or Comment
close proximity	near
Coast Guard, U.S.	When referring to the Coast Guard while it is under the Secretary of Transportation (in peace), say "the Coast Guard under agreement with the Department of Transportation when it is not operating as a Service in the Navy."
cognizant of	aware of, know, understand, comprehend
coincidentally	at the same time
Commander-in-Chief	Use ONLY when referring to the President of the United States
combine	join
comes into conflict	conflicts
commence	begin
committeeman	committee member
compare	Use "compare to" when discussing similarities between objects that are different; use "compare with" when discussing similarities or differences between objects that are the same.
concerning	about, on
conclude	end, close
Congressman, Congressperson	Member of Congress or Congressional Representative
consummate	complete, bring about
contained in	in
contain	has
contiguous	next to
continuously, continually	Often used incorrectly. The first word means "without interruption"; the second, "intermittently, at frequent intervals."
contribute	give
councilman	council member
course of time	time
crewman	crew member
criterion	standard, norm
	D
daughter and/or son	child, children
deem	consider
Defense Agency	capitalized
demonstrates	shows
depart	leave
Department of Defense	Spell out when used as a noun; abbreviate (DoD) when used as an adjective.
dependent	Should be avoided, except to the extent required by law. For example, the use of the word "dependent" may be required to satisfy explicit statutory requirements about entitlement to benefits and/or privileges. Instead, use such terms as "family member," "spouse," "parent," "unmarried child" or "beneficiary."

Term	Preferred Usage or Comment
depict	describe, show
deprivation	loss
despite the fact that	although, though
detail	Refers to a particular duty, organization, or station, except that it is temporary.
determine	decide, find
discontinue	drop, stop
disseminate	issue, circulate, send out
downward adjustment	decrease
due to the fact that	because, since, due to
during periods when	when
during such time	while
	E
echelons	levels
effect (verb) effect (noun)	to bring about, to accomplish, make, cause result, impression
effect an improvement	improve
effectuate	bring about, carry out
elementary	simple, basic
elicit	draw out, bring out
eliminate	cut, drop, end
elucidate	explain, clarify
emphasize	stress
employ, employed	use, used
enclosed herewith	enclosed
encompass	enclose, include
encounter	meet
encourage	urge, persuade
endeavor to ascertain	find out
enlisted man (woman)	enlisted member, enlistee
enumerate	count, list
equitable	fair
equivalent	equal
evident	clear
exacerbate	make worse
Executive Branch	capitalized
Executive Department	capitalized
Executive Order	Capitalize with a number; e.g., Executive Order (E.O.) 12334. Lowercase "order" when meaning is general.
Executive Secretary, Office of the Secretary of Defense	Executive Secretary of the Department of Defense
exercise care	be careful
expedite	hasten, speed

Term	Preferred Usage or Comment
experience difficulty	have trouble
extenuating	qualifying, justifying
	F
fabricate	construct, make, build, invent
facilitate	ease, help
failed to	did not
father (or mother)	Replace with "either parent" or "parent."
feasible	possible, practical
Federal	capitalized
federally	not capitalized
female (or male)	Replace with "person" or "individual."
finalize	complete, finish
fireman	firefighter
for the month of (August)	for (August)
for the purpose of	for
for the reason that	because, since
foreman	supervisor, manager
forfeit	give up, lose
formulate	make, devise, prepare
fullest possible extent	as much as possible
fundamental	basic
furnish	give, supply, send
	G
generally	Avoid, unless contrasted with "specifically."
give consideration to	consider
give encouragement to	encourage
government	lowercase, except when referring to U.S. Government
grade and rank	Use the term "grade" to designate pay grade, such as O-1 or O-2. Use the term "rank" to refer to the order of precedence or seniority within a grade.
grandfather and/or grandmother	Use "grandparent" or "grandparents."
	H
has the capability to, of	can
have need for	need
have the effect of	effect
he, him, his	Use "he or she" instead of he; "him or her" instead of him; "his or hers" instead of his.
held a meeting	met
henceforth	from now on
heretofore	until now, up to now
husband (or wife)	spouse

Term	Preferred Usage or Comment
identical	same
illustrate	show
impede	block
imperative	urgent
implement	carry out
in a case in which	when, where
in a situation in which	when
in addition	also, besides, too
in an effort to	to
in case	if
in conjunction with	with
In connection with	by, in, for
in lieu of	instead of, in place of
in order that	so that
in order to	to
in regard to	about
in relation to	related to, for
in spite of the fact that	though, although
in the amount of	for
in the case of	when, where
in the course of	during, in, while
in the event of, that	if
in the majority of instances	usually
in the near future	soon
in view of	since, because
inception	start
incorporate	merge, join
indicate	show
initial	begin, start
innate	basic, native, inborn
insure	ensure
integrate	combine
inter-Service	when referring to the Military Services
is authorized and directed	shall
is authorized to	may
is cognizant of	knows
is dependent upon	depends on

Term	Preferred Usage or Comment
is directed	shall
is entitled to	may
is responsible for selecting	selects
it is obvious that	clearly, obviously
it is the responsibility of ... to	shall
	J
journeyman	trainee, beginner
justify	prove
	K
	L
last and latest	These words are not interchangeable. "Last" means final; "latest," most recent.
least and less	Use "least" when more than two persons or things have been mentioned; use "less" when only two have been mentioned.
Legislative Branch	capitalized
lengthy	long
like	Never use "like" to introduce a subject and its verb; e.g., "He wrote as (not "like") he spoke."
locate	find
	M
magnitude	size
mailman	mail carrier
make a decision	decide
made a determination	determine
make application	apply
make every effort	try
make inquiry regarding	inquire
make provisions for	provide
male (or female)	Replace with "person" or "individual."
man	person, human, human being, or individual
manhour	work hour, staff hour
mankind	humanity, human beings, or humankind
manmade	artificial, synthetic, manufactured
manned	staffed
manpower	human resources, workforce, labor force
manufacture	make
Marine Corps	See "Navy and Marine Corps."
maximize	increase
maximally	use "to the maximum extent possible"
may	Action is optional.

Term	Preferred Usage or Comment
memorandum	plural, "memorandums."
military	Do not say "military and naval." The term "military" includes "naval."
Military Departments	capitalized the term includes the Reserve components, which include the National Guards
Military Secretaries	When referring to the Secretaries of the three Military Departments and the Secretary of Transportation (on the U.S. Coast Guard when it is not operating as a Service in the Navy), say the "Secretary concerned." When referring only to the Secretaries of the three Military Departments, say "the Secretary of the Military Department concerned," "the Secretary of each Military Department," or "the Secretaries of the Military Departments." Do not say "the Secretaries of the Army, the Navy, and the Air Force," or "the Secretary of the Army, the Secretary of the Navy, and the Secretary of the Air Force."
Military Services	The branches of the Armed Forces of the United States, established by act of Congress, in which persons are appointed, enlisted, or inducted for military service and which operates and is administered within a Military or Executive Department. The Military Services are the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.[14] The term "Military Services" includes the Reserve components, which include the National Guards.
minimal	least, lowest, smallest
minimally	use "at a minimum"
minimize	reduce
mitigate	lessen, ease
modification	change
monitor	check, watch
mother (or father)	Replace with "either parent" or "parent."
must	Action is mandatory.
	N
National Command Authorities	DO NOT USE. Refer to the President or Secretary of Defense.
National Guard	Special care must be taken with the National Guard. The State organizations, which are the Army National Guard and the Air National Guard, must be distinguished from their Federal counterparts, which are the Army National Guard of the United States and the Air National Guard of the United States. Taken together, the former make up the "National Guard." The latter, however, cannot be lumped together because the Army National Guard of the United States is a component of the Army, whereas the Air National Guard of the United States is a component of the Air Force--both separate Armed Forces. The National Guard, together with the Navy Militia, make up the organized militia of the 50 States that have been federally recognized. When members of the National Guard enter active service, they are "called into Federal service." Once on duty, they are "in Federal service."
Navy and Marine Corps	Although they are in the same Military Department, and under the same Secretary, the Navy and the Marine Corps are separate Armed Forces. Therefore, the term "Navy" should not be used to include the Marine Corps.

[14] When it is operating as a Military Service in the Navy, or under agreement with the Department of Transportation when it is not operating as a Military Service in the Navy. (Use either one.)

Term	Preferred Usage or Comment
nebulous	vague
necessitate	cause, need, require
negligible	small trifling
nevertheless	however, even so, but
normally	Avoid, unless contrasting with "not normal."
not infrequently	often
not later than	by, before
not often	seldom
numerals	Express units of measurement, time, and money in figures. Otherwise, use a figure for the number 10 or more; for a number smaller than 10, write the number out.
numerous	many, most
	O
obtain	get
obviate	prevent
officers	Do not refer to a civilian official as an "officer." Refer to a civilian official as a "person," "employee," or "official."
on account of	because
on and after July 1, 1979	after June 30, 1979
on behalf of	for
on his or her own application	at his or her request
on the occasion	when, on
originate	start, initiate
ought	Action is required, unless justifiable reason exists for not taking action.
over	Avoid when referring to a number; e.g., "There were more than (not "over") 500 people at the meeting."
owing to the fact that	since, because
	P
parameters	limits, boundaries
parenthetical expressions	Avoid parenthetical phrases when they are stronger as part of the sentence.
participate	take part
party	Avoid, if you mean "person."
per	This should not be used for our English article "a." Avoid the Latin terms, "per annum," "per day." Instead, use "a year" and "a day."
percentum	percent
perform	do
per man	per person (See "per," above.)
permit	let, allow
person	If a person is a member of an Armed Force, refer to him or her as a "member," "officer," or "enlisted member" and not as a "person," or "individual." If not a member of an Armed Force, refer to him or her as a "person."

Term	Preferred Usage or Comment
pertaining to	about, of, on
policeman	police officer
portion	part
position	place
possess	have
practicable	possible, workable
practically	Vary this overworked word with "virtually," "almost," "nearly."
preclude	prevent
predicated	based
predominant	dominant, main, chief
preeminent	chief, outstanding, foremost, first
prepared	ready
prevail upon	persuade
prevalent	widespread
preventative	preventive
previous	past
previously, previous to, prior to	before
probability	chance, likelihood
process of preparation	being prepared
promulgate	issue
prototype	first or original, model
provided, provided that	if
provides guidance for	guides
providing	Do not use when meaning is "if" or "provided." For example, "Providinq low-cost houses is a problem, but the problem will be met provided (or if) the builders get supplies."
provisions of	Try to avoid.
Public Law	Capitalize. Cite section and number; e.g., "Section 456 of Public Law 98-176." Lower-case when the meaning is general; e.g., "those public laws."
purchase	buy
pursuant to	under
	Q
	R
reach a decision	decide
reason is because	because
recipient of	gets, got
reflect	show

Term	Preferred Usage or Comment
regarding	on, about
Regular and Reserve	Capitalize when referring to the Military Services; e.g., the Regular Army, the Air Force Reserves.
reiterate	repeat
relating to	on, about
remain	stay
remuneration	pay, payment
render	make, give
repairman	repair person, maintenance person (specifically: plumber, carpenter, electrician..
require (are required to)	must
requirement	need
Reserve component (or the Reserves)	Do not capitalize "component." Reserves are not appointed or enlisted directly in a Reserve component. They are appointed or enlisted in an Armed Force as "Reserves." Although they may become members of a particular Reserve component, they do not become members because of any appointment or enlistment in that component. Therefore, do not say "appointed (or enlisted) in the Air National Guard of the United States." Say "appointed (or enlisted) as a Reserve for service as a member the Air National Guard of the United States."
Reserve in an Armed Force	Reserve of an Armed Force
Reservist	uppercase
retain	keep
retirement pay	retired pay
rudiments	first steps, basics
	S
salesman	sales person, sales agent, sales representative, sales clerk
seaman	crew member, sailor
Secretary of Defense Secretary of the Army Secretary of the Navy Secretary of the Air Force	Spell out each title in full the first time such a Secretary is referred to. Later, he or she may be referred to as "the Secretary," unless the full title is necessary to prevent confusion with that of the Secretary of another Department.
seek	look for
selection	choice
Service	Capitalize when referring to a particular Military Service, e.g., "the Army."
Serviceman	Use "Service member."
shall be considered to be	is
shall or may	If a discretionary right, privilege, or power is conferred, use "may." If a right, privilege, or power is abridged, use "may not." If an obligation to act is imposed, use "shall."
shall or will	Use "shall" as indicator of obligation (in all three persons). Use "will" when no obligation is being conveyed.

Term	Preferred Usage or Comment
should	Action is required, unless justifiable reason exists for not taking action.
so as to	to
solicit	ask for
some of	some
son and/or daughter	child, children
specified (as in mentioned, listed)	named
Specified Command	DO NOT USE. Cite Combatant Command or the specific command.
spokesman	spokesperson
State	Capitalize when referring to one or more of the United States.
subsequent	later, after, next
subsequent to, subsequently	next, later, following, then, after
successfully completes or passes	completes or passes
	T
terminate	end
terrible disaster	disaster
that and which (to begin restrictive and nonrestrictive clauses)	"that" introduces a restrictive clause; "which" introduces a nonrestrictive clause. A test of whether a clause is one or the other is to omit it. If omission changes the meaning, results in a statement that doesn't make sense, or is incomplete, the clause is restrictive. If the clause can be omitted without changing the meaning, it is nonrestrictive. A restrictive clause is not set off by commas; e.g., "The fish that I caught is a pike." A nonrestrictive clause generally is set off by commas; e.g., "The talks, which ended Monday, concerned export equipment."
the following	this, these
the question as to whether	whether
there is no doubt that	doubtless, no doubt
this date	today
thus	so
to call your attention to	note
to the extent that	as far as
transcend	go beyond
transmit	send
transpire	happen, occur
	U
Unified Command	DO NOT USE. Cite Combatant Command or the specific command.
Uniformed Services	These are the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the Commissioned Corps of the U.S. Public Health Service, and the Commissioned Corps of the National Oceanic and Atmospheric Administration.

Term	Preferred Usage or Comment
	V
United States	Spell out when used as a noun; abbreviate when used as an adjective, as in U.S. Government affairs. When the definition exceeds the continental limits of the United States, refer to: The United States, territories and possessions, and all waters and airspace subject to its territorial jurisdiction.
United States Armed Forces	See "Armed Forces of the United States."
United States Code	capitalized; correct abbreviation, "U.S.C."
U.S. Government	capitalized.
until such time as	until
upon	on
utilize, utilization	use
validate	confirm
value	cost, worth
verbatim	word for word, exact
viable	workable
virgule (/)	Use "and," "or," "and/or" depending on meaning (e.g., instead of production/deployment, use production and deployment, production or deployment, or production and/or deployment).
	W
whenever	when
whereas	since, while
whereby	by which
wherein	in which, where
whether or not	whether, if
which (to begin a nonrestrictive clause)	See "that and which," above
widow or widower	surviving spouse
wife (or husband)	spouse
will	Applies only to a statement of future condition; do not use in place of "shall."
with a view to	to, for
with reference to	on, about
with regard to	on, about
with respect to	on, about
with the exception of	except for
with the purpose of	to
workman	worker
workman's compensation	worker's compensation

Term	Preferred Usage or Comment
x-ray	as a verb to examine, treat, or photograph with X-rays (noun)
	Y
	Z

AP3. APPENDIX 3

LIST OF HYPHENATED UNIT MODIFIERS USED IN DoD ISSUANCES

built-in	high-level	record-keeping
cargo-handling	high-speed	retail-level
case-by-case	in-depth	roll-on, roll-off
combat-ready	intelligence-related	security-related
common-use	joint-interest	self-propelled
computer-based	joint-Service	self-sustaining
container-handling	land-based	Service-unique
cost-effective	large-scale	shipboard-installed
cross-country	life-cycle	short-term
day-to-day	live-in	single-Service
DoD-appropriated	long-distance	single-source
DoD-associated	long-haul	single-user
DoD-established	long-range	stand-alone
DoD-incurred	long-term	State-owned
DoD-wide	military-controlled	tax-exempt
double-spaced	minimum-essential	technology-sharing
energy-related	off-base	theatre-specific
exclusive-use	off-campus	time-phased
first-class	off-duty	two-person
first-rate	off-the-shelf	uni-Service
flag-raising	on-board	up-to-date
full-scale	one-time	well-informed
full-time	part-time	work-sharing
general-purpose	personnel-intensive	X-ray
Government-controlled	point-to-point	
Government-owned	post-development	

AP4. APPENDIX 4
EDITING SYMBOLS

Edited Copy	Symbol Meaning	Effect
ft. knox	Capitalize	Ft. Knox
the Mayor	Make lower case	the mayor
FT. KNOX	Make lower case	Ft. Knox
Nws stories	Insert letter	News stories
actian photo	Change letter(s)	action photo
typewriter	Delete letter, close up	typewriter
first sergeant	Delete letter, leave space	first sergeant
news photos	Insert word	news and photos
record photos	Change word	record pictures
newspaper worthy	Delete word, close up	newsworthy
the tall men	Delete word, leave space	the men
newsphotos	Insert space	news photos
news paper	Close up	newspaper
the end The	Insert period	the end. The
three four and	Insert comma (Use same caret (^) to insert colon and semi-colon)	three, four and
reenter	Insert hyphen	re-enter
fact for example	Insert dash	fact- -for example
We believe. . .	Insert quotes, apostrophe	"We believe. . .
white and blue	Delete space	white and blue
captian	Transpose letters	captain
run fast	Transpose words	fast run
Apply same principle as above, or circle first item and draw arrow to desired position; note with	Transpose sentences, paragraphs	
Doctor Dr. twenty-one 21	Make opposite	Dr. Doctor 21 twenty-one
battle. Soldiers	Not a new paragraph	battle. Soldiers
battle. Soldiers	New paragraph	battle. Soldiers
STET the M14 rifle	Let it stand as before corrected	the M14 rifle
The Dog	Center in column (heads and subheads)	The Dog
$37,000 $38,000	Move to right	$37,000 $38,000
$37,000 $38,000	Move to left	$37,000 $38,000