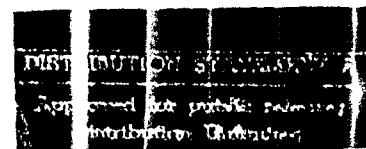
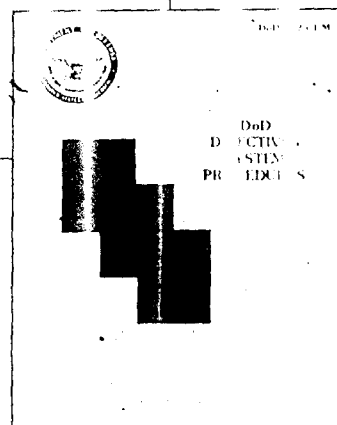
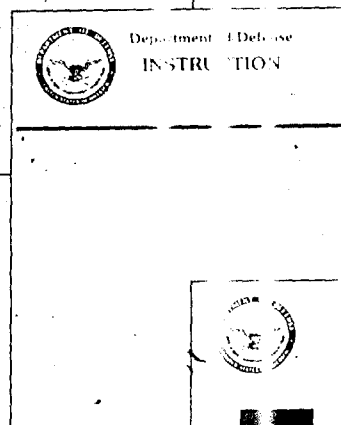
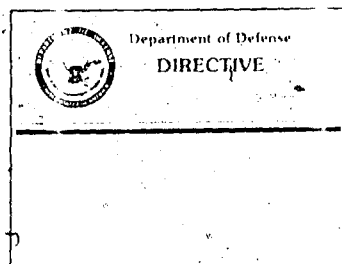




DoD 5025.1-M

# DoD DIRECTIVES SYSTEM PROCEDURES



August 1994

Director of Administration and Management  
Office of the Secretary of Defense

Best Available Copy



## OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, DC 20301

August 15, 1994

Administration  
& Management

### FOREWORD

This Manual is reissued under the authority of DoD Directive 5025.1, "DoD Directives System," June 24, 1994. It provides guidance for the preparation, coordination, publication, distribution, implementation, and review of DoD Directives, DoD Instructions, DoD Publications, and their changes (hereafter referred to collectively as "DoD issuances"). It also provides guidance on the preparation of documents for the Federal Register. DoD 5025.1-M, "DoD Directives System Procedures," December 1990, is hereby canceled.

This Manual applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Inspector General of the Department of Defense (IG, DoD), the Defense Agencies, and the DoD Field Activities (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 to:

Director  
Correspondence and Directives Directorate, Room 3B946  
Washington Headquarters Services  
1155 Defense Pentagon  
Washington, DC 20301-1155

The DoD Components may obtain copies of this Manual through their own publications channels. Approved for public release; distribution unlimited. Authorized registered users may obtain copies of this Manual from the Defense Technical Information Center, Cameron Station, Alexandria, VA 22304-6145. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

D. O. COOKE  
Director

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## TABLE OF CONTENTS

|                                                                                                                                 | <u>Page</u> |
|---------------------------------------------------------------------------------------------------------------------------------|-------------|
| Foreword                                                                                                                        | i           |
| Table of Contents                                                                                                               | ii          |
| Figures                                                                                                                         | iv          |
| References                                                                                                                      | vi          |
| <br><b>CHAPTER 1 - GENERAL INFORMATION</b>                                                                                      |             |
| A. Reissuance and Purpose                                                                                                       | 1-1         |
| B. Definitions                                                                                                                  | 1-1         |
| C. Policy                                                                                                                       | 1-2         |
| D. Responsibilities                                                                                                             | 1-3         |
| <br><b>CHAPTER 2 - DOD DIRECTIVES AND INSTRUCTIONS</b>                                                                          |             |
| A. Organization of DoD Directives and Instructions                                                                              | 2-1         |
| B. Charters                                                                                                                     | 2-5         |
| C. Style and Format                                                                                                             | 2-5         |
| <br><b>CHAPTER 3 - DOD PUBLICATIONS</b>                                                                                         |             |
| A. Types of DoD Publications                                                                                                    | 3-1         |
| B. Organization of DoD Publications                                                                                             | 3-2         |
| C. Distribution Statements for DoD Publications                                                                                 | 3-5         |
| D. Style and Format                                                                                                             | 3-5         |
| <br><b>CHAPTER 4 - WRITING STYLE, PREPARATION OF DoD ISSUANCE, COORDINATION, AND SUBMISSION OF FINAL ISSUANCE FOR SIGNATURE</b> |             |
| A. Writing Style                                                                                                                | 4-1         |
| B. Preparation of DoD Issuance                                                                                                  | 4-3         |
| C. Coordination                                                                                                                 | 4-13        |
| D. Submission of Final Issuance for Signature                                                                                   | 4-15        |
| <br><b>CHAPTER 5 - CHANGES, REISSUANCES, CANCELLATIONS, CLASSIFIED DOD ISSUANCES, AND REPRINTS</b>                              |             |
| A. Changes to DoD Issuances                                                                                                     | 5-1         |
| B. Reissuances                                                                                                                  | 5-2         |
| C. Cancellations                                                                                                                | 5-3         |
| D. Classified DoD Issuances                                                                                                     | 5-3         |
| E. Reprints                                                                                                                     | 5-4         |

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|                                                                                           | <u>Page</u> |
|-------------------------------------------------------------------------------------------|-------------|
| <b>CHAPTER 6 - PRINTING AND DISTRIBUTION</b>                                              |             |
| A. OSD and WHS Components                                                                 | 6-1         |
| B. DoD Components                                                                         | 6-1         |
| C. Classified DoD Issuances                                                               | 6-2         |
| D. Secondary Distribution of DoD Issuances                                                | 6-3         |
| <b>CHAPTER 7 - IMPLEMENTATION AND INTERNAL REVIEW</b>                                     |             |
| A. Implementation                                                                         | 7-1         |
| B. Internal Review                                                                        | 7-2         |
| <b>CHAPTER 8 - FEDERAL REGISTER SYSTEM</b>                                                |             |
| A. Introduction                                                                           | 8-1         |
| B. Definitions                                                                            | 8-1         |
| C. Policy                                                                                 | 8-3         |
| D. Responsibilities                                                                       | 8-4         |
| E. Rules                                                                                  | 8-7         |
| F. Text Specifications for Rules                                                          | 8-9         |
| G. Organization and Structure of Rules                                                    | 8-11        |
| H. Description of Rules                                                                   | 8-16        |
| I. Notices                                                                                | 8-19        |
| J. Coordination and Submission of Documents                                               | 8-20        |
| K. Filing and Printing of Documents                                                       | 8-21        |
| L. Withdrawal of Documents                                                                | 8-21        |
| M. Verification of Documents Printed in the Federal Register                              | 8-22        |
| N. Regulatory Plan                                                                        | 8-22        |
| O. Unified Regulatory Agenda of Federal Regulations                                       | 8-22        |
| <b>CHAPTER 9 - NUMBERING SYSTEM AND RECORDS MANAGEMENT</b>                                |             |
| A. Numbering System of DoD Issuances                                                      | 9-1         |
| B. Records Management                                                                     | 9-2         |
| <b>APPENDICES</b>                                                                         |             |
| A. Samples of Format and Style of Reference Citations Frequently<br>Used in DoD Issuances | A-1         |
| B. List of Preferred Terms Used in DoD Issuances                                          | B-1         |
| C. List of Hyphenated Unit Modifiers Used in DoD Issuances                                | C-1         |
| D. Editing Symbols                                                                        | D-1         |

## FIGURES

| <u>Figure</u> | <u>Title</u>                                                                                | <u>Page</u> |
|---------------|---------------------------------------------------------------------------------------------|-------------|
| 1-1           | Directive-type memorandum issued by the Secretary or Deputy Secretary of Defense            | 1-6         |
| 1-2           | Directive-type memorandum issued by a Principal Staff Assistant                             | 1-7         |
| 2-1           | DoD Directive                                                                               | 2-6         |
| 2-2           | DoD Instruction                                                                             | 2-9         |
| 2-3           | Formats for Purpose (Reissuance and Purpose)                                                | 2-12        |
| 2-4           | Formats for Applicability (Applicability and Scope)                                         | 2-14        |
| 2-5           | Formats for Definitions                                                                     | 2-16        |
| 2-6           | Formats for Responsibilities                                                                | 2-18        |
| 2-7           | Formats for Effective Date (Effective Date and Implementation)                              | 2-21        |
| 3-1           | Parts of a DoD Publication                                                                  | 3-6         |
| 3-2           | Cover of a DoD Publication                                                                  | 3-7         |
| 3-3           | Foreword for a DoD Publication                                                              | 3-8         |
| 3-4           | Table of Contents in a DoD Publication                                                      | 3-9         |
| 3-5           | List of figures in a DoD Publication                                                        | 3-10        |
| 3-6           | List of tables in a DoD Publication                                                         | 3-10        |
| 3-7           | Reference page in a DoD Publication                                                         | 3-11        |
| 3-8           | Definitions in a DoD Publication                                                            | 3-12        |
| 3-9           | Abbreviations and/or acronyms in a DoD Publication                                          | 3-13        |
| 4-1           | Section, subsection, paragraph, and subparagraph format for DoD Directives and Instructions | 4-6         |
| 4-2           | Enclosure format                                                                            | 4-7         |
| 4-3           | Attachment format                                                                           | 4-7         |
| 4-4           | Page headers                                                                                | 4-9         |
| 4-5           | Section, subsection, paragraph and subparagraph format for chapters in a DoD Publication    | 4-10        |
| 4-6           | Index entries                                                                               | 4-12        |
| 4-7           | Appendix in a DoD Publication                                                               | 4-17        |
| 4-8           | SD Form 106                                                                                 | 4-18        |
| 4-9           | Cover Memorandum for a DoD Directive                                                        | 4-20        |
| 4-10          | Memorandum forwarding a signed DoD Instruction                                              | 4-21        |
| 4-11          | Memorandum forwarding a signed DoD Publication                                              | 4-22        |
| 4-12          | List of Coordinating Officials                                                              | 4-23        |
| 4-13          | Arrangement of final DoD Directive (or Instruction) package                                 | 4-24        |
| 4-14          | Arrangement of final DoD Publication package                                                | 4-24        |
| 4-15          | Memorandum forwarding a DoD Instruction that was coordinated originally as a DoD Directive  | 4-25        |
| 5-1           | Cover Memorandum for a substantive (page and/or pen) change to a DoD Directive              | 5-5         |
| 5-2           | Memorandum for a substantive (page and/or pen) change to a DoD Instruction                  | 5-6         |
| 5-3           | Memorandum for a substantive (page and/or pen) change to a DoD Publication                  | 5-7         |
| 5-4           | Memorandum for an administrative (page and/or pen) change to a DoD Directive or Instruction | 5-8         |

| <u>Figure</u> | <u>Title</u>                                                                                                                                          | <u>Page</u> |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 5-5           | Memorandum for an administrative (page and/or pen) change to a DoD Publication                                                                        | 5-9         |
| 5-6           | Reissuance of a DoD Directive                                                                                                                         | 5-10        |
| 5-7           | Cover Memorandum for an administrative reissuance of a DoD Directive                                                                                  | 5-14        |
| 5-8           | Memorandum for an administrative reissuance of a DoD Instruction (or Publication)                                                                     | 5-15        |
| 5-9           | Cover Memorandum for cancellation of a DoD Directive                                                                                                  | 5-16        |
| 5-10          | Memorandum for cancellation of a DoD Instruction                                                                                                      | 5-17        |
| 5-11          | Memorandum for cancellation of a DoD Publication                                                                                                      | 5-18        |
| 5-12          | Unclassified sample of security classification markings for a DoD issuance                                                                            | 5-19        |
| 6-1           | SD Form 120                                                                                                                                           | 6-2         |
| 6-2           | DD Form 2590                                                                                                                                          | 6-5         |
| 7-1           | Memorandum certifying implementation of a DoD issuance                                                                                                | 7-3         |
| 8-1           | Amendatory Language                                                                                                                                   | 8-8         |
| 8-2           | Heading Unit                                                                                                                                          | 8-12        |
| 8-3           | Preamble                                                                                                                                              | 8-14        |
| 8-4           | Words of Issuance                                                                                                                                     | 8-15        |
| 8-5           | Levels of Codification                                                                                                                                | 8-16        |
| 8-6           | Description of Rules                                                                                                                                  | 8-17        |
| 8-7           | OMB Form, "Executive Order 12866 Submission"                                                                                                          | 8-18        |
| 8-8           | Certification Statement that the Rule is not Subject to Executive Order 12866, Public Law 96-354, and Public Law 96-511                               | 8-23        |
| 8-9           | Notice of an Open Meeting                                                                                                                             | 8-24        |
| 8-10          | Memorandum Requesting that a Meeting Notice be Published in the Federal Register                                                                      | 8-25        |
| 8-11          | Notice of a Closed Meeting                                                                                                                            | 8-26        |
| 8-12          | Statement of Determination for a Closed Meeting Included in a Memorandum Requesting that a Closed Meeting Notice be Published in the Federal Register | 8-27        |
| 8-13          | Notice of Sunshine Act Meeting                                                                                                                        | 8-28        |
| 8-14          | Notice of an Amendment to a Meeting Notice                                                                                                            | 8-29        |
| 8-15          | Memorandum Requesting that an Amendment to a Meeting Notice be Published in the Federal Register                                                      | 8-30        |
| 8-16          | Federal Register Package                                                                                                                              | 8-31        |

REFERENCES

- (a) Joint Pub 1-02, "Department of Defense Dictionary of Military and Associated Terms," March 1994
- (b) DoD Directive 8910.1, "Management and Control of Information Requirements," June 11, 1993
- (c) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," November 1986, authorized by DoD Directive 8910.1, June 11, 1993
- (d) DoD Instruction 7750.7, "DoD Forms Management Program," May 31, 1990
- (e) DoD Directive 8320.1, "DoD Data Administration," September 26, 1991
- (f) DoD 8320.1-M, "Data Administration Procedures," March 1994, authorized by DoD Directive 8320.1, September 26, 1991
- (g) DoD 5200.1-R, "Information Security Program Regulation," June 1986, authorized by DoD Directive 5200.1, June 7, 1982
- (h) DoD 5200.1-PH, "A Guide to Marking Classified Documents," November 1982, authorized by DoD Directive 5200.1, June 7, 1982
- (i) DoD 5025.1-I, "DoD Directives System Annual Index," January 1994, authorized by DoD Directive 5025.1, June 24, 1994
- (j) Unified Agenda of Federal Regulations, current edition
- (k) Executive Order 12866, "Regulatory Planning and Review Program" September 30, 1993
- (l) Section 601 of title 5, United States Code
- (m) Chapter 44 of title 44, United States Code
- (n) Section 552b(c)(1) of title 5, United States Code
- (o) DoD 5400.11-R, "Department of Defense Privacy," August 1983, authorized by DoD Directive 5400.11, June 9, 1982
- (p) Section 552b(e)(3) of title 5, United States Code
- (q) DoD Directive 5105.4, "Department of Defense Federal Advisory Committee Management Program," September 5, 1989

## CHAPTER 1 GENERAL INFORMATION

### A. REISSUANCE AND PURPOSE

This Manual updates policy, responsibilities, and procedures for:

1. Preparation, coordination, approval, publication, distribution, implementation, and internal review of DoD issuances in the DoD Directives System.
2. Preparation, coordination, review, approval, and publication of rules and notices in the Federal Register.

### B. DEFINITIONS

1. DoD Directive. A broad DoD policy document containing what is required by legislation, the President, or the Secretary of Defense to initiate, govern, or regulate actions or conduct by the DoD Components within their specific areas of responsibilities. DoD Directives establish or describe policy, programs, and organizations; define missions; provide authority; and assign responsibilities. One-time tasking and assignments of deadlines are not appropriate in DoD Directives.

2. DoD Directive-Type Memorandum. A memorandum issued by the Secretary of Defense, Deputy Secretary of Defense, or OSD Principal Staff Assistants (PSAs) that, because of time constraints, cannot be published in the DoD Directives System. Directive-type Memorandums signed by PSAs are procedural in nature. They implement policy documents, such as DoD Directives, Federal laws, and Executive orders. Directive-type Memorandums signed by the Secretary or Deputy Secretary of Defense are policy-making documents. A directive-type memorandum shall be converted into a DoD Directive or DoD Instruction within 90 days, unless the subject is classified with limited distribution or is material of limited or temporary relevance. Copies of directive-type memorandums must be provided to the Directives Division, Correspondence and Directives Directorate (C&D), Washington Headquarters Services (WHS) (hereafter referred to as "the Directives Division"), Room 2A286, Pentagon. (See figures 1-1 and 1-2.)

3. DoD Directives System. The single, uniform system of DoD issuances and directive-type memorandums used to convey DoD policies, responsibilities, and procedures. It provides for the orderly processing, approval, publication, distribution, internal review, and records management of DoD Directives, DoD Instructions, and DoD Publications, and changes thereto. The DoD Directives System also includes the OSD Federal Register system.

4. DoD Instruction. A DoD issuance that implements the policy, or prescribes the manner or a specific plan or action for carrying out the policy, operating a program or activity, and assigning responsibilities.

5. DoD Issuances. DoD Directives, DoD Instructions, DoD Publications, and their changes.

6. DoD Publications. DoD issuances that implement or supplement DoD Directives and Instructions by providing uniform procedures for management or operational systems and disseminating administrative information. DoD Publications include:

Catalogs, Directories, Guides, Handbooks, Indexes, Inventories, Lists, Manuals, Modules, Pamphlets, Plans, Regulations, and Standards that implement or supplement DoD Directives or DoD Instructions.

7. Implementation. The publication by the DoD Components of directives, instructions, regulations, and related documents that define responsibilities and authorities and establish the internal management processes necessary to carry out the policies required by DoD issuances.

8. Office of the Secretary of Defense (OSD). The principal staff element of the Secretary in the exercise of policy development, planning, resource management, fiscal and program evaluation, and oversight responsibilities. The OSD Components include the immediate offices of the Secretary and Deputy Secretary of Defense, the Under Secretaries of Defense (USDs), the Comptroller of the Department of Defense (C, DoD), the Director of Defense Research and Engineering (DDR&E), the Assistant Secretaries of Defense (ASDs), the Director of Operational Test and Evaluation (DOT&E), the General Counsel of the Department of Defense (GC, DoD), the Inspector General of the Department of Defense (IG, DoD), the Assistants to the Secretary of Defense (ATSDs), the OSD Directors or equivalents who report directly to the Secretary or Deputy Secretary, and such other staff offices as the Secretary establishes to assist in carrying out assigned responsibilities.

9. OSD Principal Staff Assistants (PSAs). The Under Secretaries of Defense (USDs), the Comptroller of the Department of Defense (C, DoD), the Director of Defense Research and Engineering (DDR&E), the Assistant Secretaries of Defense (ASDs), the Director of Operational Test and Evaluation (DOT&E), the General Counsel of the Department of Defense (GC, DoD), the Inspector General of the Department of Defense (IG, DoD), the Assistants to the Secretary of Defense (ATSDs), and the OSD Directors or equivalents who report directly to the Secretary or Deputy Secretary of Defense.

10. Supplementation. The publication by the DoD Components of directives, instructions, regulations, and related documents that add to, restrict, or otherwise modify the policies and procedures of DoD issuances.

### C. POLICY

It is DoD policy that:

1. A DoD Directives System shall be administered and operated within the Department of Defense that consists of DoD Directives, DoD Instructions, and DoD Publications.

2. DoD Directives shall implement executive, legislative, or secretarial decisions; contain policy; assign responsibilities; and be approved and signed by the Secretary or Deputy Secretary of Defense. DoD Instructions shall implement DoD Directives, and executive, legislative, and secretarial policy documents; contain procedures and responsibilities; and be approved and signed by the PSAs. DoD Publications shall be authorized by DoD Directives or Instructions; contain supplementary details, directions, or methodology to implement policy; and be approved by the PSAs. The foreword of DoD Publications shall be signed by the PSAs and, at the discretion of the PSAs, may be signed by their deputies.

3. DoD Directives shall adhere to the principle of centralized policy-making, focusing primarily on providing policy guidance, fixing responsibility, and establishing

appropriate mechanisms for feedback and oversight. The DoD Components should be provided the latitude to determine how a given policy is to be implemented at the local level. DoD Directives should be streamlined into six pages or less, with no procedures, and written in such a way that, in most instances, implementation or supplementation by the DoD Components will not be required but rather will be left to the discretion of the Components. Responsibilities in DoD Directives shall be assigned to the PSAs, Secretaries of the Military Departments, Chairman of the Joint Chiefs of Staff, the Commanders of the Unified Combatant Commands, and other DoD officials who report directly to the Secretary or Deputy Secretary of Defense.

4. There are occasions when it is necessary to establish specific parameters for action or to prescribe procedures to ensure that the guidance being promulgated is fully understood and carried out with an appropriate level of standardization. In those instances, when procedures are necessary to carry out or support DoD policy, they should be kept to a minimum, and DoD Instructions or DoD Publications should be issued rather than requiring the DoD Components to issue implementing or supplementing documents. However, to avoid proliferation of DoD Instructions and DoD Publications, a delicate balance must be maintained between the creation of these DoD issuances and the creation of implementing and supplementing documents by the DoD Components. Responsibilities in DoD Instructions and DoD Publications shall be assigned to the PSAs, Secretaries of the Military Departments, Chairman of the Joint Chiefs of Staff, Commanders of the Unified Combatant Commands, other DoD officials who report directly to the Secretary or Deputy Secretary of Defense, Directors of the Defense Agencies, and Deputies who are under the cognizance of the PSA who is responsible for the issuance.

5. DoD issuances shall be coordinated with the GC, DoD; IG, DoD; Director, Administration and Management, Office of the Secretary of Defense (DA&M, OSD); and heads of the DoD Components who may be affected by the issuance. For Defense Agencies, coordination of DoD issuances shall be accomplished through their cognizant PSAs, and Commanders of the Unified Combatant Commands through the Chairman of the Joint Chiefs of Staff.

6. DoD issuances (draft and final) that would have a substantial and direct impact on the public or are intended for the guidance of the public shall be published in the Federal Register. (See Chapter 8, below.)

#### **D. RESPONSIBILITIES**

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

- a. Coordinate on ALL proposed DoD issuances.
- b. Develop and maintain organizational charters for OSD, the Defense Agencies, the DoD Field Activities, and other DoD activities, as required.
- c. As the DoD Regulatory Policy Officer, review, coordinate, and approve DoD rules and notices developed by the DoD Components for publishing in the Federal Register.
- d. As the Director, Washington Headquarters Services:

(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.

(2) Establish and maintain distinctive formats and writing style for DoD issuances

(3) Review all proposed DoD issuances to ensure they conform to administrative requirements.

(4) Review all final DoD issuances for completed staff work.

(5) Prepare and issue DoD Directives System Transmittals to change or cancel DoD issuances.

(6) Monitor the implementation of DoD issuances and the internal review program to ensure that DoD issuances are current and necessary.

(7) Maintain and preserve, as the official record copies, copies of signed DoD issuances, original coordinating papers, implementation certifications, and internal review certifications.

(8) Manage the OSD Federal Register System.

2. The OSD Principal Staff Assistants shall:

a. Develop, coordinate, and prepare final DoD Directives for the approval and signature of the Secretary or Deputy Secretary of Defense as prescribed in this Manual.

b. Prepare, coordinate, approve, and sign final DoD Instructions and DoD Publications, when authorized by organizational charters, and as prescribed in this Manual.

c. Ensure that the contents of the DoD issuances reflect current policy and delegated responsibilities.

d. Coordinate proposed DoD issuances and obtain formal replies from DoD officials at the DoD Component's Under Secretary, Assistant Secretary, or Principal Deputy levels, or Principal Secretariat officials of the Military Departments, who have mutual or related responsibilities, and solicit comments from Directors of Defense Agencies who are under their cognizance for consideration in their coordinations.

e. Coordinate on proposed DoD issuances originated by the OSD Components.

f. Change, reissue, and cancel DoD issuances consistent with this Manual.

g. Participate in the regulatory activities of the Department of Defense by publishing DoD issuances and other documents of general applicability that affect the public as rules and/or notices in the Federal Register, and adhere to regulatory guidelines provided by the DA&M.

h. Convert directive-type memorandums into DoD issuances and/or cancel the memorandums.

i. Review implementing documents issued by the DoD Components and certify by memorandums to the Director, WHS, that the documents are consistent with the intent of DoD issuances.

j. Perform internal reviews of their DoD issuances for need and currency and certify by memorandums to the Director, WHS, whether the issuances will be continued, reissued, or canceled.

3. The Heads of the DoD Components shall:

a. Review and coordinate on proposed DoD issuances relevant to their missions.

b. Issue implementing documents, when required, consistent with the intent of DoD issuances and provide copies to the appropriate PSA. When implementing documents are not required, ensure that DoD guidance is carried out by widely distributing DoD issuances within their Components and adding whatever implementing or supplementing documents, if any, they feel are useful.

c. Provide for printing, distributing, and stocking of DoD issuances for their organizations.

d. Participate in the regulatory activities of the Department of Defense and adhere to the regulatory guidelines provided by the DA&M.

4. The Director, Defense Printing Service, shall:

a. Print and distribute DoD issuances authorized by the Director, WHS.

b. Operate the OSD Publications Counter Service and ensure that adequate copies of DoD issuances are available to OSD and WHS Components and other authorized DoD Components.

5. The Director, National Technical Information Service, U.S. Department of Commerce, in cooperation with the Director, WHS, shall provide secondary distribution of unclassified DoD Directives, DoD Instructions, and selected DoD Publications to the Federal Agencies, contractors, and the public.

6. The Administrator, Defense Technical Information Center, Office of the Under Secretary of Defense for Acquisition and Technology, in cooperation with the Director, WHS, shall provide secondary distribution of unclassified and classified DoD issuances that are approved for release by OSD Components to authorized registered DoD Components and their contractors.

[Secretary or Deputy Secretary of Defense Letterhead]

[date]

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
COMPTROLLER OF THE DEPARTMENT 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  
DIRECTORS OF DEFENSE AGENCIES

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 ensures 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. The DoD Directive governing the awards program shall be updated within 90 days.

[signature of Secretary or Deputy  
Secretary of Defense]

Figure 1-1. Directive-type memorandum issued by the Secretary or Deputy Secretary of Defense

[PSA Letterhead]

[date]

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
COMPTROLLER OF THE DEPARTMENT 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  
DIRECTORS OF DEFENSE AGENCIES

SUBJECT: Teacher Placement Assistance Program

Reference: DoD Directive 1000.00, "Teacher Placement Assistant Program,"  
April 1, 1994

This directive-type memorandum assigns responsibilities and prescribes procedures for assisting separated members of the Armed Forces and terminated DoD civilian employees with obtaining certification and employment as elementary and secondary school teachers.

It is DoD policy, under the above reference, to establish programs to assist personnel affected by the downsizing of the Department of Defense and to contribute to efforts to relieve shortages of elementary and secondary school teachers.

The (title of the PSA) shall monitor compliance with this memorandum. The Director of Education, as the representative of the (title of the PSA), shall identify program needs and provide program direction; provide liaison and coordination with educational agencies and school officials; and oversee the funding of this program and ensure compliance with this memorandum. The Secretaries of the Military Departments shall ensure that separating members are informed about the subject program during preseparation counseling; ensure that installation education centers provide information and counseling on teacher training and certification; and ensure that civilian personnel officers have current information on the program.

This memorandum is effective immediately. A DoD Instruction incorporating the substance of this memorandum shall be issued within 90 days.

[signature of PSA]

Figure 1-2 . Directive-type memorandum issued by a Principal Staff Assistant

## CHAPTER 2

### DOD DIRECTIVES AND INSTRUCTIONS

A. ORGANIZATION OF DOD DIRECTIVES AND INSTRUCTIONS. DoD Directives shall adhere to the principle of centralized policy-making and should be limited to six pages; DoD Instructions shall adhere to policy execution. They are arranged as follows (and shown in figures 2-1 and 2-2):

#### 1. Headers

a. The headers consist of the date the issuance was signed, the number of the issuance, and the organizational abbreviation representing the originating OSD Component at the PSA level.

b. The headers are placed by the Directives Division on the issuance after it is signed. The DoD issuance number is assigned by this Division.

#### 2. Subject

a. The subject should be limited to a single topic and kept brief, preferably on one line.

b. When the topic or a portion of the topic is used as an acronym or abbreviation in the text, it should be established in the subject line.

c. When a DoD Instruction or Publication implements a DoD Directive, the subject of the DoD Instruction or Publication shall not be the same as the DoD Directive.

#### 3. References

a. References must be listed in the order appearing in the text.

b. When a document is being canceled by the issuance, place the words "hereby canceled" in parentheses after the date of the document; e.g., DoD Directive 3990.1, "Verification of Logistical Support," April 1, 1989 (hereby canceled).

c. When a DoD Publication is cited, the authorizing DoD Directive or Instruction and its date must be identified after the date of the Publication; e.g., DoD 5200.1-R, "Information Security Program Regulation," June 1986, authorized by DoD Directive 5200.1, June 7, 1982.

d. When a reissuance of a DoD Directive or Instruction continues to authorize a DoD Publication, the published Publication shall be cited as a reference.

e. Military Department or Joint-Service publications that are implementing or subordinate documents to DoD issuances shall not be cited in DoD Directives or Instructions. However, it may be necessary to cite such documents in DoD Publications.

f. When it is necessary to cite documents not readily available to all users of the issuance, use a footnote to indicate the source of availability, including an address and/or telephone number as shown in figure 2-1.

g. When Executive orders, public laws, or other statutes have already been implemented by a DoD issuance, use the DoD issuance as the reference citation; e.g., use DoD Directive 5400.7, "DoD Freedom of Information Act Program," May 13, 1988, rather than Section 552 of title 5, United States Code or Public Law 93-502. However, when a specific statute is being directly implemented by an issuance, it must be cited as codified; e.g., Section 1175 of title 10, United States Code. Two or more Sections may be cited; e.g., Sections 10605-10607 of title 42, United States Code. If the statute has not been codified, use a public law citation; e.g., Public Law 103-139, "Department of Defense Appropriations Act, 1994," November 11, 1993. Proper statutory authority for DoD issuances may be verified by the Office of the General Counsel, Department of Defense (OGC, DoD), during the drafting phase.

h. When a rule is codified in the CFR, use the CFR citation; e.g., Title 41, Code of Federal Regulations, Part 101.20, "Management of Buildings and Grounds," current edition. If a rule has been published in the Federal Register, but does not appear as codified text in the current edition of the CFR, use the Federal Register citation; e.g., Federal Register, volume 10, page 23671, June 15, 1993.

i. Unpublished material, such as drafts and documents to be published, to be issued, or under revision are usually not available to readers; therefore, they shall not be listed as references.

j. DoD issuances scheduled for cancellation are active documents until the cancellation is in effect. Phrases such as "to be canceled" shall not be cited in the references.

k. References as Enclosures. Documents listed as references shall not be enclosures to the issuance, and vice versa.

l. Style and Format of Reference Citations Frequently Used in DoD Issuances. (See Appendix A.)

#### 4. Sections

a. Guidelines for Sections of DoD Directives and Instructions. Guidelines for developing the sections of DoD Directives and Instructions are as follows (and for examples of formats used in the sections, see figures 2-1 and 2-2):

(1) PURPOSE (REISSUANCE AND PURPOSE). This section gives the reason for the DoD Directive or Instruction and includes the information below (as shown in figure 2-3).

- (a) Authority for the Directive or Instruction.
- (b) Reissuance, superseding, or replacement statements.
- (c) Authority for DoD Publications and other documents.
- (d) Designation of DoD Executive Agents.
- (e) Establishment of boards, panels, etc.

## (2) APPLICABILITY (APPLICABILITY AND SCOPE)

(a) This section identifies to whom the DoD Directive or Instruction applies. These DoD Components must respond to the implementation requirements, if required by the DoD Directive or Instruction. (See figure 2-4.) When WHS is required to implement a DoD issuance within OSD, an OSD Administrative Instruction (AI) shall be used.

(b) When referring to the Military Services, state which of the Military Services are included; e.g., The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

(c) Indicate limitations or extent of coverage. The scope, when included, must be in a separate paragraph or paragraphs in this section.

## (3) DEFINITIONS (if appropriate)

(a) Terms used in DoD issuances should be defined in this section if the meanings are not well-known or require special explanations. For examples of definitions, see figure 2-5.

(b) Use Joint Pub 1-02 (reference (a)) for military terms not defined adequately in conventional dictionaries. Military terms not defined in reference (a) may be provided to the OSD Joint Terminology Liaison Representative, Directives Division, for inclusion in reference (a). A data base of definitions and abbreviations frequently used in DoD issuances is maintained by the Directives Division and may be consulted.

(c) If terms are less than half a page, list them in this section of the issuance. Terms exceeding half a page must be listed in an enclosure. If there's a reference page as an enclosure, make the definitions page enclosure 2. If not, make it enclosure 1.

(4) POLICY. Since this section in a Directive is critically important, it must be well-developed. It states what must be done by adhering to centralized policy-making, focusing on accomplishing the DoD mission, and defining the desired results. Policy should translate ideas, goals, or principles of the DoD mission that must be executed, and define performance mechanisms and oversight that will assess policy success. It must be precise and written so that implementation or supplementation by the DoD Components is not required. If necessary, the policy section may be divided into subsections; e.g., National policy, local policy, objective. DoD Instructions have brief policy statements, but their primary purpose is to execute policy by prescribing a course of action or operating procedures when standardization is necessary.

## (5) RESPONSIBILITIES

(a) This section identifies the key officials who must carry out the DoD Directive or Instruction. Examples of responsibilities statements are in figure 2-6.

(b) Responsibilities in DoD Directives shall be assigned only to the DoD officials who report directly to the Secretary or Deputy Secretary of Defense. The Directors of Defense Agencies shall be assigned responsibilities through cognizant PSAs. Since the Commanders of the Unified Combatant Commands report to the President and the Secretary of Defense, they may be assigned direct responsibilities in

DoD Directives with the coordination of the Chairman of the Joint Chiefs of Staff. Deputies are not assigned responsibilities in DoD Directives, and "designee" is not used in DoD issuances. Assigning functional responsibilities to the PSAs, the Secretaries of the Military Departments, and other key officials will not lessen the requirements of deputies and other subordinate officials to perform their duties required in the DoD issuances.

(c) In DoD Instructions, the level of responsibility shall be assigned to officials in subparagraph A.4.a.(5)(b), above. In addition, the originating OSD Components may assign responsibilities to subordinate officials under their cognizance at the level of Deputy Under or Deputy Assistant Secretaries, Directors of Defense Agencies, and Directors of DoD Field Activities.

(d) The responsibilities of the PSA who has cognizance over the issuance must be stated first in this section.

(e) A DoD issuance that assigns responsibilities for an ASD who is under oversight authority of a USD shall give recognition to the authority of the USD. For example, a DoD Directive must state, "The Assistant Secretary of Defense for Reserve Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall."

(f) An originating ASD who is under the oversight authority of a USD may not assign responsibilities to a USD in a DoD Instruction or Publication; the issuance shall be signed by the cognizant USD.

(6) PROCEDURES. When it is necessary to ensure that the guidance being promulgated is fully understood and carried out with an appropriate level of standardization, procedures should be prescribed in DoD Instructions. The objective of procedures is to provide step-by-step instructions or communicate methodology to carry out DoD policy during peacetime and wartime. However, to the maximum extent possible, the DoD Components should be provided the latitude to determine how a given policy is to be implemented within their Components.

(7) INFORMATION REQUIREMENTS (if appropriate)

(a) This section identifies forms, formats, or reporting or record-keeping systems for data or information needed to carry out functions or purposes. It also includes statements of any canceled information requirements.

(b) DoD Directive 8910.1 (reference (b)) establishes policies for managing and controlling information requirements. DoD 8910.1-M (reference (c)) provides procedures for establishing, revising, and canceling information requirements; obtaining information from the public, non-DoD Federal Agencies, and the DoD Components; and operating reports management programs. The Director of Information Operations and Reports (DIOR), WHS, should be contacted for assistance with information requirements.

(c) DoD Instruction 7750.7 (reference (d)) establishes policies for the DoD Forms Management Program. Assistance with forms may be obtained from DIOR, WHS.

(d) DoD Directive 8320.1 and DoD 8320.1-M (references (e) and (f)) establish policies and procedures for the DoD Data Elements and Codes Program. Assistance with data elements and codes may be obtained from DIOR, WHS.

**(8) EFFECTIVE DATE (EFFECTIVE DATE AND IMPLEMENTATION)**

(a) The effective date of a DoD Directive or Instruction is the date the issuance becomes binding unless otherwise specified; i.e., a retroactive date because of legislation or a future date.

(b) Implementation or supplementation of a DoD Directive, in most instances, should be left to the discretion of the DoD Components. DoD Component heads are obliged to ensure that the DoD policy is distributed within their Activities, and should have latitude in carrying out a given policy to add whatever implementing or supplementing documents they feel are necessary to achieve results. However, in those rare instances when implementing documents are necessary, at least 120 days should be given, unless secretarial, legislative, or executive policy requires implementation by a specific date that necessitates a shorter response time. Implementing documents shall be forwarded to the PSA level. When implementing documents are not required, or when the deadline for issuing implementing documents has not been met, the DoD Directive, DoD Instruction, or DoD Publication shall be directly applicable to all elements within a DoD Component, and the Head of the Component shall be responsible for carrying out the DoD policy. Figure 2-7 shows examples of effective date (effective date and implementation) statements.

5. Signature. DoD Directives are signed by the Secretary or the Deputy Secretary of Defense. DoD Instructions are signed by PSAs.

6. Enclosures. Enclosures consist of material that may not be included in established sections of DoD issuances. In rare instances when enclosure material is so extensive and complex that a breakdown is needed, a Table of Contents may be used. The material should be separated into "Parts" in the Table of Contents. (See subparagraph B.2.g.(2)(b) of Chapter 4.) It should follow enclosures for references and definitions, if any. Do not include enclosures in the reference citations. List enclosures on the signature page. They must be originals or camera-ready copies.

7. Attachments to Enclosures. List attachments on the last page of an enclosure. Attachments should be originals or camera-ready copies.

**B. CHARTERS**

1. Organizational Charters are DoD Directives stating the responsibilities, functions, relationships, and authorities of OSD, the Defense Agencies, and the DoD Field Activities. These charters shall be developed by the Director of Organizational and Management Planning (O&MP), Office of the Director of Administration and Management (ODA&M), OSD, in coordination with the head of the cognizant Component.

2. Charters for boards, councils, and committees have such headings as mission, functions, administration, organization, relationships, authority, and operations. These charters shall be developed by the cognizant Component.

**C. STYLE AND FORMAT**. Writing style and format for the text of DoD Directives and Instructions are in Chapter 4.



# Department of Defense **DIRECTIVE**

NUMBER

**SUBJECT: Family Policy**

**References:** (a) Secretary of Defense Memorandum, "Department of Defense Family Policy," January 15, 1988 (hereby canceled)  
(b) Executive Order 12606, "The Family," September 2, 1987  
(c) Family Policy Council (FPC) Report 10, "The American Family in the Year 2000," May 8, 1989<sup>1</sup>

## **A. PURPOSE**

This Directive:

1. Supersedes reference (a) and establishes policy and assigns responsibilities on family policy for DoD civilian and military personnel.
2. Implements family policy-making criteria in reference (b), ensuring that the rights and autonomy of DoD families are considered in the formulation and implementation of DoD policies.

## **B. APPLICABILITY AND SCOPE**

This Directive applies to:

1. The Office of the Secretary of Defense, the Military Departments (excluding their Reserve components), the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Defense Agencies, and the DoD Field Activities (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. All DoD civilian and military personnel and their families.

## **C. DEFINITIONS**

1. **Family Support System.** The network of agencies, programs, services, and individuals that supports military readiness by preventing or ameliorating family stressors, promoting healthy community environments, and freeing DoD personnel from family worries so they are able to focus on unit missions.
2. **Relocation Assistance.** Provides support, information preparation, and education for managing the demands of the military mobile life-style. The program provides continued support throughout the entire assignment process.

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<sup>1</sup> Available from the Family Policy Council, 500 State Street, Washington, DC 20000

Figure 2-1. DoD Directive

#### D. POLICY

It is DoD policy that:

1. Family policy-making criteria, as prescribed in E.O. 12606 (reference (b)), be followed, to the extent permitted by law, in formulating and implementing policies having significant impact on DoD personnel and their families.
2. DoD personnel and their families be provided a quality of life that reflects the highest standards and pride of the Nation they defend, and that this policy be achieved by working in partnership with DoD personnel and their families, recognizing their role in the readiness of the Total Force.
3. DoD personnel, both married and single, bear primary responsibility for the welfare of their families. Nevertheless, the total commitment demanded by military service requires that they and their families be provided a comprehensive family support system.
4. Family support systems be designed to assist commanders in accomplishing installation mission requirements, consistent with FPC Report 10 (reference (c)).
5. The DoD Family Policy Coordinating Committee shall share and coordinate information on military family issues, research, and programs among the Military Departments and the DoD Components to increase understanding of:
  - a. The relationship between family factors and readiness.
  - b. The strengths, needs, and demographic characteristics of DoD personnel and their families.
  - c. The impact of mobilization on family support systems.
6. Family support systems be allocated resources to accomplish their missions, as prescribed in this Directive, and the DoD Components shall collaborate and coordinate with each other and civilian agencies to ensure maximum use of resources.

#### E. RESPONSIBILITIES

1. The Under Secretary of Defense for Personnel and Readiness shall monitor compliance with this Directive.
2. The Secretaries of the Military Departments and the Heads of the Other DoD Components shall ensure compliance with the family policy-making criteria in reference (b).
3. The Secretaries of the Military Departments shall ensure that:
  - a. Comprehensive family support systems are developed at DoD Installations.

b. Family support systems are allocated the resources required to accomplish their missions.

F. EFFECTIVE DATE

This Directive is effective immediately.



# Department of Defense INSTRUCTION

Aug 94  
DoD 5025.1-M

NUMBER

SUBJECT: Relocation Assistance Programs

References: (a) DoD Directive 9900.0, "Family Policy," August 15, 1990  
(b) Public Law 101-189, "National Defense Authorization Act for Fiscal Years 1990 and 1991," November 29, 1989  
(c) DoD 4165.63-M, "DoD Housing Management," June 1988, authorized by DoD Directive 4165.63, July 20, 1989

## A. PURPOSE

This Instruction:

1. Implements policy, assigns responsibilities, and prescribes procedures under reference (a) for implementation and use of relocation assistance programs.
2. Implements reference (b).

## B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense and the Military Departments (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, and the Air Force.

## C. POLICY

It is DoD policy under reference (a) that relocation assistance programs be established to provide information and services to support DoD personnel and their families who are undergoing a permanent change of station (PCS) move.

## D. RESPONSIBILITIES

1. The Under Secretary of Defense for Personnel and Readiness shall monitor compliance with this Instruction and reference (c).
2. The Secretaries of the Military Departments shall establish and maintain the DoD Family Policy Coordinating Committee consisting of a representative from each of the Military Services.
3. The Heads of the Other DoD Components shall:
  - a. Ensure compliance with this Instruction.

Figure 2-2. DoD Instruction

b. Ensure that DoD personnel and their families are informed of relocation services, with particular emphasis on junior personnel and their families.

**E. PROCEDURES**

1. The DoD Family Policy Coordinating Committee shall:

a. Share information and coordinate decisions on relocation assistance programs among the DoD Components.

b. Assess available information and systems development.

c. Prepare the annual report to Congress and other appropriate reports.

2. Relocation program services shall be prominently visible and accessible at DoD installations.

3. Relocation programs shall be staffed with trained personnel.

4. Relocation assistance programs shall provide relocation information that can be linked through existing automated communication networks worldwide.

5. Relocation assistance programs shall be established for each military installation with at least 500 DoD personnel assigned to or serving at the installation.

6. Relocation assistance programs shall provide the following types of relocation assistance for DoD personnel and their families who are authorized to move in connection with a pending PCS move:

a. Predeparture assistance, destination area information, and preparation shall be provided by the losing command before a PCS move, with emphasis on pre-departure preparations and counseling by trained counselors. Relocation counseling shall include such areas as:

(1) Transfer circumstances and needs.

(2) Sponsor at the new location.

(3) Moving costs and entitlements.

(4) Housing.

b. Post-arrival settling-in services shall be provided by the gaining command; e.g., sponsorship program; government and private housing and home-finding services; and spouse employment, education, and volunteer opportunities.

c. Counseling services shall be provided, such as financial counseling; home buying and selling; renting; stress management (aimed at the prevention and intervention of domestic violence); property management; and shipment and storage of household goods (including motor vehicles and pets). Information on the Exceptional Family Member Program shall be an integral part of the relocation assistance program and exercised by both the losing and gaining commands.

d. All personnel requesting housing-related relocation services shall be directed to the installation housing office at both the losing and gaining commands to ensure that full housing services are made available to relocated Service members to include provisions for the Exceptional Family Member Program.

F. INFORMATION REQUIREMENTS

The annual reporting requirements in paragraph E.1.c., above, has been assigned Report Control Symbol DD-P&R(A) 0000.

G. EFFECTIVE DATE

This Instruction is effective immediately.

[signature and title of PSA]

### **Standard (Directive)**

#### **A. PURPOSE**

This Directive establishes policy and assigns responsibilities under reference (a) for producing agricultural products.

#### **A. PURPOSE**

This Directive:

1. Implements Section 345 of reference (a).
2. Establishes policy and assigns responsibilities under reference (b) for producing agricultural products.

### **Standard (Instruction)**

#### **A. PURPOSE**

This Instruction implements policy, assigns responsibilities, and prescribes procedures under reference (a) to carry out relocation assistance programs.

### **Authorizing a DoD Publication**

#### **A. PURPOSE**

This Directive:

1. Establishes policy and assigns responsibilities under reference (a) for producing agricultural products.
2. Authorizes the publication of DoD 8899.22-M, consistent with reference (b).

### **Establishing a committee, panel, board, group, etc.**

#### **A. PURPOSE**

This Directive:

1. Establishes policy and assigns responsibilities under reference (a) for producing agricultural products.
2. Establishes the DoD Agriculture Committee.

Figure 2-3. Formats for Purpose (Reissuance and Purpose)

### **Designating an Executive Agent**

#### **A. PURPOSE**

This Directive:

1. Establishes policy and assigns responsibilities under reference (a) for producing agricultural products.
2. Designates the Secretary of the Army as the DoD Executive Agent for agricultural matters.

### **Canceling the existing DoD Directive and a Directive with a different number**

#### **A. PURPOSE**

This Directive:

1. Replaces references (a) and (b).
2. Updates policy and responsibilities for administering the supply and maintenance program for tanks under reference (c).

### **Canceling a directive-type memorandum**

#### **A. PURPOSE**

This Directive:

1. Supersedes reference (a).
2. Implements references (b) and (c) by establishing policy and assigning responsibilities for the development of computer software within the Department of Defense.

### **Reissuance and purpose (Standard)**

#### **A. REISSUANCE AND PURPOSE**

This Directive:

1. Reissues reference (a) to update policy and responsibilities for the Carnegie Program under reference (b).
2. Continues to authorize the publication of DoD 8444.6-M, consistent with reference (c).
3. Continues to authorize the DoD Carnegie Program Committee.

Figure 2-3. Formats for Purpose (Reissuance and Purpose), continued

## **Reissuing a DoD Directive as a DoD Instruction**

### **A. REISSUANCE AND PURPOSE**

This Instruction:

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

Figure 2-3. Formats for Purpose (Reissuance and Purpose), continued

## **Applicability (Standard)**

### **B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, and the Defense Agencies (hereafter referred to collectively as "the DoD Components").

## **The Unified Combatant Commands, the Inspector General of the Department of Defense (IG, DoD), and the DoD Field Activities**

### **B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense (IG, DoD), the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

## **The Uniformed Services University of the Health Sciences (USUHS)**

### **B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense (IG, DoD), the Uniformed Services University of the Health Sciences (USUHS), the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

## **Excludes the Reserve components (including the National Guard) and includes the term "Military Services"**

### **B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense, the Military Departments (excluding the Reserve components), the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, and the Defense Agencies (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.

Figure 2-4. Formats for Applicability (Applicability and Scope)

**Includes the Coast Guard when it is operating as a Military Service in the Navy**

**B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments (including the Coast Guard when it is operating as a Military Service in the Navy), the Chairman of the Joint Chiefs of Staff, and the Unified Combatant Commands (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.

**Includes the Coast Guard when it is NOT operating as a Military Service in the Navy**

**B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense, the Military Departments (including the Coast Guard when it is not operating as a Military Service in the Navy by agreement with the Department of Transportation (DoT), the Chairman of the Joint Chiefs of Staff, and the Unified Combatant Commands (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.

**Includes the Commissioned Corps of the Public Health Service (PHS), the National Oceanic and Atmospheric Administration (NOAA), and the term "Uniformed Services"**

**B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense (OSD) and the Military Departments (hereafter referred to collectively as "the DoD Components"); and the Commissioned Corps of the Public Health Service (PHS) and the National Oceanic and Atmospheric Administration (NOAA) under agreements with the Departments of Health and Human Services and Commerce (DHHS and DoC). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps; and the term "the Uniformed Services" refers to the Army, the Navy, the Air Force, the Marine Corps, and the Commissioned Corps of the PHS and NOAA.

**Identifies a specific Military Department or Defense Agency**

**B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense (OSD), the Department of the Army, and the Defense Agencies having responsibility for the production of alloys (hereafter referred to collectively as "the DoD Components").

Figure 2-4. Formats for Applicability (Applicability and Scope), continued

## Scope (Standard)

### B. APPLICABILITY AND SCOPE

This Directive:

1. Applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, and the Defense Agencies (hereafter referred to collectively as "the DoD Components").
2. Does not apply to the civil works function of the Department of the Army.

Figure 2-4. Formats for Applicability (Applicability and Scope), continued

## Definitions that do not exceed half of a page in a DoD Directive or Instruction

### C. DEFINITIONS

1. Electromagnetic Compatibility (EMC). The ability of telecommunications equipments, subsystems, and systems to operate in their intended operational environments without suffering or causing unintentional, unacceptable degradation because of EM radiation or response.
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 in a DoD Directive or Instruction

### C. DEFINITIONS

Terms used in this Directive are defined in enclosure 2.

## Statement used when definitions are in another document

### C. DEFINITIONS

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

1. Command, control, and communications countermeasures.
2. Electronic warfare.
3. Wartime reserve modes.

Figure 2-5. Formats for Definitions

**Definitions in an enclosure of a DoD Directive or Instruction**

**DEFINITIONS**

1. **Contracted Fundamental Research.** Research performed under grants or contracts funded by budget category 6.1 (Research), whether performed by universities or industry, or funded by budget category 6.2 (Exploratory Development) and performed on campus at a university.
2. **Contractor.** An individual or organization outside the U.S. Government who has accepted any type of agreement or order to provide research, supplies, or services to a U.S. Government Agency, including both prime contractors and subcontractors.
  - a. **Qualified U.S. Contractor.** In accordance with DoD Directive 5230.25 (reference (c)), a private individual or enterprise located in the United States whose eligibility to obtain unclassified export-controlled technical data has been established under procedures developed by USD(A&T).
  - b. **DoD Potential Contractor.** An individual or organization outside the Department of Defense declared eligible for DoD information services by a sponsoring DoD activity on the basis of participation in one of the following programs:
    - (1) The Department of the Army Qualitative Requirement Information Program.
    - (2) The Department of the Navy Industry Cooperative Research and Development Program.
    - (3) The Department of the Air Force Potential Contractor Program.
    - (4) The DoD Scientific and Technical Information Program.

**Figure 2-5. Formats for Definitions, continued**

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

### **E. RESPONSIBILITIES**

1. The Under Secretary of Defense for Policy shall develop overall security policy.
2. The Assistant to the Secretary of Defense for Public Affairs shall:
  - a. Develop procedures for news media coverage.
  - b. Review guidelines for the release of DoD information to the public.
3. The Assistant Secretary of Defense for Command, Control, Communications, and Intelligence shall coordinate information on secure communications.
4. The Assistant to the Secretary of Defense for Atomic Energy shall:
  - a. Serve as the advisor for issues on nuclear weapons security.
  - b. Provide representation on the Inter-Agency Advisory Committee.
5. The General Counsel of the Department of Defense shall provide advice and assistance on all legal matters.
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**

### **E. RESPONSIBILITIES**

1. The Under Secretary of Defense for Policy, in coordination with the Under Secretary of Defense for Acquisition and Technology, shall manage the DoD security program for DoD nuclear reactors.
2. The Assistant to the Secretary of Defense for Public Affairs shall provide standards and guidance on public affairs matters regarding nuclear reactors.

Figure 2-6. Formats for Responsibilities

**Responsibilities of a PSA as the Chair of a Committee, Board, etc.**

**E. RESPONSIBILITIES**

1. The Under Secretary of Defense for Acquisition and Technology, as Chair of the Defense Acquisition Board (DAB), shall ensure the adequacy of ECCM on all systems.

**Responsibilities of the heads of DoD Components**

**E. RESPONSIBILITIES**

1. The Heads of the DoD Components shall:

- a. Take action at the request of the Secretary of the Air Force in furthering the objectives of the Commercial Space Launch Act (reference(a)).
- b. Implement the policy for pricing and disposing of collections.

**Responsibilities of the heads of DoD Components with exceptions**

**E. RESPONSIBILITIES**

1. The Heads of the DoD Components (other than the Secretaries of the Military Departments) shall:

- a. Prescribe procedures to implement this program within their Components.
- b. Report annually to OSD as outlined in subsection F.4., below.

**Responsibilities of the heads of DoD Components with additional responsibilities assigned to a specific DoD Component**

**E. RESPONSIBILITIES**

1. The Secretaries of the Military Departments and the Heads of the Other DoD Components, including the Directors of the Defense Agencies, under OSD Principal Staff Assistants, and those that report directly to the Secretary or Deputy Secretary of Defense shall:

- a. Ensure compliance with the family policy-making criteria, as prescribed in E.O. 12606 (reference(b)).
- b. Ensure that DoD personnel and their families are informed of the policy in this Directive.

2. The Secretaries of the Military Departments shall ensure that comprehensive family support systems are developed at DoD installations, based on installation-specific needs and mission requirements.

Figure 2-6. Formats for Responsibilities, continued

### **Responsibilities assigned to a PSA and one Military Department**

#### **E. RESPONSIBILITIES**

1. The Assistant Secretary of Defense for Health Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall:

- a. Establish planning criteria for the levels of health services to be provided by the Military Services.
- b. Approve deployable medical systems that have been developed.
- c. Review the Military Services' procurement programs to ensure maximum standardization of deployable medical systems.

2. The Secretary of the Army shall:

- a. Provide administrative support to DMSB.
- b. Program, budget, and finance the operations of DMSB.

### **Responsibilities of the Unified Combatant Commands**

#### **E. RESPONSIBILITIES**

1. The Commanders of the Unified Combatant Commands shall select a Service counterintelligence organization to provide CISO to act as the command's counterintelligence coordination authority under subsection D.7., above.

### **Responsibilities for Directors of all Defense Agencies**

E. The Directors of the Defense Agencies, under OSD Principal Staff Assistants, and those that report directly to the Secretary or Deputy Secretary of Defense shall respond to requests by the DoD Executive Agent to identify resources for the DoD Resources Data Base.

### **Responsibilities of individual commanders of the Unified Combatant Commands**

#### **E. RESPONSIBILITIES**

1. The U.S. Commander in Chief, Europe and the U.S. Commander in Chief, Atlantic, shall:

- a. Manage all aspects of the NATO Infrastructure Program.
- b. Inform the DoD Component Commands of policies and establish procedures for infrastructure facility requirements.

### **Responsibilities for the Directors of Defense Agencies, under PSAs, and one who reports directly to the Secretary or Deputy Secretary of Defense**

E. The Directors of the Defense Agencies, under OSD Principal Staff Assistants, and the Director of the National Security Agency shall prescribe procedures to implement the program.

**Implementing documents are not required**

**G. EFFECTIVE DATE**

This Directive is effective immediately.

**G. EFFECTIVE DATE**

This Directive is effective immediately and is mandatory for use by all the DoD Components. No implementing documents are required, and this Directive shall not be supplemented by the DoD Components without the approval of the Under Secretary of Defense for Acquisition and Technology. This Directive shall be forwarded to program managers, subordinate commands, and field activities within 60 days. All documents that implement or supplement the DoD Directives, Instructions, and Publications canceled by this Directive shall be canceled by January 1, 1996.

**Implementing documents are required**

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense for Reserve Affairs within 120 days.

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. DoD 5505.1-M constitutes implementation of this Directive.

**Implementing documents or changes to existing implementing documents are required**

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. Forward two copies of implementing documents to the Under Secretary of Defense for Policy within 120 days; forward two copies of changes to existing implementing documents within 90 days.

Figure 2-7. Formats for Effective Date (Effective Date and Implementation)

**Implementing documents are required by a specific calendar date**

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. Forward one copy of implementing documents to the Inspector General of the Department of Defense by December 31, 1994.

**A portion of the DoD issuance is effective on a specific calendar date and implementing documents are required**

**G. EFFECTIVE DATE AND IMPLEMENTATION**

Subparagraph D.1.c.(4) (d), above, is effective December 4, 1995. The remaining provisions of this Directive are effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense for Health Affairs within 120 days.

**Implementing documents are required from specific DoD Components**

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. The Secretaries of the Military Departments and the Director, Defense Information Systems Agency, shall forward one copy of implementing documents to the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence within 120 days.

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. The Secretaries of the Military Departments shall forward one copy of implementing documents to the Assistant Secretary of Defense for Reserve Affairs within 120 days.

**Figure 2-7. Formats for Effective Date (Effective Date and Implementation), continued**

**Implementing documents must be provided to two different PSAs**

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. Forward one copy of implementing documents to the General Counsel of the Department of Defense and the Assistant Secretary of Defense for Health Affairs within 120 days.

**Implementing documents must be a joint-Service publication**

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Directive is effective immediately. The Executive Agent shall forward two copies of the implementing joint-Service publication to the Under Secretary of Defense for Personnel and Readiness within 120 days.

**Figure 2-7. Formats for Effective Date (Effective Date and Implementation),  
continued**

## CHAPTER 3

### DOD PUBLICATIONS

**A. TYPES OF DOD PUBLICATIONS.** The DoD Directives System contains the following types of DoD Publications identified by letter suffixes following the Publication numbers:

| <u>Type</u> | <u>Suffix</u> | <u>Definition</u>                                                                                                                                                                      |
|-------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Catalog     | -C            | A detailed listing that describes or indexes a collection of information according to some definite plan.                                                                              |
| Directory   | -D            | A compilation serving to direct, that is systematically arranged, usually in alphabetical or classed order, such as a listing of addresses, affiliations, functions, and similar data. |
| Guide       | -G            | A handbook that provides information on a specific subject.                                                                                                                            |
| Handbook    | -H            | A concise reference book on the technical aspect of a particular subject or compilation of factual data and instructional material not subject to frequent change.                     |
| Index       | -I            | A guide to material arranged by a different scheme from that used for the material itself.                                                                                             |
| Inventory   | -INV          | A listing of material in a group arranged in the same order in which the actual material is arranged.                                                                                  |
| List        | -L            | An itemized record or catalog of information.                                                                                                                                          |
| Manual      | -M            | A guidance document consisting of procedures that usually contains examples for performing specific tasks.                                                                             |
| Module      | -MOD          | A Publication that includes specific learning objectives and activities that are designed to be self-instructional and self-paced. A module is usually part of a                       |

| <u>Type of DoD Publication</u> | <u>Suffix</u> | <u>Definition</u>                                                                                                     |
|--------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------|
|                                |               | series of documents. It may contain charts, graphs, fill-in blanks, and examples to aid the learning process.         |
| Pamphlet                       | -PH           | A Publication of 64 pages or less that is complete in itself, but issued in a series, usually numbered consecutively. |
| Plan                           | -P            | A presentation of military details in preparing for operations well in advance.                                       |
| Regulation                     | -R            | A document of general applicability designed to implement, interpret, or prescribe procedural requirements.           |
| Standard                       | -STD          | A Publication of technical directions and regulatory material.                                                        |

**B. ORGANIZATION OF DOD PUBLICATIONS.** DoD Publications are arranged as shown in figure 3-1 and as follows:

**1. Cover**

a. The cover should be designed by the originating OSD Component through the Graphics and Presentations Division, Real Estate and Facilities (RE&F) Directorate, WHS, Room 2A312, Pentagon.

b. The cover must contain the following information (as shown in figure 3-2):

(1) The DoD seal.

(2) The DoD Publication number (in the upper right corner). A DoD Publication carries the prefix--DoD--followed by the number of its authorizing DoD Directive or Instruction, followed by a dash and the capital letter identifying the type of DoD Publication; e.g., "DoD 5025.1-M." If it is determined that a Publication is needed and there is no authorization for it, then a change must be made to a Directive or Instruction to authorize the Publication.

(3) A descriptive but brief title of 10 words or less. The title of a DoD Publication shall not be the same as the authorizing DoD Directive or Instruction.

(4) The date (month and year).

(5) The name of the OSD Component responsible for the Publication (centered at the bottom of the cover). When the PSA signs the foreword, use his or her title on the cover; if a designated Deputy Under Secretary or Deputy Assistant Secretary signs it, use the name of the Office of the PSA; e.g., Office of the Assistant to the

Secretary of Defense for Public Affairs. If officials from different organizations sign the foreword, the names of their organizations must appear on the cover.

(6) Security classification (if appropriate). Comply with procedures in DoD 5200.1-R and DoD 5200.1-PH (references (g) and (h)). (See figure 5-12.)

2. **Front Matter.** Front matter introduces the principal parts of a Publication. The date (cover date--abbreviated month and year) is typed in the upper right corner, 1/2 inch from the top of the page, and the Publication number (e.g., DoD 5025.1-M) is typed on the next line, directly below the date. The date and Publication number must be typed on each odd-numbered page beginning with the front matter and continuing throughout the Publication. Front matter page numbers are in lower case Roman numerals, and each part of the front matter begins on a new page in the following sequence:

a. Foreword

(1) DoD Publications must contain a foreword signed by the PSA or designated Deputy Under Secretary or Deputy Assistant Secretary, and be prepared on letterhead and dated (with month, day, and year). (See figure 3-3.) The cover should have the same month and year. (See figure 3-2.) Use plain bond paper if officials from different organizations must sign the foreword.

(2) The foreword shall:

(a) Identify the authorizing DoD Directive or Instruction.

(b) Contain a cancellation statement if the DoD Publication is a reissuance, or incorporates other material, such as a DoD Instruction, or supersedes other documents. DoD Publications may not cancel or imply the cancellation of a DoD Directive. However, a Publication may cancel and replace a DoD Instruction if the foreword is signed by the PSA who is responsible for the Instruction.

(c) Contain an effective date or an effective date and implementation statement.

(d) Identify the executive or responsible agent for the Publication if outside OSD or WHS. Include in the statement that the Publication and its changes are coordinated, approved, and signed by the PSA or appropriate official within the office of the PSA, and the agent is responsible for the printing, distributing, and retiring of the Publication; coordination papers; and any supporting documents.

(e) Identify a source of availability for secondary distribution of the Publication, such as DTIC or NTIS. (See section C. of this Chapter, below, and Chapter 6.)

b. Table of Contents. Lists the title and beginning page number of each part of the Publication (front matter, main body of the text, and back matter). (See figure 3-4.)

c. Figures (if appropriate). Lists diagrams or pictorial illustrations in the Publication. Titles and page numbers listed on the figure page must be identical to the titles of the figures and their page numbers. (See figure 3-5.)

d. Tables (if appropriate). Lists systematic arrangement of data. Titles and page numbers listed on the table page must be identical to the titles of the tables and their page numbers. (See figure 3-6.)

e. **References.** A list of all documents and correspondence cited in the text. (See figure 3-7.) For specific guidelines on references, see subsection A.3. of Chapter 2, above.

f. **Definitions** (if appropriate). A list of terms appearing in the Publication with their meanings. For specific guidelines, see subparagraphs A.4.a.(3) (a) and (b) of Chapter 2, above, and figure 3-8.

g. **Abbreviations and/or Acronyms** (if appropriate). When there are a large number of abbreviations and/or acronyms in the Publication, list in alphabetical order. (See figure 3-9.)

h. **Introduction** (if appropriate). An introduction may be included in the front matter, but do not include if similar information appears in the foreword or the main body of the text.

i. **Preface.** A preface shall not be used in DoD Publications. Use a foreword.

j. **Acknowledgments.** Acknowledgments shall not be used in DoD Publications.

k. **Copyright Material.** Do not use copyright material in DoD Publications without the written consent of the copyright owner. A copy of the written consent must be provided to the Directives Division before the issuance is published.

l. **Disclaimers.** Do not use disclaimers in DoD Publications.

3. **Main Body.** This part of the Publication is divided into Chapters with subject headings and followed with sections with subject headings. Sections may be divided into subsections, paragraphs, and subparagraphs. In short Publications, only Chapters and sections should be used.

#### 4. **Back Matter**

a. **Appendices.** Supplementary information following the main body of the text.

Appendices are used when related information is too lengthy to be incorporated into the main body without disrupting its continuity. (See figure 4-7.) A bibliography, which is optional, may be included as an appendix. Documents appearing in the bibliography shall not be listed on the reference page or cited in the main body of DoD Publications. Appendices must be listed at the end of the Table of Contents. (See figure 3-4.)

b. **Bibliographies.** See paragraph B.4.a., above.

c. **Index.** An optional cross-reference tool. An index is used to provide an extensive list of key words in a Publication with references to their pages. An index entry consists of a heading, subheadings, cross references, and page numbers. It does not duplicate the Table of Contents. The index is the last entry following the main body of the text and it must be listed at the end of the Table of Contents. For specific guidelines, see subparagraph B.2.g.(10) of Chapter 4.

5. **Computer Diskette.** If a computer diskette must be inserted in a DoD Publication, the originating OSD Component must provide the Directives Division with one original diskette, a "1 x 3 1/2" typed label for each diskette that will be produced, and the distribution list of OSD and WHS Components. The diskette will be provided to

the Defense Printing Service (DPS) for duplicating, labeling, and inserting into a hard plastic cover. Three-ring binders with a ring-size pocket for holding the diskette in the Publication must be ordered in advance of printing the Publication and duplicating the diskette. Originating OSD Components may provide the binders or order binders from DPS. The Publication shall be shrink-wrapped to protect the diskette. Since the Military Departments and Defense Agencies must fund the Publication, diskette, and binder for their organization, they should be notified well in advance of the intent to issue the Publication.

**C. DISTRIBUTION STATEMENTS FOR DOD PUBLICATIONS**

1. For secondary distribution of the Publication, use one of the following statements:

a. Unclassified Publications

(1) The DoD Components may obtain copies of this Publication through their own Publications channels.

(2) Copies of this Publication may be obtained from \_\_\_\_\_.  
(insert the name and address of the secondary distribution source)

(3) The DoD Components may obtain copies of this Publication through their own Publications channels. Approved for public release; distribution unlimited. Authorized registered users may obtain copies of this Publication from the Defense Technical Information Center, Cameron Station, Alexandria, VA 22304-6145. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

b. Classified DoD Publications. Copies of this Publication may be obtained from \_\_\_\_\_. (insert the name and address of the secondary distribution source)

**D. STYLE AND FORMAT**. Writing style and format for the text of a DoD Publication are in Chapter 4.

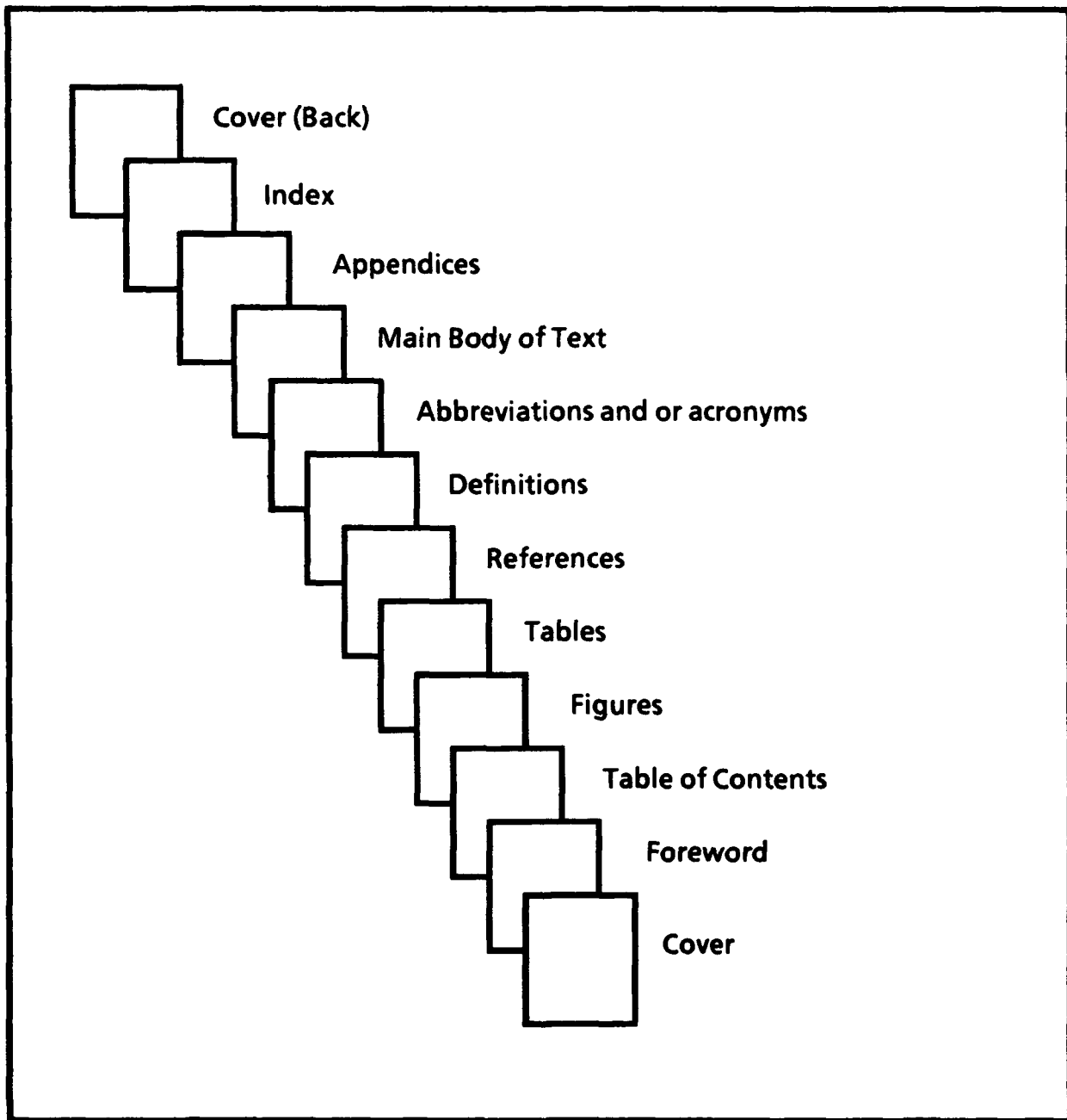


**Figure 3-1. Parts of a DoD Publication**



**DOD 5200.1-M**

# **ACQUISITION SYSTEMS PROTECTION PROGRAM**

**MARCH 1994  
ASSISTANT SECRETARY OF DEFENSE  
FOR  
COMMAND, CONTROL, COMMUNICATIONS, AND INTELLIGENCE**

Figure 3-2. Cover of a DoD Publication

[Use appropriate letterhead]

[Insert date]

## FOREWORD

This Manual is reissued under the authority of DoD Directive 9988.1, "Compensation Program," December 3, 1989. It prescribes procedures on DoD compensation administration.

DoD 9988.1-M, "Compensation Administrative Procedures," December 1987, is hereby canceled.

This Manual applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

It does not apply to certain designated units of the Department of Defense authorized to use the DoD Joint Compensation Plan.

This Manual is effective immediately and is mandatory for use by all the DoD Components. The Heads of the DoD Components may issue supplementary instructions only when necessary to provide for unique requirements within their organizations.

Send recommended changes to the Manual to:

Deputy Under Secretary of Defense  
(Civilian Personnel Policy and Equal Opportunity), 8F888  
Office of the Under Secretary of Defense for Personnel and Readiness  
4000 Defense Pentagon  
Washington, DC 20301-4000

The DoD Components may obtain copies of this Manual through their own Publications channels. Approved for public release; distribution unlimited. Authorized registered users may obtain copies of this Publication from the Defense Technical Information Center, Cameron Station, Alexandria, VA 22304-6145. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

[signature of PSA or Principal Deputy]

Figure 3-3. Foreword for a DoD Publication

**TABLE OF CONTENTS**

|                                                                | <b><u>Page</u></b> |
|----------------------------------------------------------------|--------------------|
| Foreword                                                       | i                  |
| Table of Contents                                              | ii                 |
| Figures                                                        | v                  |
| Tables                                                         | vii                |
| References                                                     | ix                 |
| Definitions                                                    | x                  |
| Abbreviations and/or Acronyms                                  | xii                |
| <br><b>CHAPTER 1 - GENERAL INFORMATION</b>                     |                    |
| A. Purpose                                                     | 1-1                |
| B. Definitions                                                 | 1-1                |
| C. Policy                                                      | 1-2                |
| D. Responsibilities                                            | 1-2                |
| <br><b>CHAPTER 2 - MEDAL OF HONOR RECOMMENDATIONS</b>          |                    |
| A. Purpose                                                     | 2-1                |
| B. Procedures Involving Recommendations for the Medal of Honor | 2-1                |
| C. Presentation of the Medal of Honor                          | 2-1                |
| <br><b>CHAPTER 3 - DOD DECORATIONS</b>                         |                    |
| A. Introduction                                                | 3-1                |
| B. General Provisions                                          | 3-2                |
| C. General Procedures                                          | 3-4                |
| D. Specific Provisions                                         | 3-6                |
| <br><b>APPENDICES</b>                                          |                    |
| A. U.S. Military Decorations                                   | A-1                |
| B. U.S. Unit Awards                                            | B-1                |
| C. DoD Activities Awarded the Joint Meritorious Unit Award     | C-1                |
| D. U.S. Service Medals, Campaign Medals, and Service Ribbons   | D-1                |

Figure 3-4. Table of Contents in a DoD Publication

## FIGURES

| <u>Figure</u> | <u>Title</u>                           | <u>Page</u> |
|---------------|----------------------------------------|-------------|
| 1-1           | Organizational Structure               | 1-5         |
| 2-1           | Standard Briefing Charts               | 2-3         |
| 2-2           | Data Checklist                         | 2-20        |
| 2-3           | Transition Plan Cover Page Format      | 2-27        |
| 2-4           | Transition Plan Approval Sheet Format  | 2-28        |
| 2-5           | Agreements and Commitments Format      | 2-30        |
| 3-1           | IPF Site Selection Process Flow        | 3-17        |
| 3-2           | Site Selection Data Elements           | 3-18        |
| 5-1           | Format for the QALI                    | 5-2         |
| 5-2           | Sample MIPR QAR Checklist              | 5-6         |
| 5-3           | Sample Solicitation Checklist          | 5-9         |
| 5-4           | Sample Drawing Checklist               | 5-10        |
| 5-5           | Sample Product Specification Checklist | 5-11        |
| 5-6           | Sample Reprocurement Checklist         | 5-18        |

Figure 3-5. List of figures in a DoD Publication

## TABLES

| <u>Table</u> | <u>Title</u>                                                                                    | <u>Page</u> |
|--------------|-------------------------------------------------------------------------------------------------|-------------|
| 3-1          | Key Transition Events for IPP                                                                   | 3-7         |
| 3-2          | Planning Objectives for Maximum Mobilization Sustained Production                               | 3-14        |
| 6-1          | Instructions for Completing DD Form 2358, "Conventional Ammunition Acquisition Plan"            | 6-4         |
| 6-2          | FY Requirement Quantities                                                                       | 6-6         |
| 6-3          | Instructions for Preparing DD Form 2352, "Request for Initial or Amended Shipping Instructions" | 6-20        |
| 7-1          | Calculation of Storage Space                                                                    | 7-60        |
| 7-2          | Gross Square Feet (GSF) for Ammunition Storage Structures                                       | 7-61        |

Figure 3-6. List of tables in a DoD Publication

REFERENCES

- (a) Sections 7501-7507 of title 5, United States Code
- (b) Public Law 95-452, "Inspector General Act of 1978," October 12, 1978, as amended
- (c) Office of Management and Budget Circular No. A-73, "Audit of Federal Operations and Programs," June 20, 1983
- (d) DoD Directive 7600.2, "Audit Policies," February 2, 1991
- (e) DoD Instruction 7050.3, "Access to Records and Information by the Inspector General, Department of Defense," November 9, 1984
- (f) DoD 5500.7-R, "Joint Ethics Regulation (JER)," August 1993, authorized by DoD Directive 5500.7, August 30, 1993
- (g) Assistant Secretary of Defense (Force Management and Personnel) Memorandum, "Personnel Integrity and Efficiency," November 9, 1988
- (h) Federal Acquisition Regulation, current edition
- (i) Defense FAR Supplement, Subpart 2, "Preparation of Budget Estimates," July 4, 1984
- (j) Memorandum of Understanding between the Department of Defense and the Department of Labor, December 25, 1989
- (k) Executive Order 10101, "Public Recognition and Trust," April 1, 1992
- (l) Decisions of the Comptroller General, Volume 550, page 1234, 1988
- (m) Federal Personnel Manual, Chapter 920, "Status of Nonappropriated Funds"
- (n) MIL-STD 6749, "Restructuring Robots," January 1, 1990
- (o) Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," current edition
- (p) Joint Travel Regulations, Volume 2, "Department of Defense Civilian Personnel," current edition

Figure 3-7. Reference page in a DoD Publication

## DEFINITIONS

1. **Base Pay.** That part of U.S. Forces total pay used to compute premium pay and certain other allowances. Depending on the in-country situation, base pay may be:
  - a. The scheduled rate for the position.
  - b. The scheduled rate less a value representing pay components found in the non-U.S. Forces sector that were used in developing the scheduled rate, but that are not used by the non-U.S. Forces sector to compute premium pay and certain other allowances.
  - c. The scheduled rate plus other allowances or pays granted by both U.S. Forces and non-U.S. Forces sectors that, in the non-U.S. Forces sector, are used to compute premium pay and certain other allowances. In this case, the scheduled rate plus the other pay and allowances are used by the U.S. Forces sector to compute premium pay and certain other allowances.
2. **Benefit Component.** The fringe benefits granted by U.S. Forces to foreign national employees and by non-U.S. Forces employers to their employees. Fringe benefits normally include time-off benefits, financial assistance benefits, and social security-type benefits.
3. **Consolidated Allowance.** An allowance paid by the U.S. Forces to represent a wide variety of non-U.S. Forces pay that is considered in arriving at total pay for positions comparable to U.S. Forces positions.
4. **Foreign National Employee.** A non-U.S. citizen employed by the U.S. Forces outside the United States, its territories and possessions.
5. **Median.** The middle rate of a series of rates arranged in order of magnitude. If the series contains an even number of rates, the median is the simple average of the two middle rates.
6. **Pay Component.** Remuneration in cash or in kind for services rendered.
7. **Payment-in-Kind.** That part of the pay component that is remuneration received other than in cash and that can be expressed in monetary terms.
8. **Segmented Line.** Wage line drawn through segments of survey data to reflect pay patterns in the country concerned.
9. **Total Pay.** The combined value of all separately paid pay components.
10. **Trend Line.** The result of regression analysis performed on the survey data.

Figure 3-8. Definitions in a DoD Publication

ABBREVIATIONS AND/OR ACRONYMS

|          |                                                        |
|----------|--------------------------------------------------------|
| AECA     | Arms Export Control Act                                |
| USD(P&R) | Under Secretary of Defense for Personnel and Readiness |
| BAQ      | Basic Allowance for Quarters                           |
| CONUS    | Continental United States                              |
| DoS      | Department of State                                    |
| EEOBH    | Equal Opportunity in Off-Base Housing                  |
| G&FOQs   | General and Flag Officers Quarters                     |
| GM       | General Merit                                          |
| GS       | General Schedule                                       |
| HRS      | Housing Referral Services                              |
| HUD      | Housing and Urban Development                          |
| MAAG     | Military Assistance Advisory Group                     |
| MIL-HDBK | Military Handbook                                      |
| OHA      | Overseas Housing Allowance                             |
| O&M      | Operations and Maintenance                             |
| OMB      | Office of Management and Budget                        |
| PCS      | Permanent Change of Station                            |
| SES      | Senior Executive Service                               |
| TDY      | Temporary Duty                                         |
| TLA      | Temporary Lodging Allowance                            |
| TLFs     | Temporary Lodging Facilities                           |
| UEPH     | Unaccompanied Enlisted Personnel Housing               |
| UFAS     | Uniform Federal Accessibility Standards                |
| UOPH     | Unaccompanied Officer Personnel Housing                |
| UPH      | Unaccompanied Personnel Housing                        |
| U.S.     | United States                                          |
| U.S.C.   | United States Code                                     |

Figure 3-9. Abbreviations and/or acronyms in a DoD Publication

## CHAPTER 4

### WRITING STYLE, PREPARATION OF DOD ISSUANCE, COORDINATION, AND SUBMISSION OF FINAL ISSUANCE FOR SIGNATURE

#### A. WRITING STYLE

1. DoD issuances must be written clearly and concisely. The contents of DoD issuances should be organized to address what the readers know, what they don't know, what they have to do with the information, and the expected results. The general principles of composition and grammar applied to DoD issuances are as follows:

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

b. Use parallel construction--using the same grammatical structure for like or related ideas. An example follows:

This Directive reissues reference (a) to:

1. Update DoD policy on personnel data.
2. Establish a personnel committee.
3. Designate Reserve Component Categories.

c. Write in the active voice--the subject performs the action--because it is more direct and forceful; e.g., The chair shall forward one information copy of the board meeting to the members.

d. When possible, use paragraph headings to highlight important concepts and to tell the reader at a glance what the paragraph is about. Avoid long, rambling, disjointed paragraphs, especially those having many subparagraphs.

e. Helping Verbs. Use a helping verb to express the degree of obligation. See below.

#### Helping verbs

Must, shall

Should, ought

May, can

Will

#### Degree of restriction

Action is mandatory.

Action is required, unless justifiable reason exists for not taking action.

Action is optional.

Is not restrictive; applies only to a statement of future condition or an expression of time. Do not use in place of "shall."

f. Gender-Specific Language. Avoid using "he" or "she" as generic pronouns; use "he and she." (See Appendix B.)

g. Personal Pronouns. Avoid the use of such personal pronouns as, "I, me, our, us, we, and your."

#### h. Abbreviations and Acronyms

(1) An abbreviation or acronym is established in parentheses after a term only when the abbreviation or acronym is used again. The articles "the," "a," and "an" are generally not used before abbreviations and acronyms; e.g., it's "OSD," and "MARS." not "the OSD" and "a MARS."

(2) Exceptions to subparagraph A.1.h.(1), above:

(a) Department of Defense and DoD and United States and U.S. When these terms are used as adjectives, do not spell them out; use the abbreviations without parentheses. When used as a noun, spell out and do not follow with the abbreviations.

(b) Chairman of the Joint Chiefs of Staff; Joint Chiefs of Staff; or Joint Staff. In DoD issuances, it's always Chairman of the Joint Chiefs of Staff, and the abbreviations, CJCS, JCS, and JS are never used.

(c) OSD Principal Staff Assistants. It's never "Office of the Secretary of Defense (OSD) Principal Staff Assistants."

(d) In the RESPONSIBILITIES section, spell out the title of a key official without its abbreviation, except for "OSD Principal Staff Assistants."

(e) In the EFFECTIVE DATE (EFFECTIVE DATE AND IMPLEMENTATION) section, use the full title of the PSA without the abbreviation.

(f) The article "the" is always used with "DoD Components."

2. Sources of English Usage. When usage of the English language (punctuation, capitalization, spelling, numerals, compounding, etc.) is conflicting, the order of authority is as follows:

a. "List of Preferred Terms Used in DoD Issuances." (See Appendix B.)

b. "List of Hyphenated Unit Modifiers Used in DoD Issuances." (See Appendix C.)

c. United States Government Printing Office Style Manual and Word Division Supplement to that Manual (current editions).

d. Webster's New Collegiate Dictionary (current edition).

#### 3. Underlines

a. Headings of sections, subsections, paragraphs, subparagraphs, enclosures in DoD issuances, and chapters in DoD Publications must be underlined. Capitalize--do not underline words or phrases in the text--for emphasis; bold type may be used in DoD Publications only.

b. Definitions and their abbreviations or acronyms (but not the meanings) must be underlined.

c. The titles of key officials in the RESPONSIBILITIES section (but not the word "The" that precedes titles or the abbreviation that follows) must be underlined.

4. Asterisks. Asterisks shall be used in the margins of pages to identify changes on each line in DoD Directives, Instructions, and Publications. When the changes affect more than a quarter of a page, marginal asterisks should be placed at the first and last lines with a connecting change bar.

5. Bold Type and Italics. Bold type may be used uniformly throughout DoD Publications for chapter headings and for emphasis, but shall not be used in DoD Directives and Instructions. Italics may not be used in DoD issuances.

6. Bullets. Bullets shall not be used in DoD issuances because they do not facilitate locating and identifying specific areas of the text.

7. Figures. See subsection A.10., below.

8. Footnotes and Notes. Footnotes should be used when it is not obvious by the reference citation where the document can be obtained. Footnotes are indicated by placing an Arabic superscript immediately after the material to be footnoted with no intervening space. Footnote(s) must appear at the bottom of the page containing the Arabic superscript. (See figure 2-1.) Do not use the term "Note:" in Directives and Instructions.

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

#### 10. Graphics

a. Graphics may be used instead of and in addition to text in enclosures of DoD Instructions and anywhere in DoD Publications. They shall not be used in Directives.

b. If graphics are used:

(1) Place small graphic material on the same page, close to the text that it supports; if large, place the material on a self-contained page at the end of the chapter.

(2) Label, number as a figure, and refer to the graphics in the text.

(3) List the graphics on the figures page of DoD Publications.

c. Photographs, overlays, divider tabs for chapters, covers, and other graphics and artwork for DoD Publications must be submitted with the final issuances for printing. Photographs smaller than 8 1/2- by 11-inches must be affixed to pages as page layouts.

11. Tables. See subsection A.10., above.

12. Editing Symbols. Editing symbols used in the review of DoD issuances are in Appendix D.

### B. PREPARATION OF DOD ISSUANCE

1. DoD Directives and Instructions. Page specifications and typing guidelines for DoD Directives and Instructions are below. (Figures 2-1 and 2-2 show samples of a DoD

Directive and Instruction, and samples of format and style of reference citations frequently used in DoD issuances are in Appendix A.)

a. Paper

(1) Use white 8 1/2- by 11-inch bond paper.

(2) Letterhead Paper. Use DoD Directive or DoD Instruction letterhead for the first page of a final; succeeding pages are prepared on white 8 1/2- by 11-inch bond paper. DoD Directive and Instruction letterhead is available from the Directives Division. Computer generated letterhead with a clear and correct alignment of the graphic header and DoD seal may be used.

b. Font. The following 12-pitch fonts are acceptable (or a similar size and style):

(1) DoD issuances must be written clearly and concisely.

(2) DoD issuances must be written clearly and concisely.

(3) DoD issuances must be written clearly and concisely.

c. Quality of Text

(1) Finals must be originals; reproduced copies or those with correction fluid or tape, erasures, strike overs, or staple holes are unacceptable for printing.

(2) Ensure that the type is dark and smudge-free for character definition and print quality.

d. Spacing

(1) Double-space draft versions.

(2) Single-space final versions.

(3) Use one space between words in a phrase or sentence; two spaces between sentences; and two lines between sections, subsections, paragraphs, and subparagraphs.

(4) Margins. Space margins as follows:

(a) First Page

1 Leave a 1-inch margin on the left and right sides and bottom of the page.

2 Type the SUBJECT line three lines below the black horizontal line on the letterhead, flush with the 1-inch left margin (centering the DoD seal). (See figure 2-1.)

(b) Succeeding Pages. Leave a 1-inch margin on all four sides of the page.

**e. Page Numbers**

(1) Center the page number 1/2 inch from the bottom of the page, beginning with page two.

(2) Number the pages consecutively with Arabic numerals from page two through the signature page. Number the enclosures consecutively with Arabic numerals preceded by the enclosure number and a hyphen, as shown in the following examples:

| <u>Page of Enclosure</u> | <u>Page Number</u> |
|--------------------------|--------------------|
| Page 1 of enclosure 1    | 1-1                |
| Page 2 of enclosure 1    | 1-2                |
| Page 1 of enclosure 2    | 2-1                |

(3) Number attachments to enclosures consecutively with Arabic numerals, as shown in the following examples:

| <u>Page of Attachment</u>             | <u>Page Number</u> |
|---------------------------------------|--------------------|
| Page 1 of attachment 1 to enclosure 1 | 1-1-1              |
| Page 2 of attachment 1 to enclosure 1 | 1-1-2              |
| Page 1 of attachment 2 to enclosure 1 | 1-2-1              |

**f. Page Headers**

(1) For new DoD Directives and Instructions, the date, the issuance number, and the abbreviation of the originating OSD Component shall be inserted on the issuance by the Directives Division after the document is signed.

(2) For reissuances of DoD Directives and Instructions, the originating OSD Component shall insert the issuance number and the abbreviation of the originating OSD Component on the first page; and beginning with the third page, the issuance number must be inserted 1/2 to 3/4 of an inch from the top of the page in the upper right corner of each odd-numbered page. The date shall be inserted by the Directives Division after the issuance is signed.

**g. References**

(1) Begin the Reference(s) on the first page two lines below the SUBJECT line. Flush with the left margin, type the word "Reference(s)", capitalizing the first letter. The word "Reference(s)" is followed by a colon, two spaces, and the letter "(a)" in lowercase with parentheses, two spaces, and the reference citation. Succeeding reference citations are placed in alphabetical order under the "(a)." Do not punctuate the end of the reference citations. (See figure 2-1.)

(2) Place up to six reference citations on the first page (e.g., (a) through (f)). If there are more than six reference citations, place four on the first page (e.g., (a) through (d)) and the rest on enclosure 1 and so indicate after "(d)" (e.g., (e) through (j), see enclosure 1). (See figure 5-6.)

(3) Spell out reference citations in the Reference(s). Each citation in the text must be followed by its alphabetical reference letter in parentheses; e.g., DoD

Directive 5025.1 (reference (c)). Additional use of the same citation on the same single-spaced page is referred to by its alphabetical reference letter in parentheses; e.g., (reference (c)) or , if a portion of that same reference appears; e.g., section D. of reference (c).

(4) For the format and style of frequently used references, see Appendix A.

h. Sections

(1) Begin the first section--(PURPOSE (REISSUANCE AND PURPOSE))--two lines below the last reference citation. Flush with the left margin, each section begins with a capital letter followed by a period, two spaces, and the heading of the section. All words in the heading are capitalized, and the heading is underlined. (See figure 2-1.)

(2) Indent and begin subsections, paragraphs, and subparagraphs with consecutive Arabic numerals and lowercase letters followed by a period, a parentheses, or an underline. Type the appropriate number or letter with a period, parentheses, or underline, followed by two spaces before starting the text. If there is a subheading, capitalize the first letter of each key word in the subheading followed by a period. Underline the subheading. Use the following format:

A. SECTION

1. Subsection

a. Paragraph

(1) Subparagraph

(a) Subparagraph

1 Subparagraph

a Subparagraph

Figure 4-1. Section, subsection, paragraph, and subparagraph format for DoD Directives and Instructions

i. Definitions

(1) Arrange the terms consecutively in Arabic numerals and in alphabetical order. Capitalize the first letter of the first word and each key word of a term, followed by its abbreviation or acronym in parentheses (if used) and a period. Underline the term and its abbreviation or acronym. Begin the definition of the term two spaces after the period.

(2) If a portion of a definition must be broken into paragraphs, indent and begin with each paragraph in lowercase alphabetical order.

(3) If more than half of a single-spaced page, all definitions must be on an enclosure page.

j. Signature

(1) The signature block (area) is five lines below the last line of the EFFECTIVE DATE (EFFECTIVE DATE AND IMPLEMENTATION) section on the right side of the page. Leave that area blank on DoD Directives. For DoD Instructions, the name and title of the PSA must be typed--not stamped--under his or her signature.

(2) Do not place the signature block (area) alone on a page.

k. Enclosures

(1) Type enclosures 10 lines below the last line of the EFFECTIVE DATE (EFFECTIVE DATE AND IMPLEMENTATION) section. Start the word "Enclosure(s)" flush with the left margin. See the following formats:

|                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enclosure<br>References                                                                                                                              |
| Enclosures - 2                                                                                                                                       |
| 1. References                                                                                                                                        |
| 2. Guidance for Coordinating with State and Local Authorities Concerning<br>Radiological Emergency Preparedness Associated with DoD Fixed Facilities |

Figure 4-2. Enclosure format

(2) Do not place the enclosure listing alone on a page.

(3) Begin each enclosure on a separate page. The heading of an enclosure is 1 inch from the top of the first page, in all capital letters, centered and underlined. If definitions or references are continued as enclosures, the headings should appear as follows:

DEFINITIONS, continued

REFERENCES, continued

(4) Type the abbreviation "Encl" followed by the enclosure number in parentheses in the upper right corner of odd-numbered pages 1/2 inch to 3/4 inch from the top of the page next to the issuance number; e.g., "5505.2 (Encl 2)". The date shall be inserted by the Directives Division after the issuance is signed.

l. Attachments

(1) Type attachment(s) on the last page of an enclosure four lines below the last line of the enclosure. Start the word "Attachment(s)" flush with the left margin using the following format:

|                                                                                      |
|--------------------------------------------------------------------------------------|
| Attachment<br>DD Form 1172, "Application for Uniformed Services Identification Card" |
| Attachments - 2                                                                      |
| 1. A List of the North Atlantic Treaty Organization (NATO) Countries                 |
| 2. Sample Organ Donor Card                                                           |

Figure 4-3. Attachment format

(2) Type the abbreviation "Encl" followed by the enclosure number, followed by the abbreviation "Attach" and the attachment number in parentheses in the upper right corner of odd-numbered pages 1/2 inch to 3/4 inch from the top of the page next to the issuance number; e.g., "5505.2 (Encl 2, Attach 1)". The date shall be inserted by the Directives Division after the issuance is signed.

(3) Begin each attachment on a separate page. The heading of an attachment is 1 inch from the top of the page, in all capital letters, centered and underlined.

2. DoD Publications. Page specifications and typing guidelines for DoD Publications are as follows:

a. Paper

(1) Use white 8 1/2- by 11-inch bond paper.

(2) Foreword. Use letterhead of the originating OSD Component for the foreword of a final; succeeding pages are prepared on white 8 1/2- by 11-inch bond paper.

b. Font. The following 12-pitch fonts are acceptable (or a similar size and style):

(1) DoD issuances must be written clearly and concisely.

(2) DoD issuances must be written clearly and concisely.

(3) DoD issuances must be written clearly and concisely.

c. Quality of Text

(1) Finals must be originals; reproduced copies or those with correction fluid or tape, erasures, strike overs, or staple holes are unacceptable for printing.

(2) Ensure that the type is dark and smudge-free for character definition and print quality.

d. Spacing

(1) Double-space draft versions; single-space finals.

(2) Use one space between words in a phrase or sentence; two spaces between sentences; and two lines between sections, subsections, paragraphs, and subparagraphs.

e. Page Layout. To accommodate a variety of texts, the following layouts shall be used for DoD Publications.

(1) Standard Page Layout. The single column text is the standard and preferred page layout for DoD Publications. Leave 1-inch margins on all sides and use running text from left to right margins with indentions for subsections, paragraphs, and subparagraphs.

(2) Multicolumn Page Layout. The double column text may be used as an alternative page layout for DoD Publications. Leave 1-inch margins on all sides. Type the text from the left to right margins of the left column, and flow the text from the bottom of the left column into the top of the right column between its left to right margins, with a "gutter" of white space between the columns. Indentions shall be used for subsections, paragraphs, and subparagraphs.

f. Page Headers. The abbreviated month and year date in initial capitalization and the DoD Publication number must be typed on two lines beginning about 1/2 inch from the top of the page in the upper right corner of each odd-numbered page. The month and year date on the pages of the text must carry the same date on the signed Foreword. If it can be determined that the OSD official will sign the Foreword during a particular month and year, then type that month and year date on the pages. If the month and year date of the Foreword cannot be determined, only type the Publication number and leave one line space for the date. (See figure 4-4.)

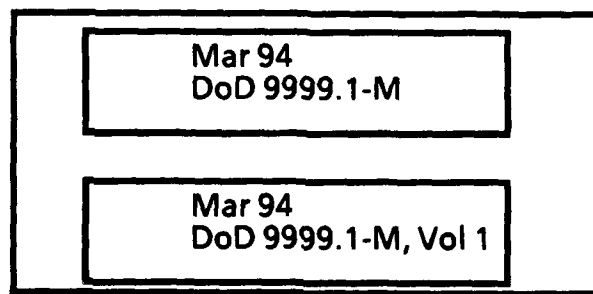


Figure 4-4. Page headers

g. Format

(1) Foreword

(a) Use letterhead of the appropriate PSA or Office of the PSA based on who will sign the page.

(b) Center the word "FOREWORD" in all capital letters below the letterhead title.

(c) Flush with the left margin, begin each paragraph with no indentation and leave two lines between paragraphs. (See figure 3-3.)

(2) Table of Contents

(a) Center and underline the words "TABLE OF CONTENTS" in all capital letters at the top of a separate page.

(b) Flush with the left margin, list all front matter, headings of each chapter ("Parts" for Directives and Instructions) in full capital letters, and back matter. Flush with the right margin, insert and underline the heading "Pages" and under it list the beginning page numbers directly across from each table entry. Table entries are single-spaced with double spaces between chapter heading entries. (See figure 3-4.)

(3) List of Figures

(a) Center and underline the word "FIGURES" in all capital letters at the top of a separate page.

(b) This page is arranged in three columns. The heading of the left column, flush with the margin, is "Figure"; the middle column is "Title"; and the right column, flush with the margin, is "Page." All column headings are underlined. List the appropriate entries under each column. The numerical entries in the figure and page columns should be compound Arabic numerals. All entries are single-spaced but double-spaced between chapter entries. (See figure 3-5.)

(4) List of Tables

(a) Center and underline the word "TABLES" in all capital letters at the top of a separate page.

(b) The TABLES page follows the same format as the List of Figures in subparagraph B.2.f.(3), above, and uses the same column headings. (See figure 3-6.)

(5) References

(a) The guidelines for references in subsection A.3. of Chapter 2 apply to DoD Publications. (All reference citations are on one or more consecutive pages in the front matter.)

(b) Center and underline the word "REFERENCES" in all capital letters at the top of a separate page and list the reference citations. (See figure 3-7.)

(6) Definitions. All definitions are on one or more consecutive pages in the front matter. (See subparagraphs A.4.a.(3)(a) and (b) of Chapter 2 and figure 3-8.)

(7) Abbreviations and Acronyms. All abbreviations and acronyms are on one or more consecutive pages in the front matter. (See paragraph B.2.g. of Chapter 3 and figure 3-9.)

(8) Main Body of Text

(a) Arrange the main body of the text as follows:

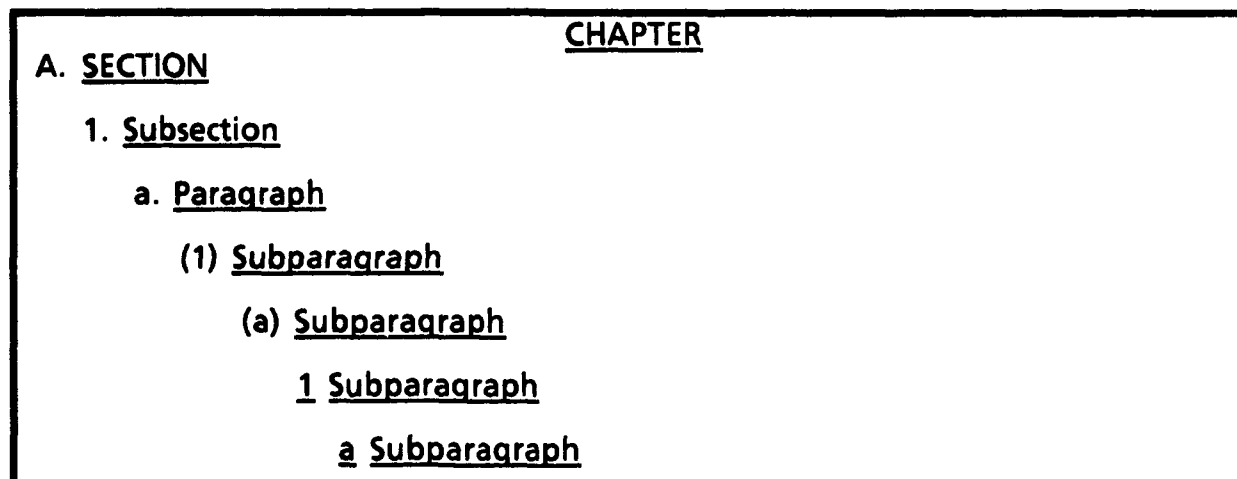


Figure 4-5. Section, subsection, paragraph, and subparagraph format for chapters in a DoD Publication

## 1 Chapters

a Place the caption of each chapter at the top of the first page only (directly below the 1-inch top margin). The caption consists of the word "CHAPTER" and the chapter number on the first line; e.g., CHAPTER 1, and two lines below, the name of the chapter.

b Capitalize in full, underline, and center the caption; bold type may be used.

c Number the chapters consecutively in Arabic numerals.

d Use a separate sequence of page numbers consisting of compound Arabic numerals for each chapter. (The chapter number serves as a prefix; e.g., the pages in Chapter 1 are numbered 1-1, 1-2, 1-3; those in Chapter 2 are numbered 2-1, 2-2, 2-3, etc.)

## 2 Sections and Subsections

a Capitalize in full and underline the section headings; and flush with the margin, letter the sections alphabetically using capital letters.

b Use initial capitalization for principal words in subsection headings and underline the entire heading. Number the subsections sequentially and indent.

3 Paragraphs and Subparagraphs. Use initial capitalization for principal words in paragraph and subparagraph headings and underline the entire heading. Letter the paragraphs alphabetically in lowercase and indent; number sequentially and letter alphabetically in lowercase and indent the subparagraphs.

4 Figures. Figures should be placed close to the portion of the text to which they relate. Figures in the text must be numbered and have titles. The title of a figure should be brief, stating clearly what the figure shows.

a Number the figures consecutively, using compound Arabic numerals, in the order they appear in chapters; e.g., the first figure in Chapter 2 would be numbered Figure 2-1.

b Center the figure number and title under the figure.

c Consecutively number in Arabic the page containing the figure as part of the chapter numbering scheme if the figure occupies the entire page.

5 Tables. Tables in the text must be numbered and have titles. The table's title should be brief.

a Consecutively number in Arabic the tables in the order they appear in the text; e.g., the second table in the text would be numbered Table 2.

b Center the table number and title under the table.

c Consecutively number the page containing the table in compound Arabic numerals as part of the chapter numbering scheme if the table occupies the entire page.

**(9) Appendices**

(a) Place appendices in alphabetical order at the end of the main body. List appendices at the end of the TABLE OF CONTENTS, if there is no index.

(b) Capitalize in full, underline, and center the caption of an appendix at the top of the first page only (directly below the 1-inch top margin) of each appendix. The caption consists of the word "APPENDIX" and the alphabetical letter on the first line; e.g., APPENDIX A, and two lines below, the title of the appendix. (See figure 4-7.)

(c) Number the pages in alphanumeric sequence within each appendix; e.g., page 1 of Appendix A would be A-1; page 2 of Appendix B would be B-2. When an appendix has an attachment, the attachment number must be listed on the last page of the appendix. The title is centered at the top of the first page of an attachment. The attachment pages are in alphanumeric sequence; e.g., page 1 of attachment 1 of Appendix A is A-1-1, page 2 of attachment 3 of Appendix C is C-3-2.

**(10) Index**

(a) Place the Index at the end of the Publication. List the Index as the last entry of the TABLE OF CONTENTS.

(b) Capitalize in full, underline, and center the caption, INDEX, at the top of the first page only (directly below the 1-inch top margin) of the Index. (See figure 4-6.)

(c) Arrange the index in alphabetical order using one or two columns on a page.

(d) Use noun or noun phrases in initial capital letters for the heading and cross references. Use modifiers in initial capital letters for subheadings and indent under the headings. Use a "See also" cross reference in initial capital letters and indent under the heading to indicate that additional information may be found under another heading. Use "See" cross reference in initial capital letters and indent under the heading to indicate that information appears under another heading.

(e) List page number(s) after a heading, subheading, and cross reference.

(f) Number the pages in alphanumeric sequence within Index; e.g., page 1 of the Index would be I-1; page 2 would be I-2.

| <u>INDEX</u>               |                               |
|----------------------------|-------------------------------|
| Air conditioners, 23-27    | Battery cables, 115, 202      |
| automobile, 22             | Furnaces                      |
| cooling capacity of, 3, 23 | See Heating systems           |
| Batteries                  | Heating system                |
| automobile, 112            | electrical, 50                |
| dry, 108                   | See also Heat pumps, Electric |
| wet, 109-110               | heaters                       |
|                            | Gas, 55                       |

Figure 4-6. Index entries

## C. COORDINATION

### 1. Coordinating DoD Issuances With the DoD Components

a. DoD issuances (or reissuances) shall be forwarded to the Heads of the DoD Components, who have mutual or related responsibilities for review and concurrence or comments. A substantive reissuance that revises essential portions of a DoD Directive, Instruction, or Publication, such as policy, applicability, responsibilities, purpose, procedure, and information requirements shall be coordinated. An administrative reissuance that revises non-substantive portions of a DoD issuance, such as dates of references and organizational symbols, is not coordinated. However, if an administrative reissuance is done to comply with executive, legislative, or secretarial requirements, or if the reissuance is a DoD Directive, it must be coordinated with GC, DoD.

b. Mandatory Coordinations. All DoD issuances and substantive reissuances must be coordinated with DA&M, OSD; GC, DoD; and IG, DoD.

c. When it is necessary to divide a DoD Directive into a DoD Instruction and/or DoD Publication, after coordination as a DoD Directive, another coordination is not required. Explain in the cover 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 GC, DoD. The original signed coordination papers shall be used for the DoD Directive and copies of the papers shall be used for the DoD Instruction and/or Publication. (See figure 4-15.)

2. Unions Granted National Consultation Rights. DoD issuances that contain substantive changes in conditions of employment, including personnel policies and practices and other nonpersonnel matters, that affect DoD civil service and non-appropriated fund civilian employees shall 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.

3. SD Form 106, "DoD Directives System Coordination Record." The SD Form 106 shall be used to forward draft DoD issuances to the DoD Components for coordination. (See figure 4-8.) The SD Form 106 may be obtained from the OSD Publications Counter.

a. A coordination suspense date of 30 days minimum shall be established, unless statutory or Secretarial requirements dictate an earlier suspense date.

b. All items on the SD Form 106 must be completed, and the form must be approved and signed by the PSA or Principal Deputy.

#### c. Copy Requirements

(1) Four double-spaced copies of all draft DoD issuances and SD Form 106 must be provided to the Directives Division for mandatory coordination by DA&M, OSD. The DA&M, OSD, coordination shall include editorial and format review.

(2) One double-spaced copy of the draft issuance and SD Form 106 must be provided to other DoD Components.

d. Coordination is reflected by signature concurrence on SD Form 106 or by a memorandum with comments.

#### **4. Coordinating Officials for DoD Directives**

a. **OSD Components.** OSD coordinating officials shall be at the level of PSA or Principal Deputy. If an ASD is under the oversight authority of a USD, the USD may solicit comments from the ASD and include such comments in the USD coordination.

b. **Military Departments.** Coordination shall be at the level of Assistant Secretary or Principal Secretariat officials.

c. **Chairman of the Joint Chiefs of Staff.** Coordination for the Chairman of the Joint Chiefs of Staff shall be at the level of Director or Vice Director, Joint Staff.

d. **Unified Combatant Commands.** Coordination by the Commanders of the Unified Combatant Commands shall be included in the Chairman of the Joint Chiefs of Staff coordination.

e. **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 NSA and CIO shall be coordinating officials.

#### **5. Coordinating Officials for DoD Instructions and DoD Publications**

a. OSD coordination is encouraged at the same coordinating level for DoD Directives. The PSA who authorizes the staffing of a DoD Instruction or DoD Publication may accept coordination from officials at the Deputy Under Secretary, Deputy Assistant Secretary, or equivalent level, who coordinate on subjects within their areas of expertise and responsibility.

b. The Military Department, Chairman of the Joint Chiefs of Staff, and Defense Agency coordinations are encouraged at the same coordinating level for Directives. The PSA who authorizes the staffing of a DoD Instruction or Publication may accept coordination from officials who coordinate on matters within their areas of expertise and responsibility, below the level stipulated for Directives.

#### **6. Recoordination**

a. When 6 months have elapsed since coordination took place, recoordination of the DoD Directive, Instruction, or Publication is required. When circumstances prevent recoordination, the reason for the delay in submitting the DoD Directive for signature shall be explained in the Cover Memorandum for the Deputy Secretary of Defense. The reason for the delay in submitting the DoD Instruction or Publication shall be explained in the Cover Memorandum for the PSA.

b. When there is a new PSA since coordination took place, recoordination of the DoD Directive, Instruction, or Publication with new PSA is required.

7. **Nonconcurrency.** A nonconcurrency should be resolved by a second coordination with the particular DoD Component concerned. Unresolved nonconcurrences for Directives shall be addressed in the Cover Memorandum for the Deputy Secretary of Defense. Unresolved nonconcurrences for Instructions should be addressed in the Cover Memorandum for the PSA. Unresolved nonconcurrences for Publications should be addressed in the Cover Memorandum for the PSA or designated Deputy.

8. Assumed Concurrence. "No response; concurrence assumed" normally is not accepted for DoD issuances. If efforts have failed to obtain a response on a DoD Directive from a DoD Component, it must be addressed in the Cover Memorandum for the Deputy Secretary of Defense, and in the Cover Memorandum for the PSA when applicable to DoD Instructions or Publications.

**D. SUBMISSION OF FINAL ISSUANCE FOR SIGNATURE**

1. The originating OSD Component should prepare and proofread the final, single-spaced issuance.

2. The originating OSD Component should assemble the issuance in a final package (original set and one copy) composed of the following documents in the sequence below and as shown in figures 4-13 and 4-14.

a. The Cover Memorandum for the Deputy Secretary of Defense for DoD Directives (or Cover Memorandum for PSAs for DoD Instructions and Publications). The Cover Memorandum signed by the PSA must include the results of the coordinations; e.g., all coordinating officials concurred and if there is a nonconcurrence or no response, explain; indicate that the list of coordinating officials and the coordination papers are attached; and give a reason for the delay in submitting the Directive for signature if the coordinations are 6 months old or more. (See figure 4-9.) For a DoD Instruction or Publication, the memorandum is for the Director, WHS, signed by the PSA. (See figures 4-10 and 4-11.) The memorandum must indicate that the list of coordinating officials and coordination papers are attached. For a classified DoD issuance or an unclassified DoD Publication, the Cover Memorandum must indicate that a distribution list, mailing address labels, and SD Forms 120 are attached.

b. The DoD Directive, Instruction, or Publication.

c. The List of Coordinating Officials. Prepare the list on plain bond paper and double-space between entries using two columns on the page. The abbreviated names of the DoD Components must be listed in the left column and the names of the coordinating officials in the right column in the order listed on SD Form 106. The terms, Army, Navy, and Air Force, are used in the left column, instead of other variations in the names of the Military Departments, such as USAF or Department of the Air Force. The abbreviated title of the coordinating official must follow the name if he or she is not a PSA, head of a Military Department, Director of a Defense Agency, or the Chairman of the Joint Chiefs of Staff. Use first name, middle initial, and surname or use first and middle initials followed by a surname, but do not mix the format. Military rank precedes the first name or initial of an individual in the Service and the abbreviation of the Service (USA, USN, or USAF) follows the surname. (See figure 4-12.) Abbreviations for frequently used ranks in the Service follow:

|      |      |           |              |
|------|------|-----------|--------------|
| Army | Navy | Air Force | Marine Corps |
| LTC  | CDR  | LtCol     | LtCol        |
| COL  | CAPT | Col       | Col          |
| BG   | RADM | Brig Gen  | BGen         |
| MG   | RADM | Maj Gen   | MajGen       |
| LTG  | VADM | Lt Gen    | LtGen        |
| GEN  | ADM  | Gen       | Gen          |

d. The original SD Form 106 signed by the PSA or Principal Deputy.

e. The Original Signed Coordination Papers. Marginal notes indicating "accepted" or "rejected" must be entered by each comment in a coordinating memorandum. If "rejected," a brief reason for the rejection must be provided.

f. Computer Diskettes. Two 3.5 diskettes of the DoD issuance in MS-DOS 3.0 or higher or in ASCII format. Each diskette must be labeled with a file name.

g. The distribution List, Mailing Address Labels, and SD Forms 120. For classified DoD Directives, Instructions, and Publications; a distribution list, mailing address labels, and completed SD Forms 120 must be provided. For unclassified DoD Publications, provide the distribution list, including a list of functional managers of the DoD Components, and mailing address labels. (See Chapter 6, below.)

h. Artwork that includes cover design and division tabs, if required, for DoD Publications. (See subsection B.1. of Chapter 3, above.)

i. Printing Specifications. Provide printing specifications that stipulate the color of the cover and its lettering, and perforating and binding of the DoD Publication.

### 3. Final Review and Signature on DoD Directives

a. The final package (the original set and one copy) must be provided to the Directives Division for final review and forwarding to the Deputy Secretary of Defense.

b. Incomplete staff work or discrepancies in the final package shall be returned to the OSD Component for correction.

c. When the DoD Directive is signed by the Deputy Secretary of Defense, it is returned to the Directives Division for printing and distribution. An advanced copy of the signed DoD Directive shall be provided to the originating OSD Component. The Cover Memorandum and coordination papers shall be retained by the Directives Division.

### 4. Final Review and Signature on DoD Instructions and Publications

a. The final DoD Instruction package shall be forwarded by the originating OSD Component to the PSA for signature and the final DoD Publication package to the PSA or designated Deputy for signature. The package (original set and one copy) shall then be forwarded to the Directives Division.

b. Incomplete staff work or discrepancies in the final package shall be returned to the originating OSD Component for correction.

c. The Directives Division shall arrange for the printing and distribution of the Instruction or Publication, provide an advanced copy of the signed DoD Instruction to the originating OSD Component, and retain the coordination papers. For DoD Publications, the Directives Division shall notify the publications officials of the Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies about the Publication. (See Chapter 6, below.)

## APPENDIX A

### INSTRUCTIONS FOR DATA COLLECTION

#### A. Initial Contact with Survey Companies

When it is expected that the company has received the letter requesting its participation, contact the establishment in person or by telephone to advise the company official of the type of survey information desired and to set a date and time for the visit. If letters requesting participation are hand-delivered, these arrangements may be accomplished at the same time. It is important that the interview be arranged with a company representative familiar with company jobs, compensation, and employment conditions and practices.

#### B. Action When an Establishment Declines to Participate

If the company representative declines to participate during the initial contact or the data collection interview, explain why the information is desired to ensure that the refusal is not due to a lack of understanding of the purpose and nature of the survey. If the official still refuses to participate, report the reason to the survey Chair who may make further efforts to obtain the company's participation.

#### C. The Interview

The interview with the company representative is a very important part of the data collector's assignment. Factual data must be obtained at a minimum expenditure of time and money to both the company and the U.S. Forces. Data collectors must be fully prepared to conduct each interview as efficiently as possible while establishing and maintaining good public relations. In preparation for the interview, data collectors should:

1. Be able to explain to company representatives the wage administration policies of the U.S. Government, the wage survey process, and the use that will be made of survey data.
2. Review thoroughly the data on kinds of jobs, numbers of employees, rates of pay, and other survey information collected on the last survey of the establishment.
3. Be thoroughly familiar with the survey key jobs and grade distinctions.
4. Be thoroughly familiar with data to be collected, the meaning and interpretation of questions on data collection sheets or fringe benefit questionnaires, and instructions for recording data on wage survey forms. Keep the instructions and key job definitions available for reference during the company contact.

Figure 4-7. Appendix in a DoD Publication

| DOD DIRECTIVES SYSTEM COORDINATION RECORD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                         |                                                                                                    |                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------|
| (Please read instructions on back before completing form.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                         |                                                                                                    |                                                  |
| 1. COORDINATION SUSPENSE DATE<br>(YYMMDD)<br>940902                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                         | 2. DOD ISSUANCE NUMBER<br>9988.aa                                                                  |                                                  |
| 3. TYPE OF DOD ISSUANCE<br>(X one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                         | 4. TYPE OF ACTION<br>(X one)                                                                       | 5. SECURITY CLASSIFICATION<br>(X one)            |
| <input checked="" type="checkbox"/> DoD DIRECTIVE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                         | <input type="checkbox"/> NEW                                                                       | <input type="checkbox"/> TOP SECRET              |
| <input type="checkbox"/> DoD INSTRUCTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                         | <input type="checkbox"/> REISSUANCE                                                                | <input type="checkbox"/> SECRET                  |
| <input type="checkbox"/> DoD PUBLICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                         | <input type="checkbox"/> CHANGE                                                                    | <input type="checkbox"/> CONFIDENTIAL            |
| <input type="checkbox"/> ADMINISTRATIVE INSTRUCTION (AI)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                         | <input type="checkbox"/> CANCELLATION                                                              | <input checked="" type="checkbox"/> UNCLASSIFIED |
| 6. SUBJECT (Title)<br>DoD Overseas Petroleum Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                         |                                                                                                    |                                                  |
| 7. PURPOSE AND REMARKS (If additional space is needed, a separate page should be attached.)<br>This Directive implements 20 U.S.C. 1234 by establishing policy and assigning responsibilities for petroleum management at overseas bases. It provides policy for potential shortfall of domestic refining capability in the event of conflicts, use of civilian supplies for overseas military bases, and fugure oil consumption, and establishes depots for air and underwater fuel.                                                                       |                                                         |                                                                                                    |                                                  |
| 8. FEDERAL REGISTER DOCUMENT REQUIRED (X one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                         | 9. IMPLEMENTING DOCUMENTS REQUIRED (X one)                                                         |                                                  |
| <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                         | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                                |                                                  |
| 10. FORMS PRESCRIBED (X one)<br>(If Yes, list form number(s) and title(s) in Item 7.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                         | 11. REPORTS REQUIRED<br>(X all that apply) (Define in Item 7)                                      |                                                  |
| <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                         | <input type="checkbox"/> OMB <input checked="" type="checkbox"/> RCS <input type="checkbox"/> IRCN |                                                  |
| 12. DOD PUBLICATION ONLY (X all that apply)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                         |                                                                                                    |                                                  |
| <input type="checkbox"/> a. THE MILITARY DEPARTMENTS AND THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF. Provide the names and telephone numbers of the functional managers who may be contacted to make arrangements for the printing and distribution of the DoD Publication for their organizations. Include this information with the coordination.                                                                                                                                                                                                          |                                                         |                                                                                                    |                                                  |
| <input type="checkbox"/> b. OSD. Provide the names and complete mailing addresses of the OSD offices that require the DoD Publication, including the number of copies for each addressee. Include this information with the coordination.                                                                                                                                                                                                                                                                                                                   |                                                         |                                                                                                    |                                                  |
| <input type="checkbox"/> c. DEFENSE AGENCIES. OSD Components should contact the Defense Agencies under their cognizance to obtain the names and telephone numbers of functional managers in the Defense Agencies who may be contacted to make arrangements for the printing and distribution of the DoD Publication for their Agencies. Include this information with the coordination.                                                                                                                                                                     |                                                         |                                                                                                    |                                                  |
| 13. ACTION OFFICER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                         |                                                                                                    |                                                  |
| a. NAME (Last, First, Middle Initial)<br>Smith, John C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                         | b. OFFICE DESIGNATION<br>OUSD(A&T) PM                                                              |                                                  |
| c. ROOM NUMBER<br>6E689                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | d. TELEPHONE NUMBER (Include Area Code)<br>703-999-0010 |                                                                                                    |                                                  |
| 14. AUTHORIZING OFFICIAL (OSD Principal Staff Assistant or Principal Deputy)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                         |                                                                                                    |                                                  |
| a. SIGNATURE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                         |                                                                                                    |                                                  |
| b. NAME AND TITLE<br>USD(Acquisition and Technology)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                         | c. DATE SIGNED<br>8/1/94                                                                           |                                                  |
| 15. COORDINATORS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                         |                                                                                                    |                                                  |
| <input type="checkbox"/> UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND TECHNOLOGY <ul style="list-style-type: none"> <li>• PRINCIPAL DEPUTY UNDER SECRETARY FOR ACQUISITION AND TECHNOLOGY</li> <li>• DIR DEFENSE RESEARCH AND ENGINEERING</li> <li>• ASD FOR ECONOMIC SECURITY</li> <li>• ATSD FOR ATOMIC ENERGY</li> <li>• DIR ADVANCED RESEARCH PROJECTS AGENCY</li> <li>• DIR BALLISTIC MISSILE DEFENSE ORGANIZATION</li> <li>• DIR DEFENSE LOGISTICS AGENCY</li> <li>• DIR DEFENSE NUCLEAR AGENCY</li> <li>• DIR ON-SITE INSPECTION AGENCY</li> </ul> |                                                         |                                                                                                    |                                                  |
| <input checked="" type="checkbox"/> UNDER SECRETARY OF DEFENSE FOR POLICY <ul style="list-style-type: none"> <li>• PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE FOR POLICY</li> <li>• ASD FOR INTERNATIONAL SECURITY AFFAIRS</li> <li>• ASD FOR INTERNATIONAL SECURITY POLICY</li> <li>• ASD FOR SPECIAL OPERATIONS AND LOW-INTENSITY CONFLICT</li> <li>• ASD FOR STRATEGY AND REQUIREMENTS</li> <li>• DIR OF NET ASSESSMENT</li> <li>• DIR DEFENSE SECURITY ASSISTANCE AGENCY</li> </ul>                                                                    |                                                         |                                                                                                    |                                                  |
| <input type="checkbox"/> UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS <ul style="list-style-type: none"> <li>• ASD FOR FORCE MANAGEMENT</li> <li>• ASD FOR HEALTH AFFAIRS</li> <li>• ASD FOR RESERVE AFFAIRS</li> <li>• DIR DEFENSE COMMISSARY AGENCY</li> </ul>                                                                                                                                                                                                                                                                                  |                                                         |                                                                                                    |                                                  |
| <input type="checkbox"/> ASD FOR COMMAND, CONTROL, COMMUNICATIONS, AND INTELLIGENCE <ul style="list-style-type: none"> <li>• DIR DEFENSE INFORMATION SYSTEMS AGENCY</li> <li>• DIR DEFENSE INTELLIGENCE AGENCY</li> <li>• DIR DEFENSE INVESTIGATIVE SERVICE</li> <li>• DIR DEFENSE MAPPING AGENCY</li> </ul>                                                                                                                                                                                                                                                |                                                         |                                                                                                    |                                                  |
| <input type="checkbox"/> ASD FOR LEGISLATIVE AFFAIRS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                         |                                                                                                    |                                                  |
| <input type="checkbox"/> COMPTROLLER, DoD <ul style="list-style-type: none"> <li>• PRINCIPAL DEPUTY COMPTROLLER</li> <li>• DIR PROGRAM ANALYSIS AND EVALUATION</li> <li>• DIR DEFENSE CONTRACT AUDIT AGENCY</li> <li>• DIR DEFENSE FINANCE AND ACCOUNTING SERVICE</li> </ul>                                                                                                                                                                                                                                                                                |                                                         |                                                                                                    |                                                  |
| <input checked="" type="checkbox"/> GENERAL COUNSEL, DoD <ul style="list-style-type: none"> <li>• DIR DEFENSE LEGAL SERVICES AGENCY</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                              |                                                         |                                                                                                    |                                                  |
| <input checked="" type="checkbox"/> INSPECTOR GENERAL, DoD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                         |                                                                                                    |                                                  |
| <input type="checkbox"/> DIR OPERATIONAL TEST AND EVALUATION, OSD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                         |                                                                                                    |                                                  |
| <input type="checkbox"/> ATSD FOR INTELLIGENCE OVERSIGHT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                         |                                                                                                    |                                                  |
| <input type="checkbox"/> ATSD FOR PUBLIC AFFAIRS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                         |                                                                                                    |                                                  |
| <input checked="" type="checkbox"/> DIR OF ADMINISTRATION AND MANAGEMENT, OSD (4 cys)                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                         |                                                                                                    |                                                  |
| <input checked="" type="checkbox"/> SECRETARY OF THE ARMY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                         |                                                                                                    |                                                  |
| <input checked="" type="checkbox"/> SECRETARY OF THE NAVY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                         |                                                                                                    |                                                  |
| <input checked="" type="checkbox"/> SECRETARY OF THE AIR FORCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                         |                                                                                                    |                                                  |
| <input type="checkbox"/> CHAIRMAN OF THE JOINT CHIEFS OF STAFF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                         |                                                                                                    |                                                  |
| <input type="checkbox"/> DIR CENTRAL IMAGERY OFFICE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                         |                                                                                                    |                                                  |
| <input type="checkbox"/> DIR NATL SECURITY AGENCY / CHIEF, CENTRAL SECURITY SERVICE                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                         |                                                                                                    |                                                  |

Figure 4-8. SD Form 106

## INSTRUCTIONS FOR COMPLETING SD FORM 106

### ITEM 1. COORDINATION SUSPENSE DATE

Enter the date that the coordination must be received by the originating OSD Component. The date must be 30 working days from the date in Item 14.c. unless Executive Office, legislative, or Secretarial requirements dictate otherwise.

### ITEM 2. DOD ISSUANCE NUMBER

For a new DoD issuance, enter a four-digit subject number, followed by a decimal point and a double alphabetical designation, e.g., 9876.aa (see Chapter 9 of DoD 5025.1-M). For a reissuance, enter the same subject number that is assigned to the existing DoD issuance. If the reissuance cancels the existing DoD issuance and one or more other DoD issuances, leave this item blank for completion by the Directives Division, WHS. For a change to or cancellation of a DoD issuance, enter the existing subject number of the DoD issuance.

For new AIs, leave this item blank for completion by the Directives Division, WHS. For an AI reissuance, enter the same number that is assigned to the existing AI. If the AI reissuance cancels the original AI and one or more other AIs, leave this item blank for completion by the Directives Division, WHS. For a change to or cancellation of an AI, enter the existing number of the AI.

### ITEM 3. TYPE OF DOD ISSUANCE

Place an "X" in the appropriate box to indicate the type of DoD issuance. For types of DoD Publications, see Chapter 3 of DoD 5025.1-M. See AI No. 78 for guidance on AIs.

### ITEM 4. TYPE OF ACTION

Place an "X" in the appropriate box to indicate the type of action prescribed for the DoD issuance.

### ITEM 5. SECURITY CLASSIFICATION

Place an "X" in the appropriate box to indicate the security classification of the DoD issuance.

### ITEM 6. SUBJECT (Title)

Enter the subject of the DoD Directive, DoD Instruction or AI, or the title of the DoD publication.

### ITEM 7. PURPOSE AND REMARKS

Enter the reason for the action and provide any supplementary or background information to support the action.

### ITEM 8. FEDERAL REGISTER DOCUMENT REQUIRED

Place an "X" in the appropriate box to indicate whether the DoD issuance must be published in the Federal Register as a rule. See Chapter 8 of DoD 5025.1-M and DoD Directive 5400.9.

### ITEM 9. IMPLEMENTING DOCUMENTS REQUIRED

Place an "X" in the appropriate box to indicate whether DoD Components must issue implementing documents.

### ITEM 10. FORMS PRESCRIBED

Place an "X" in the appropriate box to indicate whether the DoD issuance prescribes or references forms. If "Yes," list form number(s) and title(s) in Item 7.

### ITEM 11. REPORTS REQUIRED

Place an "X" in all boxes that apply. Provide additional reports control information in Item 7.

### ITEM 12. DOD PUBLICATION ONLY

This item is intended to give sufficient notice to DoD Components that a DoD Publication will be printed in the near future and that they should arrange for printing funds and distribution of the DoD Publication for their organization. For OSD Components, printing and distribution of the DoD Publication are arranged by the Directives Division, WHS, according to the distribution list provided by the originating OSD Component. Place an "X" in all boxes that apply to the DoD Publication. See Chapter 6 of DoD 5025.1-M.

### ITEM 13. ACTION OFFICER

Enter the action officer's name, office designation, room number, and telephone number.

### ITEM 14. AUTHORIZING OFFICIAL (OSD Principal Staff Assistant or Principal Deputy)

Obtain the signature of the OSD Principal Staff Assistant or Principal Deputy, enter the official's name and title, and insert the date of the signature.

### ITEM 15. COORDINATORS

Place an "X" in the appropriate boxes to indicate which DoD Components should coordinate on the DoD issuance. If the DoD issuance should be reviewed by DoD officials, who are under the cognizance of an Under or Assistant Secretary of Defense, make recommendations in Item 7. The "X" is preprinted in boxes for the mandatory coordinators (General Counsel, DoD; the Inspector General, DoD; and the Director of Administration and Management, OSD.). For the appropriate signature level of the coordinating officials, see Chapter 1 of DoD 5025.1-M.

[Use PSA letterhead]

[Insert date]

**MEMORANDUM FOR DEPUTY SECRETARY OF DEFENSE**

**THROUGH:** (Insert the title of the Under Secretary of Defense)<sup>1</sup>

**FROM:** (Insert the title of the PSA)  
(Insert "Prepared by: Action officer's name, office abbreviation, and telephone number")

**SUBJECT:** (Provide a brief subject and the type of memorandum; e.g., Proposed DoD Directive 9900.8, "Innovative Strategic Programs" (Tab A) --ACTION MEMORANDUM)

**PURPOSE:** (Provide a concise reason for the proposed DoD Directive; i.e., response to an executive, legislative, or secretarial requirement)

**DISCUSSION:** (Provide a brief statement of the issues, summarize essential background or other factors, and/or present key points. If supporting documents are necessary, include under tabs.)

**COORDINATION:** (Provide the status of the coordinations; e.g., The list of coordinating officials and coordination documents are at Tab B. All concurred, except the (title of the DoD official), and comments have been accepted, or rejected with justifications. (Give the reason for a nonconcurrency and state why it is not acceptable.)<sup>2</sup> If the coordinations are beyond 6 months, explain.

**RECOMMENDATION:** (Provide a recommendation statement: e.g., That the proposed DoD Directive be approved and signed.)

**DEPSECDEF DECISION:**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Other (when appropriate)

<sup>1</sup> If there is no Under Secretary of Defense, there is no "THROUGH" line.

<sup>2</sup> A nonconcurrency or no response must be explained.

Figure 4-9. Cover memorandum for a DoD Directive

[Use PSA letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: DoD Instruction 0303.aa, "Public Events"

Please issue the attached DoD Instruction 0303.aa, subject as above, that I have approved by signing (Tab A).

A list of coordinating officials and coordinating papers are attached at Tab B. All concurred. Comments have been accepted, or rejected with justifications.

Two diskettes of the DoD Instruction are at Tab C.

The distribution list, mailing address labels, and SD Forms 120 are attached at Tab D.<sup>1</sup>

[signature of PSA]

Attachments  
as stated

<sup>1</sup> Use this portion for classified DoD Instructions

Figure 4-10. Memorandum forwarding a signed DoD Instruction

[Use appropriate letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES**

**SUBJECT: DoD 0404.04-M, "Fire Technology"**

**Please issue the attached DoD Publication, DoD 0404.04-M, subject as above, that I have approved by signing the foreword (Tab A).**

**A list of coordinating officials and coordinating papers are attached at Tab B. All concurred. Comments have been accepted, or rejected with justifications.**

**The distribution list, mailing address labels, and a list of functional managers in the Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies are at Tab C (or The distribution list, mailing address labels, and completed SD Forms 120 are attached at Tab C.<sup>1</sup>)**

**At Tab D are printing specifications and artwork.**

**Two diskettes of the Publication are attached at Tab E.**

**[signature of PSA or signature and  
title of Principal Deputy]**

**Attachments  
as stated**

**<sup>1</sup> Use this portion for classified DoD Publications**

**Figure 4-11. Memorandum forwarding a signed DoD Publication**

LIST OF COORDINATING OFFICIALS<sup>1</sup>

|           |                                                                    |
|-----------|--------------------------------------------------------------------|
| USD(A&T)  | (name of PSA)                                                      |
| USD(P&R)  | (name of PSA)                                                      |
| C, DoD    | (name of PSA)                                                      |
| GC, DoD   | (name of PSA)                                                      |
| IG, DoD   | (name of Principal Deputy), Prin. Dep.                             |
| DA&M      | (name of PSA)                                                      |
| Army      | (name of the Assistant Secretary), ASA (FM)                        |
| Navy      | (name of the Assistant Secretary), ASN (I&E)                       |
| Air Force | (name of the Acting Assistant Secretary), Acting ASAF (MI)         |
| JCS       | (rank and name of the Vice Director), USMC, Vice Dir., Joint Staff |
| NSA       | (name of the Director), Director                                   |

---

<sup>1</sup>See paragraph D.2.c. of this chapter, above.

Figure 4-12. List of Coordinating Officials

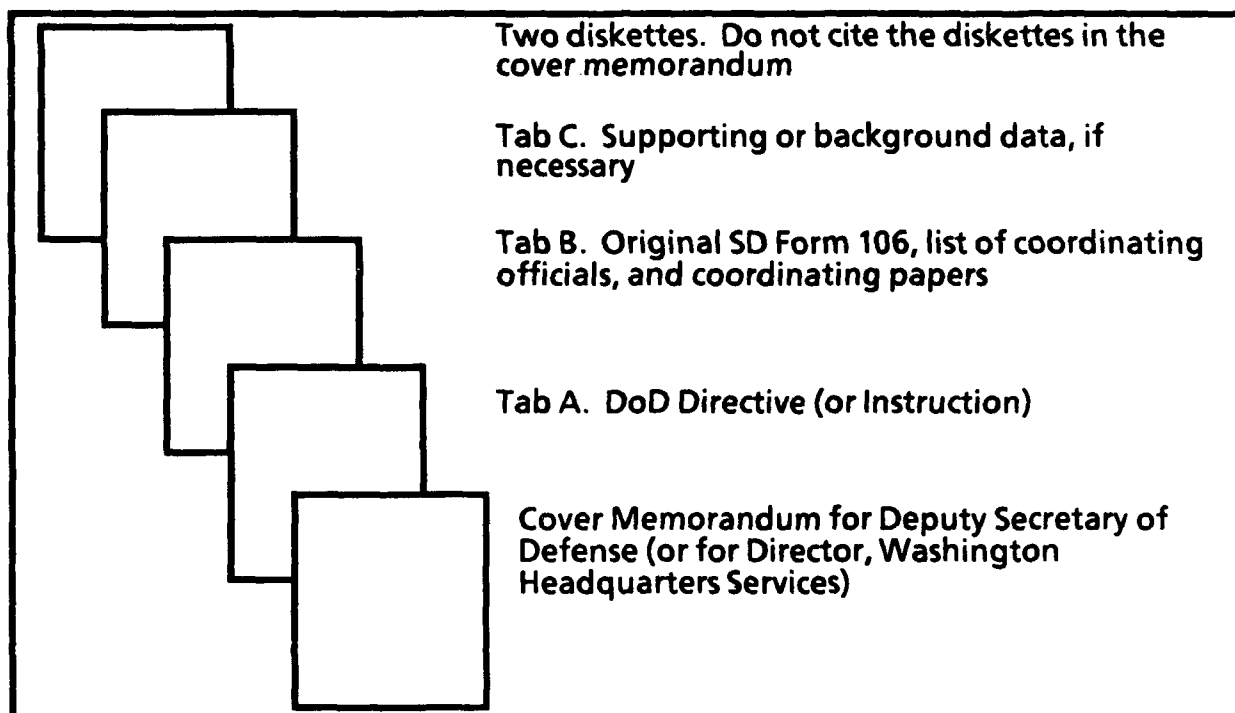


Figure 4-13. Arrangement of final DoD Directive (or Instruction) package

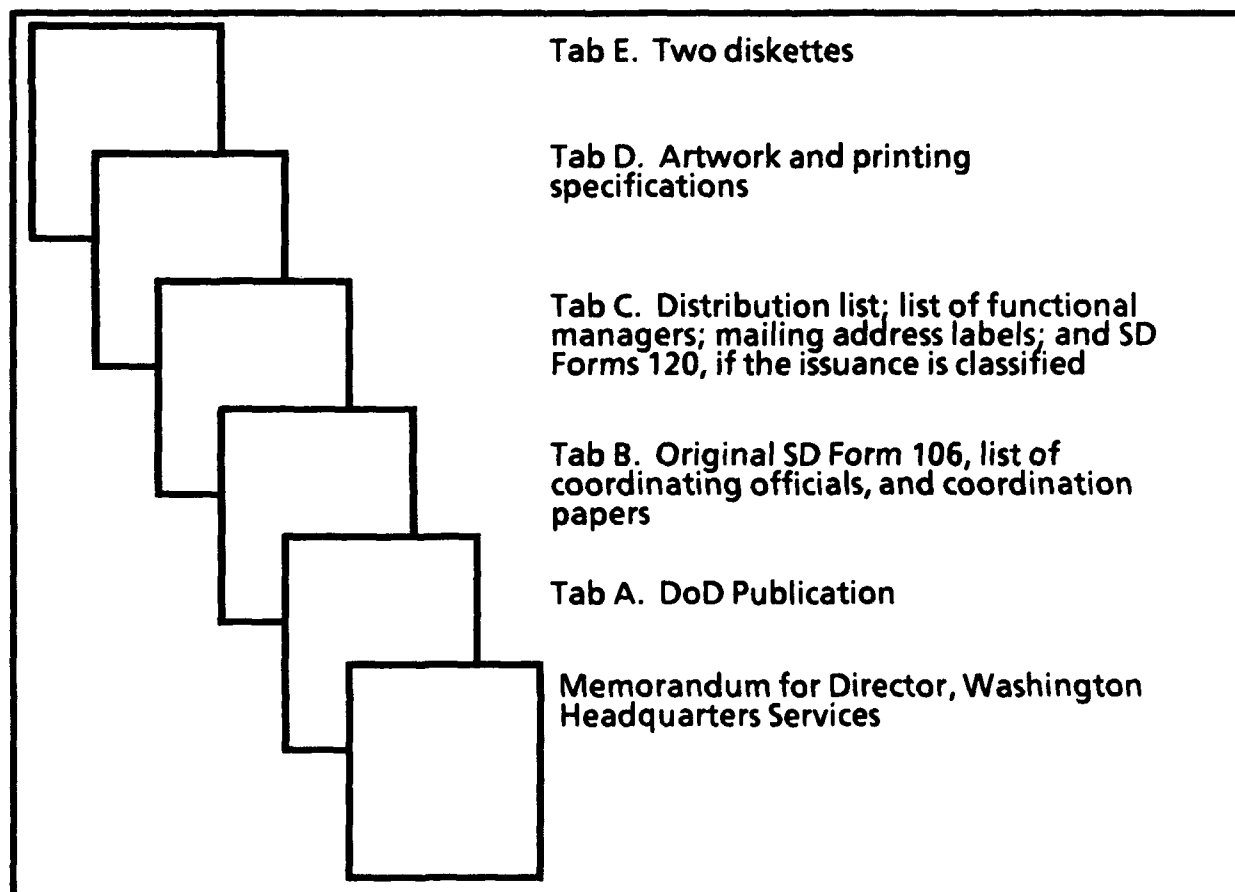


Figure 4-14. Arrangement of final DoD Publication package

[Use PSA letterhead]

[insert date]

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: DoD Instruction 1234.bb, "Basic Life Support System (BLSS)"

Please issue the enclosed DoD Instruction 1234.bb, subject as above, which I have approved and signed (Tab A).

This issuance was coordinated as a DoD Directive, but changed to a DoD Instruction at the recommendation of the GC, DoD (or changed to a DoD Instruction to prescribe procedures.) The DoD Directive, 1234.aa, "DoD Life Support Program," was signed on June 10, 1994. No substantive changes have made since the issuance was coordinated as a Directive; therefore, recoordination is not necessary. A list of coordinating officials and the coordination papers are at Tab B.

[signature of PSA]

Attachments  
as stated

Figure 4-15. Memorandum forwarding a DoD Instruction that was coordinated originally as a DoD Directive

## CHAPTER 5

### CHANGES, REISSUANCES, CANCELLATIONS, CLASSIFIED DOD ISSUANCES, AND REPRINTS

#### A. CHANGES TO DOD ISSUANCES

1. A change amends an existing DoD Directive, Instruction, or Publication. Review the whole issuance for currency, not just the part being changed. A published change infers that the entire issuance is current as of the change date. After five published changes, the Directive, Instruction, or Publication must be reprinted, incorporating all the changes. Interim changes or letter and memorandum notices of changes are not authorized for DoD Directives, Instructions, and Publications.

#### 2. Types of Changes

a. Substantive Change. Amends the essential portion of a DoD Directive, Instruction, or Publication, such as policy, applicability, responsibilities, purpose, procedures, information requirements, and implementation.

(1) The Secretary or Deputy Secretary of Defense signs the original DoD Directive; therefore, either shall approve a substantive change to it. (See figure 5-1.) The PSA signs the DoD Instruction and approves substantive changes. (See figure 5-2.) The PSA or designated Deputy signs the foreword of the DoD Publication and approves the substantive changes. (See figure 5-3.)

(2) Substantive changes must be coordinated and forwarded for approval in the same way as an original DoD issuance. (See section C. of Chapter 4, above.)

b. Administrative Change. Amends non-substantive portions of a DoD Directive, Instruction, or Publication, such as dates of references and organizational symbols.

(1) If an administrative change must be made because of an executive, legislative, or secretarial requirement, it must be coordinated with the GC, DoD.

(2) A memorandum for the Director, WHS, requesting that the amended text of a DoD Directive or Instruction be issued must be signed by the PSA or Principal Deputy; for a DoD Publication, the PSA or designated Deputy. The memorandum must state that the changes are administrative. The memorandum also must indicate whether it is a pen change, page change, or both and specify the items to be deleted and/or inserted, including the page number, section, subsection, paragraph, subparagraph, line number, and for DoD Publications, include the chapter. (See figures 5-4 and 5-5.)

(3) When administrative changes affect the signature page of a DoD Directive or Instruction, a new signature of the Secretary or Deputy Secretary of Defense or a PSA may be required. A Cover Memorandum must be prepared to obtain the signature of the Deputy Secretary of Defense, and the change must be coordinated with the GC, DoD.

3. Executive Agents. Executive agents who are responsible for maintaining and updating DoD Publications shall comply with this Chapter. Interim changes or letter and memorandum notices of changes are not authorized for DoD Publications.

#### **4. Methods of Changes**

##### **a. Pen Change**

(1) A pen change may be substantive or administrative. Pen changes shall be used to correct, add, or delete a few sentences or less. When changes are extensive, but not enough to justify a reissuance, a page change or both a pen and page change must be used.

(2) The Cover Memorandum for the Deputy Secretary of Defense or for the Director, WHS, that forwards the pen change must specify the items to be deleted and/or inserted, including the page number, section, subsection, paragraph, subparagraph, line number, and for Publications, the chapter.

##### **b. Page Change**

(1) A page change may be substantive or administrative. Page changes shall be used for extensive amendments to the text. An amended page of a DoD Directive, Instruction, or Publication shall contain marginal asterisks or change bars on both sides of the page to show the changed portions of the text. If the page to be amended contains text on its reverse side and the reverse side (backup page) does not require corrections, both the amended page and the backup page in original type must be provided for printing. When pages of text must be inserted, the text may shift requiring that additional pages beyond the amended and backup pages be provided; the numbering system may have to be adjusted.

(2) The Cover Memorandum for the Deputy Secretary of Defense or for the Director, WHS, that forwards the page changes must specify the pages to be removed and inserted; include as attachments the amended, backup, and additional pages (unstapled).

c. SD Form 106-1, "DoD Directives System Transmittal," and SD Form 106-2, "DoD Publication System Change Transmittal." After changes have been approved, the Director, C&D, issues the pen and/or page changes to the DoD Components.

#### **B. REISSUANCES**

1. A reissuance is done when 50 percent or more of a DoD Directive, Instruction, or publication must be changed; the proposed amended material is too complex to be handled as pen and/or page changes; or pages of a one or two page Directive or Instruction must be changed. (See figure 5-6.)

2. When the reissuance results from administrative or substantive changes, it must be coordinated in the same way as prescribed in section C. of Chapter 4, above, and signed.

3. When the reissuance results from administrative changes to a DoD Directive, the reissuance and an Cover Memorandum for the Deputy Secretary of Defense must be prepared by the originating OSD Component. The Cover Memorandum must recommend signature on the reissuance, state that the Directive is an administrative reissuance, and list the GC, DoD, as a coordinator. (See figure 5-7.) For a DoD Instruction, the reissuance and a memorandum for the Director, WHS, must be signed by the PSA. The memorandum must indicate that the DoD Instruction is an administrative reissuance and, if necessary, contain the coordination of the GC, DoD. (See figure 5-8.)

### **C. CANCELLATIONS**

1. The Secretary or Deputy Secretary of Defense signs the original DoD Directive; therefore, either must approve its cancellation. The PSA signs the DoD Instruction and DoD Publication and must approve their cancellations.

2. Since coordination is necessary to cancel a DoD issuance, follow the guidance in section C. of Chapter 4, above. The Cover Memorandum for the Deputy Secretary of Defense to cancel a DoD Directive (see figure 5-9) or the memorandum for Director, WHS, to cancel a DoD Instruction or Publication (figures 5-10 and 5-11) must contain the following information:

- a. The reason for the cancellation.
- b. The results of the coordination.
- c. For a classified DoD Directive or Instruction, downgrading instructions or a statement that the issuance must continue to be handled according to the original security classification level.
- d. A specific cancellation statement for a DoD Publication authorized by the DoD Directive or Instruction to be canceled. If the Publication is to remain in effect, the following applies:
  - (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.
  - (2) Include a statement indicating that a new DoD Directive or Instruction authorizing the DoD Publication shall be issued within 120 days or that an existing DoD Directive or Instruction shall be amended authorizing the DoD Publication within 60 days.
- e. A cancellation statement for Report Control Symbols and any forms contained in the DoD Directives or Instruction to be canceled.

3. For cancellation of classified DoD Directives and Instructions and for unclassified and classified DoD Publications, provide the Directives Division with a distribution list and mailing address labels for notifying holders of the issuances. (See section C. of Chapter 6, below.)

4. The cancellation notices are issued by the Director, C&D, using SD Forms 106-1 and 106-2 after the cancellation has been approved.

### **D. CLASSIFIED DOD ISSUANCES**

1. As prescribed by DoD 5200.1-R and DoD 5200.1-PH (references (g) and (h)) and shown in figure 5-12, classified DoD issuances must contain:

- a. An abbreviated security classification in parentheses after the classified subject or title. When the subject or title is unclassified, place "(U)" at the end of it; if classified, use the appropriate security classification symbol.
- b. Portion markings throughout the text.

c. Security classification markings at the top and bottom of each page indicating the highest security classification of the page, except page one, which shall reflect the highest security classification used in the issuance. Use adhesive security classification labels or large type in capital letters on the final issuance, but do not stamp the security classification markings. Adhesive labels are available from the Directives Division.

d. Warning notices and restrictive markings, if necessary.

e. The "Classified By" line and declassification and downgrading instructions at the bottom of the first page of the text.

2. For distribution of classified DoD issuances, see section C. of Chapter 6., below.

#### **E. REPRINTS**

1. A reprint consolidates all published changes into the body of a DoD Directive, Instruction, or Publication. Reprints are issued when five or more changes have been published or demands for additional copies of the issuance require continuous printing for restocking.

2. A reprint retains the original signature page of a DoD Directive and Instruction, the original foreword of a DoD Publication, and the original date. When the consolidation of changes into the body of the DoD Directive, Instruction, or Publication affects the signature page or the foreword, the issuance becomes an administrative reissuance requiring a new signature and date.

3. Since each change was approved and published previously, a reprint does not have to be coordinated. The originating OSD Component should consolidate the published changes into the text to form a reprint consisting of original typed pages without marginal asterisks or references to previous changes.

4. The DoD issuance will carry the term "reprint"; e.g., DoD Directive 8888.8 (Reprint) and contain a new date. Future amendments to the reprint will begin a new change cycle; e.g., the first amendment to the reprint would appear as "DoD Directive 8888.8 (Reprint), ch 1."

[Use PSA letterhead]

[Insert date]

**MEMORANDUM FOR DEPUTY SECRETARY OF DEFENSE**

**THROUGH:** (Insert the title of the Under Secretary of Defense)<sup>1</sup>

**FROM:** (Insert title of PSA )  
(Insert "Prepared by: Action Officer's name, office abbreviation, and telephone number")

**SUBJECT:** (Provide a brief subject and type of Cover Memorandum; e.g., Proposed Change to DoD Directive 9900.8, "Innovative Strategic Programs" (Tab A) -- ACTION MEMORANDUM)

**PURPOSE:** (Provide a concise reason for the proposed change; i.e., response to an executive, legislative, or secretarial requirement.)

**DISCUSSION:** (Provide a brief statement of the issues, summarize essential background or other factors, and/or present key points.

**COORDINATION:** (Provide the status of the coordinations; e.g., The list of coordinating officials and coordination papers are at Tab B. All concurred, except the (title of the DoD official), and comments have been accepted, or rejected with justifications. (Give the reason for a nonconcurrence and state why it is not acceptable.) If the coordinations are beyond 6 months, explain.)

**RECOMMENDATION:** (Provide a recommendation statement; e.g., That the proposed change be approved and a SD Form 106-1, "DoD Directives System Transmittal," incorporating the following changes be issued:

**PEN CHANGE**

1. Page 2, section E., line 4. Change "intentions in creating global modernity" to "address and pursue a strategy of economic and political engagement"
2. Include the following statement on the SD Form 106-1: "The above change is effective immediately."

**DEPSECDEF DECISION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Approved  
Disapproved  
Other (when appropriate)

**Attachments  
as stated**

<sup>1</sup>If there is no Under Secretary of Defense, there is no "Through" Line.  
Figure 5-1. Cover Memorandum for a substantive (page and/or pen) change to a DoD Directive

[Use PSA letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Page Changes to DoD Instruction 8800.8, "Hybrid Computers"

Please issue a SD Form 106-1, "DoD Directives System Transmittal," incorporating the following page changes:

PAGE CHANGES

Remove: Pages 3 and 4

Insert: Attached replacement pages

Changes appear on page 3 and are indicated by marginal asterisks. Include the following statement on the SD Form 106-1:

"The above changes are effective immediately."

The attached replacement pages are at Tab A. The changes have been coordinated with relevant DoD Components. All concurred, and concurrences with comments have been accepted, or rejected with justifications. The list of coordinating officials and the coordinating papers are attached at Tab B. Two diskettes containing the page changes are attached at Tab C.

[signature of PSA]

Attachments  
as stated

Figure 5-2. Memorandum for a substantive (page and/or pen) change to a DoD Instruction

[Use appropriate letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Page Changes to DoD 8800.8-M, " Programs for Hybrid Computers"

Please issue a SD Form 106-2, "DoD Publication System Change Transmittal," incorporating the following page changes:

PAGE CHANGES

Remove: Pages 3 and 4

Insert: Attached replacement pages

Changes appear on page 3 and are indicated by marginal asterisks. Include the following statement on the SD Form 106-2:

"The above changes are effective immediately. Forward one copy of revised implementing documents to the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence within 120 days."<sup>1</sup>

The attached replacement pages are at Tab A. The coordinating officials have concurred, and comments have been accepted, or rejected with justifications. The list of coordinating officials and the coordinating papers are attached at Tab B.

The distribution list, including the names and telephone numbers of functional managers in the Military Departments, Chairman of the Joint Chiefs of Staff, Defense Agencies, along with mailing address labels for notifying holders of the Publication is at Tab C. Two diskettes containing the changes are attached at Tab D.

[signature of PSA or signature and title  
of Principal Deputy]

Attachments  
as stated

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<sup>1</sup>Omit the last sentence on implementing documents if not required.

Figure 5-3. Memorandum for a substantive (page and/or pen) change to a DoD Publication

[Use PSA letterhead]

[insert date]

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Pen and Page Changes to DoD Directive 8888.2, "Visits of Civilians to Military Installations"

Please issue a SD Form 106-1, "DoD Directives System Transmittal," incorporating the following administrative pen and page changes:

PEN CHANGES

1. Page 1, header. Change "ASD(FM&P)" to "USD(P&R)"
2. Page 2, subsection D.1., line 4. Change "(Force Management and Personnel)" to "for Personnel and Readiness"

PAGE CHANGES

Remove: Pages 3 and 4

Insert: Attached replacement pages 3 and 4.

Changes appear on page 3 and are indicated by marginal asterisks.

Include the following statement on the SD Form 106-1:

"The above changes are effective immediately."

The replacement pages 3 and 4 are attached at Tab A. Two diskettes containing the changes are attached at Tab B.

[signature of PSA]

Attachments  
as stated

Figure 5-4. Memorandum for an administrative (page and/or pen) change to a DoD Directive or Instruction

[Use appropriate letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES**

**SUBJECT: Pen and Page Changes to DoD 8888.2-M, "Guidance for Visits of Civilians to Military Installations"**

Please issue a SD Form 106-2, "DoD Publication System Change Transmittal," incorporating the following administrative pen and page changes:

**PEN CHANGES**

1. Foreword, first paragraph, line 3. Change "ASD(FM&P)" to "USD(P&R)"
2. Page 2-2, subsection D.1., line 4. Change "(Force Management and Personnel)" to "for Personnel and Readiness"

**PAGE CHANGES**

Remove: Pages 3-6 and 3-7

Insert: Attached replacement pages 3-6 and 3-7 and new pages 8-1 through 8-5

Changes appear on page 3-6 and are indicated by marginal asterisks and change bars.

Include the following statement on the SD Form 106-2:

"The above changes are effective immediately."

The replacement pages 3-6 and 3-7 and new pages 8-1 through 8-5 are attached (Tab A).

The distribution list, including the names and telephone numbers of functional managers in the Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies, along with mailing address labels for notifying holders of the Publication is at Tab B. Two diskettes containing the changes are at Tab C.

[signature of PSA or signature and  
title of Principal Deputy]

**Attachments  
as**

**Figure 5-5. Memorandum for an administrative (page and/or pen)  
change to a DoD publication**



# Department of Defense **DIRECTIVE**

NUMBER

**SUBJECT: Injury Compensation for DoD Employees**

**References:** (a) DoD Directive 1990.2, subject as above, March 10, 1980 (hereby canceled)  
(b) Public Law 76-888, "Health and Hazards of Work," April 1, 1991  
(c) Section 8101 of title 5, United States Code  
(d) DoD 1990.2-R, "Regulation on Injury Compensation for DoD Employees," August 1993, authorized by this Directive  
(e) through (h), see enclosure 1

## **A. REISSUANCE AND PURPOSE**

This Directive:

1. Reissues reference (a) to update policy and responsibilities in accordance with references (b) and (c) to ensure that all employees are aware of compensation benefits.

2. Authorizes the continued publication of reference (d), consistent with DoD 5025.1-M (reference (e)), to provide guidelines required by DoL Regulation 1010 (reference (f)).

## **B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

## **C. DEFINITIONS**

Terms used in this Directive are defined in enclosure 2.

## **D. POLICY**

It is DoD policy that employees shall receive prompt medical attention from healthcare personnel and full assistance in claiming just compensation for traumatic injuries or occupational diseases or illnesses and their recurrences incurred in the performance of their duties.

Figure 5-6. Reissuance of a DoD Directive

**E. RESPONSIBILITIES**

**1. The Under Secretary of Defense for Personnel and Readiness shall:**

a. Establish DoD policy guidance for claiming compensation for injuries, diseases, and illnesses.

b. Coordinate procedures with the Department of Labor (DoL) to ensure consistency with DoL Regulation 1010 (reference (f)).

**2. The Heads of the DoD Components shall establish a cooperative relationship with claims examiners and DoL. Goals of this cooperative relationship shall include:**

**a. Instituting procedures to:**

(1) Ensure that job-connected injury or illness claims are documented.

(2) Assess the medical conditions of claimants.

b. Obtaining prosecution of fraud or abuse under DoD Directive 8200.9 and MCM, 1984 (references (g) and (h)).

**F. INFORMATION REQUIREMENTS**

The reporting requirements have been assigned Report Control Symbol DD-P&R (AR) 0009.

**G. EFFECTIVE DATE**

This Directive is effective immediately.

**Enclosures - 2**

1. References
2. Definitions

REFERENCES, continued

- (e) DoD 5025.1-M, "DoD Directives System Procedures," June 1994, authorized by DoD Directive 5025.1, June 24, 1994
- (f) Department of Labor (DoL) Regulation 1010, "Compensation Guidelines," January 1, 1993
- (g) DoD Directive 8200.9, "False Medical Claims," November 23, 1989
- (h) Manual for Courts-Martial, United States, 1984

1-1

Figure 5-6. Reissuance of a DoD Directive, continued

### DEFINITIONS

1. Claimant. An employee whose claim for entitlement to benefits has been filed.
2. Claims Examiner. A DoL employee responsible for claims adjudication.
3. Compensation. Benefits paid or payable, including money paid due to the following:
  - a. Loss of wages.
  - b. Medical and rehabilitation expenses.
  - c. Loss of major body functions.
  - d. Death benefits to the survivor(s).
4. Healthcare Personnel. Health specialists who provide direct diagnostic or therapeutic patient care.
5. Occupational Disease or Illness. An ailment or disorder produced by systemic infections; continued or repeated stress or strain; exposure to toxins, poisons, fumes, etc., or other repeated exposure to the work environment over a period greater than a single day or work shift.
6. Recurrence. Work stoppage occurring after an employee has returned to work following a period of disability and is the result of a return of the symptoms of a previous injury or disease.
7. Traumatic Injury. A wound or other condition of the body caused by an external force. It must be identifiable as to time and place of occurrence and member or function of the body affected. It must be caused by a specific event or incident within a single day of work. Traumatic injuries include damage to or destruction of prosthetic devices.

[Use PSA letterhead]

[Insert date]

**MEMORANDUM FOR DEPUTY SECRETARY OF DEFENSE**

**THROUGH:** (Insert the title of the Under Secretary of Defense)<sup>1</sup>

**FROM:** (Insert the title of PSA)  
(Insert "Prepared by: Action Officer's name, office abbreviation,  
and telephone number")

**SUBJECT:** (Provide a brief subject and type of Cover Memorandum; e.g.,  
Proposed administrative reissuance of DoD Directive 9900.8,  
"Innovative Strategic Programs" (Tab A) -- ACTION  
MEMORANDUM)

**PURPOSE:** (Provide a concise reason for the proposed reissuance.)

**DISCUSSION:** (Provide a brief statement explaining the continued need for the  
Directive. Include the Directive to be superseded under a tab.)

**COORDINATION:** (Provide a brief statement about the coordination; e.g., Since this  
is an administrative reissuance, only GC, DoD, coordination is  
required (Tab C.)

**RECOMMENDATION:** (Provide a recommendation statement; e.g., That the proposed  
administrative reissuance be approved and signed.)

**DEPSECDEF DECISION:**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Other (when appropriate)

**Attachments  
as stated**

\_\_\_\_\_

<sup>1</sup> If there is no Under Secretary of Defense, there is no "THROUGH" line

**Figure 5-7. Cover Memorandum for an administrative reissuance  
of a DoD Directive**

[Use appropriate letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES**

**SUBJECT: Administrative Reissuance of DoD Instruction (or Publication) 0220.20,  
"International Agreements"**

Please issue the attached Instruction (or Publication), subject as above, that I have approved and signed (Tab A).

This Instruction updates references and incorporates pen and page changes. The superseded Instruction is attached at Tab B.

The proposed reissuance has been coordinated with GC, DoD, who concurred and comments have been accepted, or rejected with justifications (Tab C).

The distribution list; names and telephone numbers of functional managers in the Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies; and mailing address labels; and artwork are attached at Tab D.<sup>1</sup>

The distribution list, two sets of mailing address labels, and completed SD Forms 120 are attached at Tab D.<sup>2</sup>

[signature of PSA or signature  
and title of Principal Deputy]

**Attachments  
as stated**

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<sup>1</sup> Include this sentence, if the reissuance is an unclassified DoD publication.

<sup>2</sup> Include this sentence, if the reissuance is classified.

**Figure 5-8. Memorandum for an administrative reissuance of a DoD Instruction  
(or Publication)**

[Use PSA letterhead]

[Insert date]

**MEMORANDUM FOR DEPUTY SECRETARY OF DEFENSE**

**THROUGH:** (Insert the title of the Under Secretary of Defense)<sup>1</sup>

**FROM:** (Insert title of PSA )  
(Insert "Prepared by: Action Officer's name, office abbreviation, and telephone number")

**SUBJECT:** (Provide a brief subject and type of Cover Memorandum; e.g., Proposed cancellation of DoD Directive 0909.99, "Internal Affairs," April 18, 1972 (Tab A) -- ACTION MEMORANDUM)

**PURPOSE:** (Provide a concise reason for the proposed cancellation)

**DISCUSSION:** (Provide a brief statement of the issues, summarize essential background or other factors, and/or present key points.)

**COORDINATION:** (Provide the status of the coordinations; e.g., The list of coordinating officials and coordination papers are at Tab B. All concurred, except the (title of the DoD official), and comments have been accepted, or rejected with justifications. (Give the reason for a nonconcurrence and state why it is not acceptable.) If the coordinations are beyond 6 months, explain.)

**RECOMMENDATION:** (Provide a recommendation statement; e.g., That the proposed cancellation be approved and a SD Form 106-1, "DoD Directives System Transmittal," canceling Directive. The following statement should be included on the SD Form 106-1:

"This Directive has served the purpose for which it was intended and is no longer required. This Directives does not authorize any DoD Publications. The reporting requirements that the Directive established are discontinued, and the Report Control Symbol, DD-IG(A)0303, is canceled.")

**DEPSECDEF DECISION**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Other (when appropriate)

**Attachments  
as stated**

\_\_\_\_\_

<sup>1</sup> If there is no Under Secretary, there is no "THROUGH" line.

**Figure 5-9. Cover Memorandum for cancellation of a DoD Directive**

[Use PSA letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Cancellation of DoD Instruction 8888.18, "Logistics Evaluation"

Please issue a SD Form 106-1, "DoD Directives System Transmittal," canceling DoD Instruction 8888.18, "Logistics Evaluation," September 3, 1984 (Tab A).

The following statement should be included on the SD Form 106-1:

"This Instruction has served the purpose for which it was issued and is no longer required. The reporting requirement that the Instruction established is discontinued, and the Report Control Symbol, DD-P&L(SA)9999.9, is canceled. This Instruction does not authorize any DoD Publications (or DoD 8888.18-M, "Evaluation of Logistics," December 12, 1984, which was authorized by this Instruction, will continue in effect as DoD 9999.8-M, authorized by DoD Instruction 9999.8, "Management and Performance Evaluation," October 5, 1989.")<sup>1</sup>

The SD Form 106-1 also should incorporate the following pen change to DoD Instruction 9999.8:

**PEN CHANGE**

Page 1, add a new subsection. "A.3. Authorizes the publication of DoD 9999.8-M, consistent with reference (b)."

A list of coordinating officials and the coordinating papers are attached at Tab B.

[signature of PSA]

Attachments  
as stated

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<sup>1</sup> Use portions of this statement that apply.

Figure 5-10. Memorandum for cancellation of a DoD Instruction

[Use PSA letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES**

**SUBJECT: Cancellation of DoD 8888.18-M, "Evaluation of Logistics"**

Please issue a SD Form 106-2, "DoD Publication System Change Transmittal," canceling DoD 8888.18-M, "Evaluation of Logistics," December 12, 1984 (Tab A).

The following statement should be included on the SD Form 106-2:

"This Manual has served the purpose for which it was issued and is no longer required. The reporting requirement that the Manual established is discontinued, and the Report Control Symbol, DD-P&L(SA)999, is canceled."

A list of coordinating officials and the coordination papers are attached at Tab B.

A distribution list; names and telephone numbers of functional managers in the Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies; and mailing address labels for notifying holders of the Publication are attached at Tab C.

[signature of PSA or signature  
and title of Principal Deputy]

**Attachments  
as stated**

**Figure 5-11. Memorandum for cancellation of a DoD Publication**

**CHAPTER 6**  
**PRINTING AND DISTRIBUTION**

**A. OSD AND WHS COMPONENTS.** The printing and distribution of DoD issuances for OSD and WHS Components are arranged by the Directives Division. The Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies are responsible for providing DoD issuances to their organizations. (See section B., below.)

1. **DoD Directives and Instructions for OSD and WHS Components.** A specific number of each DoD Directive and Instruction is printed for OSD and WHS Components based on their requirements in the DoD Directives System automated distribution system. OSD and WHS Components may change their copy requirements by submitting a written request or DD Form 2590, "Distribution Request for OSD and Joint DoD Components," to the Directives Division. The DD Form 2590 is contained in Chapter 7 of DoD 5025.1-I (reference (i)) and available from the Directives Division. (See figure 6-2.)

2. **DoD Publications for OSD and WHS Components.** Distribution of DoD Publications is not available through the DoD Directives System automated distribution system. The originating OSD Component must provide the Directives Division with the following material for each Publication:

a. The distribution list containing OSD and WHS addresses, along with the number of copies. Include the Directives Division, Room 2A286, 1155 Defense Pentagon, Washington, DC 20301-1155 (18 copies) and OSD Publications Counter, Room 3B960, 1155 Defense Pentagon, Washington, DC 20301-1155 (50 copies). Other DoD Components may receive 10 copies or less. For printing and distribution of DoD Publications to the Military Departments and Defense Agencies, see section B., below.

b. Mailing address labels containing the complete mailing address for the OSD and WHS Components and the number of copies. The addresses and number of copies on the mailing address labels and distribution list must be identical. Use the Defense postal service format as shown in paragraph C.1.d., below, or contact the Correspondence Control Division, C&D Directorate, WHS, for assistance.

c. A list of names and telephone numbers of functional managers in the Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies. The Directives Division will provide the list to the publications officials of the DoD Components. The publications officials are responsible for contacting the functional managers about the funding and copy requirements for their organizations. (See section B., below.)

d. SD Forms 120, if the publication is classified. (See section C., below.)

**B. DoD COMPONENTS.** The Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies must use their funds to print and distribute copies of DoD issuances. The DoD Component should determine the number of required copies for its organization, not the originating OSD Component.

1. Riders to the OSD Printing Requisition. Normally, the DoD Components maintain "open printing requisitions" for DoD Directives and Instructions. For DoD Publications, the Directives Division will notify the publications officials of the DoD Components of an impending Publication. The DoD Component must issue riders within 5 working days. If a publication official fails to issue a rider within the prescribed period, the Directives Division will provide that DoD Component with one copy of the DoD Publication.

2. Advance Notice of Intent to Publish a DoD Publication. The originating OSD Component should inform the DoD Components of an impending Publication during the coordination period using the SD Form 106 or issue a separate memorandum to functional managers of the DoD Components.

### C. CLASSIFIED DoD ISSUANCES

1. The originating OSD Component must provide the Directives Division with the following material:

a. A distribution list containing the complete mailing addresses of the intended recipients, including an attention line and the number of copies. (See paragraph C.1.d., below.) Include the Directives Division, Room 2A286, 1155 Defense Pentagon, Washington DC 20301-1155 (5 copies).

b. Two sets of mailing address labels containing the complete mailing address for each intended recipient and the number of copies. 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 must be identical. The mailing address label shall contain the name of the DoD Components, not the name of an individual. (See paragraph C.1.d., below.)

c. SD Forms 120 with completed entries in TO, FROM, Classification, Description of Material being Transferred, and no. of Originals blocks as shown in figure 6-1, below:

| OSD RECEIPT FOR CLASSIFIED MATERIAL                                                                                               |                                                  |                             |                       |                           |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------|-----------------------|---------------------------|
| TO: (Title of Office or Organization)<br>Defense Mapping Agency<br>ATTN: Materiel Management Division                             |                                                  |                             | Number<br><br>KXXAAXX |                           |
| FROM: (Office and Telephone)<br>OUSD(A) MCL                                                                                       |                                                  | Classification<br>SECRET RD | Date of Transfer      |                           |
| Description of Material being Transferred (Do Not Enter Classified Info)<br>DoD Directive S-999.10 Nothing Follows //<br>//<br>// |                                                  |                             |                       |                           |
| (Copy Info (For Copy Numbered Items, Use Inclusive Copy Nos. With # Sign))                                                        |                                                  |                             |                       |                           |
| No. of Originals<br>2                                                                                                             | No. of Carbons<br>0                              | No. of Repro Cys<br>0       | No. of Encls<br>0     | No. Cys of each Encl<br>0 |
| Date Received                                                                                                                     | Typed Or Printed Name and Signature of Recipient |                             |                       |                           |

SD Form 120, JUL 85

Courier Copy, to be retained by Courier

Figure 6-1. SD Form 120

d. Use the following Defense postal service format for the distribution list and mailing addresses labels:

Distribution List for S-0101.50

COMPENSATION AND SALARY DIRECTORATE      5 cys  
ATTN: FISCAL REVIEW DIVISION ROOM 2A286  
UNDER SEC DEF FOR PERSONNEL AND READINESS  
4000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-4000

DEFENSE LOGISTICS AGENCY      1 cy  
ATTN: MATERIAL MANAGEMENT DIVISION ROOM 444  
CAMERON STATION  
ALEXANDRIA, VA 22314

2. Access to Classified DoD Issuances

a. The originating OSD Component must ensure that addressees have the appropriate level of security clearance for access to classified DoD issuances and that the mailing address labels are correct.

b. After the initial printing and distribution of a classified DoD issuance, requests for the issuance must be approved by the originating OSD Component. With written release approval of the originating OSD Component, the Directives Division will provide confidential and secret issuances to a requester; the originating OSD Component shall be responsible for issuing top secret issuances to requesters.

3. Second Printing of Classified DoD Issuances. If additional copies of a classified DoD issuance are required, the originating OSD Component shall provide a written request to the Directives Division.

D. SECONDARY DISTRIBUTION OF DOD ISSUANCES

1. Secondary distribution is the release of a document by another organization after the primary distribution has been made by the originator. For DoD issuance, secondary distribution is arranged by the Directives Division with the following organizations:

a. OSD Publications Counter Service, Room 3B960, Pentagon. The OSD Publications Counter Service is operated by DPS and provides secondary distribution service to OSD and WHS Components.

b. Defense Technical Information Center (DTIC), Office of the Under Secretary of Defense for Acquisition and Technology, Building 5, Cameron Station, Alexandria, VA 22314-6145. DTIC provides secondary distribution services to authorized register DoD Components and their contractors. The DTIC accession numbers for DoD issuances are listed in Chapters 2 and 3 of DoD 5025.1-I (reference (i)).

c. National Technical Information Service (NTIS), U. S. Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161. NTIS provides secondary distribution of unclassified DoD issuances for a fee to Government Agencies, including

DoD Components; contractors; and the public. The NTIS accession numbers for DoD issuances are listed in Chapters 2 and 3 of reference (i).

2. The Military Departments, Chairman of the Joint Chiefs of Staff, and Defense Agencies are responsible for distributing DoD issuances, providing secondary distribution services, and maintaining publications centers for their Activities. These organizations are not authorized users of the OSD Publications Counter Service.

| <b>DISTRIBUTION REQUEST<br/>FOR OSD AND JOINT DOD COMPONENTS</b>                                                                                                                                                               |                                             | <b>1. FOR INTERNAL USE ONLY</b>                                                                                                                                           |                   |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------|
|                                                                                                                                                                                                                                |                                             | a. SUBMISSION NO.                                                                                                                                                         | b. ACCEPTANCE NO. | c. INDEX NO. |
| <b>INSTRUCTIONS</b>                                                                                                                                                                                                            |                                             |                                                                                                                                                                           |                   |              |
| Complete the appropriate section(s) below. Forward the completed form to the following address:<br>Chief, Directives Division, Room 2A286, Washington Headquarters Services, 1155 Defense, Pentagon, Washington, DC 20301-1155 |                                             |                                                                                                                                                                           |                   |              |
| <b>SECTION I - POINT OF CONTACT INFORMATION</b>                                                                                                                                                                                |                                             |                                                                                                                                                                           |                   |              |
| 2. TYPED OR PRINTED NAME (Last, First, Middle Initial)                                                                                                                                                                         |                                             | 3. POSITION TITLE                                                                                                                                                         |                   |              |
| 4. TELEPHONE NUMBER (Include Area Code)                                                                                                                                                                                        |                                             | 5. SIGNATURE                                                                                                                                                              |                   |              |
| a. COMMERCIAL                                                                                                                                                                                                                  | b. DSN (If outside National Capital Region) |                                                                                                                                                                           |                   |              |
| <b>SECTION II - CHANGE OF ORGANIZATION NAME AND / OR ADDRESS (Complete both items)</b>                                                                                                                                         |                                             |                                                                                                                                                                           |                   |              |
|                                                                                                                                                                                                                                | 6. NEW ORGANIZATION NAME / ADDRESS          | 7. FORMER ORGANIZATION NAME / ADDRESS                                                                                                                                     |                   |              |
| a. ORGANIZATION NAME                                                                                                                                                                                                           |                                             |                                                                                                                                                                           |                   |              |
| b. SUBCOMPONENT                                                                                                                                                                                                                |                                             |                                                                                                                                                                           |                   |              |
| c. ATTENTION                                                                                                                                                                                                                   |                                             |                                                                                                                                                                           |                   |              |
| d. ROOM AND BUILDING                                                                                                                                                                                                           |                                             |                                                                                                                                                                           |                   |              |
| e. STREET ADDRESS                                                                                                                                                                                                              |                                             |                                                                                                                                                                           |                   |              |
| f. CITY, STATE, AND ZIP CODE                                                                                                                                                                                                   |                                             |                                                                                                                                                                           |                   |              |
| <b>SECTION III - NEW REQUIREMENT FOR DOD ISSUANCES</b>                                                                                                                                                                         |                                             |                                                                                                                                                                           |                   |              |
| 8. ORGANIZATION NAME / ADDRESS (Do not use personal names or abbreviations.)                                                                                                                                                   |                                             | 9. REQUIREMENT (Enter number of copies for each series. For a description of each series, see the Table of Subject Numbers for DoD issuances in Chapter 1 of this Index.) |                   |              |
| a. ORGANIZATION NAME:<br>b. SUBCOMPONENT:<br>c. ATTENTION:<br>d. ROOM AND BUILDING:<br>e. STREET ADDRESS:<br>f. CITY, STATE, AND ZIP CODE:                                                                                     |                                             | a. 1000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | b. 2000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | c. 3000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | d. 4000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | e. 5000 SERIES (Excluding DoD 5025.I)                                                                                                                                     |                   |              |
|                                                                                                                                                                                                                                |                                             | f. DoD 5025.1-I                                                                                                                                                           |                   |              |
|                                                                                                                                                                                                                                |                                             | g. 6000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | h. 7000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | i. 8000 SERIES                                                                                                                                                            |                   |              |
| <b>SECTION IV - CHANGE IN NUMBER OF COPIES FOR DOD ISSUANCES</b>                                                                                                                                                               |                                             |                                                                                                                                                                           |                   |              |
| 10. ORGANIZATION NAME / ADDRESS (As it appears on the OSD automatic distribution list in this chapter.)                                                                                                                        |                                             | 11. REQUIREMENTS (No. of required copies for each series.)                                                                                                                |                   |              |
| a. ORGANIZATION NAME:<br>b. SUBCOMPONENT:<br>c. ATTENTION:<br>d. ROOM AND BUILDING:<br>e. STREET ADDRESS:<br>f. CITY, STATE, AND ZIP CODE:                                                                                     |                                             | a. 1000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | b. 2000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | c. 3000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | d. 4000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | e. 5000 SERIES (Excluding DoD 5025.I)                                                                                                                                     |                   |              |
|                                                                                                                                                                                                                                |                                             | f. DoD 5025.1-I                                                                                                                                                           |                   |              |
|                                                                                                                                                                                                                                |                                             | g. 6000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | h. 7000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | i. 8000 SERIES                                                                                                                                                            |                   |              |
| <b>SECTION V - DELETION FROM AUTOMATIC DISTRIBUTION LISTING</b><br>(Complete both Items 12 and 13, as they appear on the automatic distribution list in this chapter.)                                                         |                                             |                                                                                                                                                                           |                   |              |
| 12. ORGANIZATION NAME / ADDRESS                                                                                                                                                                                                |                                             | 13. EXISTING REQUIREMENT (X applicable series)                                                                                                                            |                   |              |
| a. ORGANIZATION NAME:<br>b. SUBCOMPONENT:<br>c. ATTENTION:<br>d. ROOM AND BUILDING:<br>e. STREET ADDRESS:<br>f. CITY, STATE, AND ZIP CODE:                                                                                     |                                             | a. 1000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | b. 2000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | c. 3000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | d. 4000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | e. 5000 SERIES (Excluding DoD 5025.I)                                                                                                                                     |                   |              |
|                                                                                                                                                                                                                                |                                             | f. DoD 5025.1-I                                                                                                                                                           |                   |              |
|                                                                                                                                                                                                                                |                                             | g. 6000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | h. 7000 SERIES                                                                                                                                                            |                   |              |
|                                                                                                                                                                                                                                |                                             | i. 8000 SERIES                                                                                                                                                            |                   |              |

**CHAPTER 7**  
**IMPLEMENTATION AND INTERNAL REVIEW**

**A. IMPLEMENTATION**

1. When a DoD issuance requires implementing documents from the DoD Components, the following guidelines are provided:

- a. Develop a list of the DoD Components that are required to submit implementing documents and maintain a suspense date file.
- b. On receipt of the implementing documents, review them for consistency with the DoD issuance.

2. **Certification Memorandum**

a. When the implementing documents are consistent with the intent of the DoD issuance, a certification memorandum identifying the implementing documents must be signed by the PSA and provided to the Director, WHS. (See figure 7-1.) The implementing documents from the DoD Components shall be retained by the originating OSD Component.

b. Implementing documents resulting from a change to a DoD Directive, Instruction, or Publication must be reviewed by the originating OSD Component and certified as acceptable by the PSA.

3. **Unacceptable Implementing Documents.** When a review reveals that a DoD Component's implementing document is inconsistent with the intent of the DoD issuance, return it to the DoD Component for revision.

4. **Implementing Documents Not Received From DoD Components.** When a DoD Component has not provided the implementing document within the prescribed implementation date in the DoD issuance, a memorandum requesting copies of the implementing document should be signed by the PSA and forwarded to the DoD Component. When a DoD Component does not issue an implementing document, the DoD issuance will be directly applicable to all elements within the DoD Component, and the Component head is responsible for carrying out the DoD guidance within that Component. A memorandum stating that the DoD Component will not issue an implementing document must be provided to the Director, WHS, signed by the PSA.

5. **Implementing Documents for DoD Issuances Under Revision or Scheduled for Cancellation.** When implementing documents have not been received for a DoD issuance and the issuance is under revision or is scheduled for cancellation, a memorandum stating that a reissuance or cancellation is planned by a specific time must be provided to the Director, WHS, signed by the PSA. Since the existing issuance remains in effect until the reissuance or cancellation, the implementation requirement for the issuance remains valid; therefore, the memorandum for the Director, WHS, must give a reason for not obtaining the implementing documents for the existing issuance or request that a SD Form 106-1 or -2 be issued canceling the implementation requirements.

6. **Partial or Incomplete Implementation Certification Memorandum.** When all of the implementing documents for a DoD issuance have not been received, a status report with expected dates of receipt of the implementing documents must be provided in a memorandum for the Director, WHS, signed by the PSA. (See figure 7-1.)

7. Overdue Certification Memorandum. When the certification memorandum for a DoD issuance has not been received by the Director, WHS, signed by a PSA, an overdue notice is forwarded to the Executive Assistant in the Office of the PSA from the Director, C&D. The response to the overdue notice must be a memorandum for the Director, WHS, signed by the PSA.

**B. INTERNAL REVIEW**

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

2. The DA&M, OSD, shall provide PSAs with a list of DoD issuances under their cognizance for review.

3. Upon completion of the review, the PSAs shall certify by memorandum to DA&M, OSD, whether the issuances shall be continued, revised, or canceled. DoD issuances determined to be essential, but not current, shall be reissued. DoD issuances that have served their intended purpose shall be canceled.

[Use PSA letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: DoD Directive 0555.05, "Military Recovery Missions," January 6, 1994

We have reviewed the documents issued to implement DoD Directive 0555.05 and certify that they are consistent with the intent of the Directive. The implementing documents are:

AR 010-01, February 3, 1994  
OPNAVINST 0555, March 10, 1994  
DISA Instruction 0555, June 3, 1994

The Air Force expects to provide us with its implementing document in October 1994.<sup>1</sup>

Other DoD Components are not required to issue implementing documents for this Directive.

[signature of PSA]

<sup>1</sup> Use this portion when an implementing document has not been received.

Figure 7-1. Memorandum certifying implementation of a DoD issuance

## CHAPTER 8

### FEDERAL REGISTER SYSTEM

#### A. INTRODUCTION

1. The Federal Register system was established to require that proposed, interim final, and final rules having a substantial impact on the public be filed with the Office of the Federal Register (OFR), displayed for public inspection, and published in the daily publication, Federal Register.

2. The OFR manages the Federal Register system and produces the Federal Register and Code of Federal Regulations (CFR).

**B. DEFINITIONS.** The following terms are defined for preparing documents for publication in the Federal Register and the CFR:

1. Amendatory language. Words used to describe each specific change made to the CFR. The following terms are precise and standardized amendatory language:

- a. Add. To insert a new word, sentence, or CFR unit.
- b. Amend. To change a previously published CFR unit.
- c. Correct. To amend previously published administrative errors.
- d. Redesignate. To transfer or renumber a CFR unit to another position in the CFR.
- e. Remove. To delete an existing word, sentence, or CFR unit.
- f. Reserve. To set aside a CFR unit for future use.
- g. Revise. To replace a CFR unit in its entirety.
- h. Suspend. To temporarily or indefinitely defer a part in the CFR.
- i. Withdraw

(1) Proposed Rule. To indicate that a published proposed rule is terminated.

(2) Final Rule. To indicate that a published final rule will not become effective if the effective date has been reached.

2. Amendment. The action taken to change CFR text.

3. Authority Citation. The Secretarial, legislative, or executive document(s) that require, sanction, or approve the issuance of a rule.

4. Code of Federal Regulations (CFR). The annual publication of final rules that is divided into 50 titles representing broad subject areas of Federal Agencies; e.g., Title 32, National Defense, contains DoD rules. Each title of the CFR is divided as follows:

a. Chapter and Subchapter. The division of a title assigned to a Federal Agency or one of its components. Chapters are identified by Roman numerals; e.g., I, II, III, etc. The subchapter is used to group related parts within the chapter and are usually identified by capital letters; e.g., A., B., C., etc.

b. Part and Subpart. The division of a chapter that consists of a unified body of rules applying to a single function of the issuing Agency or is devoted to a specific subject matter under the control of that Agency. A part is identified by Arabic numerals throughout each title; e.g., 1., 2., 3., etc. A subpart is used to group related sections within a part and is identified by capital letters.

5. Codification. The collection of CFR units arranged in systematic order.

6. Federal Register. A daily Federal workday publication that makes notices and rules issued by Federal Agencies and the President available to the public and Federal Agencies.

7. Introductory Text. An opening statement that presents paragraphs in the CFR.

8. Notice. A document that announces information of public interest, such as a meeting or statement of availability. It shall not contain regulatory text, impose requirements with general applicability and legal effect, or affect a rulemaking proceeding. Some notices are required to be published in compliance with legislation.

9. Preamble. An arrangement of information that answers "who, what, where, when, and why" of a document. It contains the explanatory text necessary for the reader to understand the basis and purpose of the document.

10. Regulatory Identifier Number (RIN). A document number assigned by the Office of Management and Budget (OMB) to each regulatory action published in the Unified Agenda of Federal Regulations (reference (j)).

11. Regulatory Plan. A Statement of Regulatory Priorities that identifies the most significant regulatory actions that a Federal Agency expects to issue in the forthcoming fiscal year in accordance with E.O. 12866 (reference (k)).

12. Rule. A regulatory document, such as a DoD issuance that has general applicability to and legal effect on the public, that is published in the Federal Register and most of which is codified in the CFR.

a. Proposed Rule. A draft document, such as a proposed draft DoD issuance that is published in the Federal Register and requests public comment.

b. Interim Final Rule. A document that is published in the Federal Register and CFR without prior notice of a proposed rule, usually to respond to an emergency situation or in response to a legislative or executive requirement. An interim final rule is followed by a final rule.

c. Final Rule. A concluding document published in the Federal Register and CFR that presents the decision of the issuing Agency and addresses public comments.

d. Significant Rule. A proposed, interim final, or final rule that:

(1) Has an annual effect on the economy of \$100 million or more or adversely affects in a material way, the economy; a sector of the economy; productivity; competition; jobs; the environment; public health or safety; or State, local, or tribal governments or communities.

(2) Creates a serious inconsistency or otherwise interferes with an action taken or planned by another Agency.

(3) Materially alters the budgetary impact of entitlements, grants, user fees, or loan programs or the rights and obligations of recipients thereof.

(4) Raises novel legal or policy issues arising out of legal mandates, the President's priorities, or the principles of E.O. 12866 (reference (k)).

13. Unified Agenda of Federal Regulations (reference (j)). A consolidated OMB document published in the Federal Register consisting of published rules that have significant public impact and interest.

14. Unit. The OFR format for text in the Federal Register and CFR.

### C. POLICY

1. The Department of Defense shall participate in the regulatory process and adhere to reference (k), 5 U.S.C. 601, and Chapter 44 of 44 U.S.C. (references (l) and (m)). A substantive DoD document of general applicability and future effect, which the Department of Defense intends to have the force and effect of law, that is designed to implement, interpret, or prescribe law or policy or to describe the procedure or practice requirements of the Department of Defense shall be published in the Federal Register when it has general applicability outside of the Federal Government.

2. A DoD issuance or document shall be published in the Federal Register for public comment if:

a. It confers a right or privilege on a segment of the public or has a direct or substantial impact on the public or any significant portion of the public.

b. It prescribes a course of conduct that must be followed by persons outside the Government to avoid a penalty, or secure a right or privilege.

c. It constitutes authority for persons outside the Government to act or to secure immunity from the consequences of not acting.

d. It imposes an obligation on the general public or members of a class of persons outside the Government.

e. It describes where the public may obtain information, instructions, and forms; make submittals or requests; take examinations; or obtain decisions.

f. It describes procedures by which a DoD Component conducts its business with the public.

3. Rules normally shall not be published in the Federal Register if the rule:

a. Is directed at an individual in his or her capacity as an employee of a Federal Agency or a member of the Armed Forces; e.g., Reservist.

b. Is directed at other Federal Agencies or at particular persons or organizations.

c. Pertains to a military or foreign affairs function of the United States that has been determined under the criteria of an Executive order or statute to require a security classification in the interests of national defense or foreign policy.

d. Is limited to Agency organization, management, or personnel matters.

4. The DoD Components shall encourage the maximum practicable participation of the public in the formulation of DoD documents that affect the public by allowing public comments on any proposed rules. Where deemed appropriate by the DoD Components, the public should participate in consensual mechanisms, such as negotiated rulemaking.

#### **D. RESPONSIBILITIES**

1. The Director of Administration and Management, Office of the Secretary of Defense, as the DoD Regulatory Policy Officer, shall:

a. Monitor the regulatory activities within the Department of Defense to ensure uniform compliance with and implementation of executive and legislative requirements.

b. Review, coordinate, and approve all rules and notices originated within the OSD and Defense Agencies for publishing in the Federal Register.

c. Designate an OSD Federal Register Liaison Officer (FRLO) within WHS as the single OSD point of contact with the OFR on matters pertaining to the Federal Register and CFR.

2. The OSD Principal Staff Assistants shall:

a. Participate in the regulatory activities of the Department of Defense and adhere to guidelines provided by the DA&M.

b. Provide description of rules that are under development by their organizations and by the Defense Agencies under their cognizance to the DA&M for regulatory review and OMB review; and execute OMB Form, "Executive Order 12866 Submission," if OMB determines that a rule is significant as defined in E.O. 12866 (reference (k)). (See figures 8-6 and 8-7.)

c. Review and approve rules and notices, including certifications and statements of determination that are prepared by their organizations and by the Defense Agencies under their cognizance.

(1) Ensure that the rules comply with reference (k), 5 U.S.C. 601, and 44 U.S.C. Chapter 44 (references (l) and (m)) and notices with 5 U.S.C. 552b(c)(1) (reference (n)) and with the Federal Register format.

(2) Approve and sign certifications, statements of determination, and OMB Form, "Executive Order 12866 Submission," if required.

d. Ensure that approved rules and notices, including certifications, statements of determination, and OMB Form, "Executive Order 12866 Submission," for their organizations and for the Defense Agencies under their cognizance are provided to the DA&M for regulatory review, OMB review, and publishing in the Federal Register.

e. Provide Statements of Regulatory Priorities and summaries of significant regulatory actions for their organizations and for the Defense Agencies under their cognizance to the DA&M for inclusion in the annual Regulatory Plan in accordance with E.O. 12866 (reference (k)).

f. Provide written justification for emergency printing in the Federal Register.

3. The Secretaries of the Military Departments shall:

a. Participate in the regulatory activities of the Department of Defense and adhere to guidelines provided by the DA&M.

b. Provide descriptions of rules that are under development to OMB for review in compliance with reference (k).

c. Execute OMB Form, "Executive Order 12866 Submission," when rules are determined to be significant by OMB as defined by reference (k) and provide additional documents for the rule when requested by OMB.

d. Ensure that rules prepared by their Components include certifications and statements of determination in compliance with executive, legislative, and Federal Register requirements.

e. Ensure that notices for publishing in the Federal Register comply with executive, legislative, and Federal Register requirements.

f. Provide Statements of Regulatory Priorities and summaries of significant regulatory actions to the DA&M for the annual Regulatory Plan in accordance with reference (k).

g. Ensure that the Military Department portion of the Unified Agenda of Federal Regulations (reference (j)) is reviewed, updated, and revised.

4. The Directors of Defense Agencies, through their cognizant OSD Principal Staff Assistants, shall:

a. Participate in the regulatory activities of the Department of Defense and adhere to regulatory guidelines provided by the DA&M.

b. Provide descriptions of rules that are under development to the DA&M for regulatory review and OMB review; and prepare OMB Form, "Executive Order 12866 Submission," for the signature of the PSA, if OMB determines that a rule is significant as defined in reference (k). (See figures 8-6 and 8-7.)

c. Prepare rules in compliance with E.O. 12866, 5 U.S.C. 601, and 44 U.S.C. Chapter 44 (references (k), (l), and (m)) and notices with 5 U.S.C. 552b(c)(1) (reference (n)) and with the Federal Register format.

d. Provide rules and notices to the PSA for approval and certifications and statements of determination for approval and signature.

e. Provide Statements of Regulatory Priorities and summaries of significant regulatory actions for the approval of the PSA and submission to the DA&M for inclusion in the annual Regulatory Plan in accordance with reference (k).

5. The OSD Federal Register Liaison Officer, Washington Headquarters Services, under the oversight of the DA&M, shall:

a. Provide advice and guidelines on publishing rules and notices in the Federal Register to the OSD Components and Defense Agencies.

b. Review and edit rules and notices prepared by the OSD Components and Defense Agencies for compliance with executive, legislative, and Federal Register requirements.

c. Forward rules and notices, through the DA&M, to OMB for review, and coordinate recommended CMB changes with the OSD Components and Defense Agencies.

d. Authorize, certify, validate, assign billing code, and forward rules and notices to the OFR for publishing in the Federal Register.

e. Maintain original certifications and statements of determination signed by the OSD Principal Staff Assistants.

f. Forward description of rules that are under development through the DA&M to OMB for review in compliance with reference (k).

g. Review, update, and revise the OSD portion of the Unified Agenda of Federal Regulations (reference (j)).

h. Provide copies of published rules and notices to the OSD Components and Defense Agencies.

i. Maintain current month copies of the Federal Register and annual volumes of the CFR.

j. Coordinate and maintain the automatic distribution system for OFR publications.

6. The Director of the Office of the Federal Register shall:

a. Review and approve rules and notices for compliance with OFR requirements.

b. Display approved rules and notices for public inspection.

c. Publish the rules and notices in the Federal Register.

d. Return rules and notices submitted for publication in the Federal Register to the FRLO for resolution if OFR determines that the documents do not meet the minimum Federal Register requirements or the documents contain multiple discrepancies.

e. Approve requests for emergency printing based on the written justifications.

f. Maintain a central filing of the original congressional acts, Executive orders, proclamations, and other Presidential documents, and Federal Agency documents submitted for publishing in the Federal Register.

7. The Director of the Office of Management and Budget shall:

a. Review the list describing rules that are under development by OSD in compliance with E.O. 12866 (reference (k)) and determine which rules are significant and require OMB review.

b. Review rules and certain notices to ensure that they are consistent with legislative requirements, the President's priorities, and that decisions made by the Department of Defense do not conflict with the policies or actions taken or planned by another Federal Agency, and approve them for publishing in the Federal Register.

E. RULES

1. Types of Rules. Proposed, interim final, and final rules of the Federal Register system are discussed in subsection B.12., above, and as follows:

a. Negotiated Rule. A negotiated rule establishes a non-adversarial framework for Federal Agencies and affected parties to meet before the formulation of the proposed rule. Negotiated rulemaking is an optional process intended to encourage cooperation in developing and reaching agreement on rules with the aim of improving the substance of the rules, and making it less likely that affected parties will resist enforcement or challenge rules in court. Notices on the formation and operation of negotiated rulemaking committees are published in the Federal Register.

b. Proposed Rule. A proposed rule displays a new part or a change to an existing part of the CFR. The statutorily required public comment period is a minimum of 60 days from the date that the rule appears in the Federal Register. Proposed rules are not codified in the CFR.

c. Interim Final Rule. An interim final rule is a temporary document that usually has an immediate effective date for a short or definable period of time to meet an emergency situation or is in response to an executive or legislative requirement. An interim final rule may request public comments. If an interim final rule becomes permanent, a final rule is published in the Federal Register to adopt the interim final rule as it was published or with changes and a discussion of any comments. If an interim final rule is in effect as of the revision date of the CFR volume, it will be included in that volume. When the effective date of the CFR volume expires; e.g., January 1, 1994 through January 1, 1996; the OFR shall automatically remove the interim final rule from the CFR volume.

d. Final Rule. A final rule completes the rulemaking process of a document. It adopts an interim final rule, finalizes a proposed rule, or requests public comments if a proposed rule was not published before the publication of a final rule. A final rule is codified in the CFR.

2. Amendments to Rules. Amendments to proposed and final rules are published in the Federal Register to change the CFR or to address public comments. An amendment to a rule is comparable to a change to or cancellation of a DoD issuance. Therefore, if a change to or cancellation of a DoD issuance that is codified in the CFR is made, the CFR must be changed.

a. An amendment is presented in the Words of Issuance (See subsection G.3., below) and it must describe the general effect of the rule and give specific instructions on how to change the CFR. Discussion of why the change is being made should be stated in the Supplementary Information of the rule. The units for rules, such as heading, preamble, etc., must be included in an amendment. Asterisks must be used as place-holders for text that has not been affected. An amendment also must identify the sections or paragraphs in the CFR; e.g., if a change to subsection A.1. of a DoD issuance is made, the amendment would be cited as section 23.1 (a), 32 CFR part 10.

b. Amendatory Language. Specific terms must be used to identify a change to a rule in the CFR. The only acceptable terms used in an amendment are "add, amend, correct, redesignate, remove, reserve, revise, suspend, and withdraw." These terms are defined in subsection B.1., above. Amendments within a section are separated by semicolons. Similar changes are grouped together, such as grouping revised paragraphs and grouping added paragraphs. The status of the authority citation must be the first amendment statement whether it remains the same or is amended. An example of the use of amendatory language is in figure 8-1, below.

1. The authority for 32 CFR part 247 continues to read as follows:

**Authority:** 10 U.S.C. 121 and 133.

2. §247.3 is amended by redesignating paragraph (a)(2) as (a)(3) and by adding a new paragraph (a)(2) to read as follows:

Figure 8-1. Amendatory Language

c. The Use of Asterisks. Asterisks serve as place-holders to indicate that the text in a section, paragraph, or sentence is unaltered. Only new or changed text is shown.

(1) Five Asterisks (\* \* \* \* \*). Five asterisks indicate that an entire paragraph or section is unchanged. They also indicate the last change made to a paragraph or section. Three spaces are placed between each asterisk.

(2) Three Asterisks (\* \* \*). Three asterisks indicate that the higher level paragraphs are unchanged or that the beginning or ending of a sentence is unchanged. Three spaces are placed between each asterisk.

3. Revisions. A reissuance of a DoD issuance that is codified as a rule must be revised in the CFR. The identification of the revision is presented in the Words of Issuance. A discussion of why the revision is made should be stated in the Supplementary Information of the rule.

4. Privacy Program Documents. As part of the DoD Privacy Program, DoD Component Privacy Program and Component Exemption rules are published in the Federal Register and codified in the CFR in accordance with DoD 5400.11-R (reference (o)). The Privacy Program documents must be forwarded to the Director, Defense Privacy Office, ODA&M, for publishing in the Federal Register.

5. Common and Joint Rules. Documents implementing a legislative policy objective that is common to the programs of more than one Federal Agency or identical requirements that pertain to more than one Federal Agency are referred to as a Common Rule. When implementing certain legislation, Agency reorganization, or jointly administered programs or activities, two Federal Agencies may be required to issue a Joint Rule. Each participating Federal Agency must be identified in the heading and preamble of the rule, and the rule must be signed by an appropriate official of each Agency.

F. TEXT SPECIFICATIONS FOR RULES.

1. Paper. Use white 8 1/2 by 11-inch bond paper.

2. Quality of Text. Type error free text. Do not use correction fluid or tape.

3. Single Side Copy. Type text on one side only.

4. Number of Copies. Prepare one original document and three copies.

5. Spacing. Double-space the text.

6. Margins. Leave a one inch margin at the top, bottom, and right side; and a 1 1/2-inch margin on the left side of all pages. Type headings and text flush with the left margin.

7. Indentations. Indent or type paragraphs of a section flush with the left margins consistently throughout the document.

8. Page Numbers. Center the page number at the bottom of each page and number the pages in Arabic numbers consecutively throughout the document beginning with "1" on the first page.

9. Underlines. Use underlining to indicate that the text should be in italics. Underlining also may be used to highlight a section heading of a rule that will appear in bold type in the Federal Register or for a date to be computed. Underlining shall not be used for emphasis or names of documents.

10. Capitalization. Type the following terms in all capital letters:

a. FEDERAL REGISTER

b. The name of the Agency, but not the name of the subcomponent in the heading of the document; e.g., DEPARTMENT OF DEFENSE, Office of the Secretary.

c. Preamble Captions. AGENCY, ACTION, SUMMARY, DATES, ADDRESSES, FOR FURTHER INFORMATION CONTACT, and SUPPLEMENTARY INFORMATION.

## 11. Word Choice and Preferred Usage

### Use

CFR

E.O.

FR

Pub. L.

§ or §§

Stat.

U.S.C.

The name of the legal citation in the Summary of a rule; e.g., "This rule implements the Regulatory Flexibility Act."

The number or name of a document in a rule e.g., "for additional information, see DoD Directive 9876.54"

Specific paragraphs or sections of the rule; e.g., "see paragraph (a) of this section"

The phrase "this part" when discussing the rule; e.g., "this part is issued to address restrictions in the CFR"

A complete authority citation in its abbreviated form; e.g., "Authority: 10 U.S.C. 301"

### Do Not Use

Code of Federal Regulations

Executive Order

Federal Register

Public Law

The words "section or sections" in the section heading of a rule and when referencing a section or sections of the CFR. However, "section or sections" must be spelled out at the beginning of a sentence or if unable to type the symbol.

The symbol "§" or the word "section" is not used when the reference follows a title number of the CFR; e.g., 36 CFR 1220.1

U.S. Statutes at Large use

United States Code

The number of a legal citation in the Summary of a rule; e.g., Pub. L. 96-354

The word "reference" and its designator that appear in a DoD issuance; e.g., "for additional information, see reference (d)."

The words, "above" or "below"

The words, "directive, instruction, publication, issuance, or document"

Incomplete authority citations; e.g., "Authority: 10 U.S.C."

Use

Legislative or executive documents as reference citations; e.g., "For further information, see Pub. L. 123-45"

CFR text as a reference citation; e.g., "follow guidelines in 32 CFR part 456"

Non-DoD documents as reference citations; e.g., "For further information, see ABCA report 123" or follow guidelines in 42 CFR part 99

Do Not Use

Legislative or executive documents as attachments to a rule

CFR text in its entirety or portions thereof as references.

Non-DoD documents in their entirety or portions thereof, unless required by legislation or Executive order

**G. ORGANIZATION AND STRUCTURE OF RULES.** Rules are arranged in the following units:

1. **Heading.** The Heading unit is divided into subunits that consist of the issuing Agency; subagency, if necessary; CFR title and parts; Agency number; RIN number, if assigned; Agency issuance or document number, if applicable; and the subject. Each subunit of the Heading shall be typed in bold, and the subunits shall appear in uniformed sequence as shown in figure 8-2, below, and as follows:

a. **Agency.** This subunit of the Heading contains the name of the issuing Cabinet-level Agency. TYPE "DEPARTMENT OF DEFENSE" in capital letters.

b. **Subagency.** This subunit of the Heading contains the name of the subcomponent under the Cabinet-level Agency. Always use "Office of the Secretary" for OSD and Defense Agencies typed in initial capital letters.

c. **CFR Title and Part Number.** This subunit of the Heading contains the CFR title and the part. Use 32 (for the Department of Defense) and the part number assigned to the rule even if only a portion of a part is affected; e.g., "32 CFR 247." The part number must be assigned by the FRLO.

d. **RIN, if Applicable.** This subunit of the Heading contains the OMB assigned designator used to identify each regulatory action. Type RIN in capital letters and embrace the RIN designator in brackets; e.g., [RIN 0790-AF07]. The FRLO will acquire the RIN from OMB.

e. **Agency Issuance or Document Number, if Applicable.** This subunit of the Heading contains a unique issuance or document number assigned by an Agency. Type the issuance or document number in brackets; e.g., [DoD Instruction 5120.4].

f. **Subject.** This subunit of the Heading contains the name, subject, or title of the DoD issuance or document, typed in initial capital letters; e.g., "DoD Newspapers and Civilian Enterprise Publications".

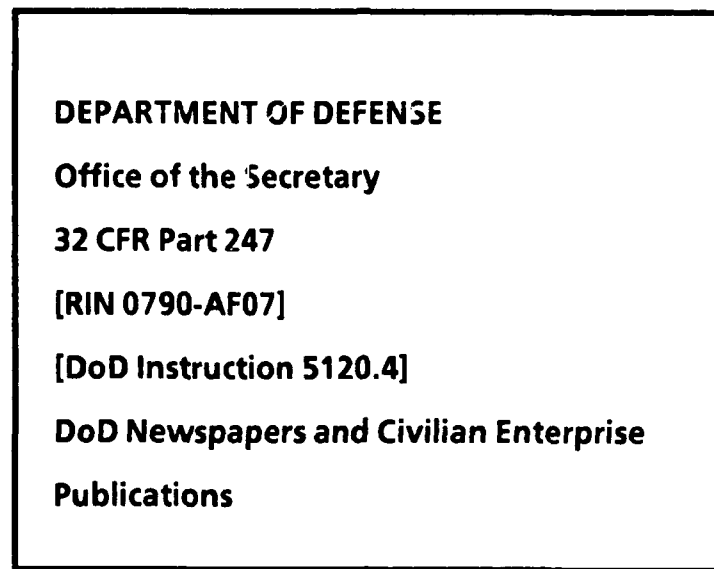


Figure 8-2. Heading Unit

2. **Preamble.** This unit is divided into subunits that consist of the Agency, Action, Summary, Dates (in proposed or interim final rules) or Effective Date (in final rules), Addresses (in proposed or interim final rules), For Further Information Contact, and Supplementary Information (including list of subjects). The Preamble is an introductory statement containing explanatory material necessary for a reader to understand the purpose of the rule. It addresses "who, what, where, when, and why" of a rule and does not contain regulatory text. For a final rule, the Department of Defense is obliged to discuss public comments and if any comments are not accepted, provide a brief reason for the rejection. This public forum, rather than individual letters to commentors, is the proper mechanism for replying substantively to comments on a proposed rule. Each subunit of the Preamble must be typed in all capital letters and shall appear in uniformed subunits as shown in figure 8-3 and as follows:

a. **AGENCY.** This subunit of the Preamble states the "who" of the rule by identifying the subcomponent issuing the rule; e.g., "Office of the Assistant to the Secretary of Defense for Public Affairs, DoD."

b. **ACTION.** This subunit of the Preamble identifies the type of rule and, if applicable, the required function; e.g., "Proposed rule" or "Proposed rule; amendment."

c. **SUMMARY.** This subunit of the Preamble explains the "why" and "what" of a rule. It must discuss why the action is necessary and what is the intended effect, but not include qualifications, exceptions, specific details, or precise legal citations; however, an act of Congress may be used by the popular name of the act. The summary must be brief and is not intended to prove a point or argue a case; e.g., "This document proposes to revise DoD policy concerning the Stars and Stripes newspapers and business operations. The revisions are intended to promote efficiency and economy by updating procedures to meet changed circumstances, and to accommodate recommendations made by the General Accounting Office in a Congressionally mandated examination of Stars and Stripes operations."

d. DATES (or EFFECTIVE DATE). This subunit of the Preamble presents the "when" of a rule. The caption "DATES" shall be used for a proposed rule or an interim final rule requesting public comments. The public comment period is a minimum of 60 days from the date the rule is published in the Federal Register. If a specific date has not been entered, the OFR will compute and insert the date, when requested; e.g., "Comments are requested by [insert 60 days from publication in the Federal Register]." When the date falls on a weekend or a Federal holiday, the next Federal business day is used. The caption "EFFECTIVE DATE" must be used when an effective date is determined by the OSD Component or when the signature date of the DoD issuance is used. When applying the date (or effective date), use the month, day, and year sequence; e.g., July 5, 1994.

e. ADDRESSES. This subunit of the Preamble states the "where" of the rule. It tells where to mail or hand deliver comments, attend a public hearing, or examine text. This subunit is required for rules containing a public comment period and optional for a final rule if the proposed rule was published; e.g., "Forward comments to the American Forces Information Service, Plans and Policy Office 123 North Fairfax Street, Alexandria, VA 22314."

f. FOR FURTHER INFORMATION CONTACT. This subunit of the Preamble provides the name and telephone number of the individual who can answer questions about the rule; e.g., "Mr. R. Jones, 703-699-1234."

g. SUPPLEMENTARY INFORMATION. This subunit of the Preamble contains the regulatory history and background information of a rule, statements of determinations and certifications to meet legislation and executive requirements, and the list of subjects. Specifically, the Supplementary Information shall provide:

(1) Regulatory History and Background Information. This subunit of Supplementary Information gives specific details to explain the basis and purpose of a rule. It may also address a problem associated with the rule or discuss the issues connected to the problem; identify existing rules that address the problem; state how the rule will solve the problem, what other solutions were considered, and how this solution was chosen, including its cost-effectiveness; identify parties involved in the rule and legislation or directives authorizing the rule, and other documents on the rule; e.g., cite the Federal Register volume, page, and date of a proposed rule or an announcement of a meeting or hearing. For a proposed rule, it may include any special instructions to the public for mailing comments. For final rule, it may discuss any substantive differences between the proposed and final rule; indicate whether changes were made and if the public will have an opportunity to comment on the changes; and indicate whether all significant comments were considered. If necessary, an analysis of the comments may be included.

(2) Statement of Determination and Certifications. A statement of determination for E.O. 12866 (reference (k)) and certifications for 5 U.S.C. 601 and Chapter 44 of 44 U.S.C. (references (l) and (m)) shall be included as a subunit of the Supplementary Information to include whether rulemaking analyses were done to ensure that the rule:

(a) Is or is not a significant rule as defined in reference (k).

(b) Does or does not have a significant impact on small business entities as defined in reference (l).

(c) Requires or does not require reporting and/or recordkeeping as defined in reference (m).

(3) LIST OF SUBJECTS. This subunit is the last portion of Supplementary Information and lists subject terms established by the OFR. If the subject terms have not been provided by the FRLO, leave four line spaces.

**AGENCY:** American Forces Information Service, DoD

**ACTION:** Proposed rule.

**SUMMARY:** This document proposes to revise DoD policy concerning the Stars and Stripes newspapers and business operations. The revisions are intended to promote efficiency and economy by updating procedures to meet changed circumstances, and to accommodate recommendations made by the General Accounting Office in a Congressionally mandated examination of Stars and Stripes operations.

**DATES:** Comments are requested by [insert 60 days from publication in the Federal Register].

**ADDRESSES:** Forward comments to the American Forces Information Service, Plans and Policy Office, 123 North Fairfax Street (EFC Plaza), Alexandria, VA 22314.

**FOR FURTHER INFORMATION CONTACT:** Mr. R. Jones, 703-699-1234.

**SUPPLEMENTARY INFORMATION:** Since the publications are governed by DoD policy and are directed at the internal DoD audience, there is minimal impact on the public. A few provisions of this part provide guidelines for contracting by installation commanders with commercial publishers for the publication of civilian enterprise publications.

**Executive Order 12866, "Regulatory Planning and Review"**

It has been determined that this rule is not a significant rule as defined under section 3(f)(1) through 3(f)(4) of Executive Order 12866.

**Public Law 96-354, "Regulatory Flexibility Act" (5 U.S.C. 601)**

It has been determined that this rule will not have a significant economic impact on substantial number of small entities because it affects only DoD employees and certain former DoD employees.

**Public Law 96-511, "Paperwork Reduction Act" (44 U.S.C. Chapter 44)**

It has been certified that this rule does not impose any reporting or recordkeeping requirements under the Paperwork Reduction Act of 1980.

List of Subjects in 32 CFR part 59

Allotments; Civilian personnel; Military personnel.

Figure 8-3. Preamble

3. **Words of Issuance.** This unit describes the relationship between the rule and the affected CFR units. Words of issuance are expressed in the present tense and the action of the rule should be stated clearly, not implied. Words of Issuance contain an introductory statement identifying CFR title number; chapter number, if applicable; the subchapter and part number; the table of contents; and the authority citation as shown in figure 8-4, below, and discussed as follows:

a. **Table of Contents.** This subunit of the Words of Issuance is required in a rule that adds a new part or subpart or revises an existing part or subpart of the CFR. The Table of Contents entries must be identical to the part, subpart, and section headings displayed in the regulatory text. Paragraph headings are not listed in the Table of Contents. Changes to a Table of Contents should not be presented in a rule that adds or amends a single section or sections of the CFR.

b. **Authority Citation.** This subunit of the Words of Issuance states the legal authority for issuing the rule. It includes any statutory general rulemaking authority, any specific rulemaking authority delegated by statute, and any Executive delegations that link the statutory authority to the Department of Defense.

(1) U.S.C. citations shall be used. The citation should be the most recent edition of the U.S.C. with its latest supplement. If a U.S.C. does not exist, cite the Public Law and the U.S. Statutes at Large by referring to the section and number of Public Law, and the volume and page number of the U.S. Statutes at Large; e.g., "Pub. L. 98-473, Sec. 8067, 98 Stat. 1937".

(2) An Executive order shall be used only if a U.S.C. or Public Law is unavailable. When used, the number of the Executive order, its Federal Register volume and page, and when possible, a parallel citation to 3 CFR must be cited; e.g., E.O. 11222, 30 FR 6469, 3 CFR 1965 Comp., p. 10. This format must be used if an Executive order is cited in other portions of the text.

Accordingly, 32 CFR part 247 is proposed to be revised to read as follows:

**PART 247-DOD NEWSPAPERS AND CIVILIAN ENTERPRISE PUBLICATIONS**

**Sec.**

**247.1 Purpose.**

**247.2 Applicability.**

**247.3 Definitions.**

**247.4 Policy.**

**Authority:** 10 U.S.C. 121 and 133.

Figure 8-4. Words of Issuance

4. **Regulatory Text.** This unit conforms to the structure, nomenclature, and numbering system of the CFR. The Regulatory text is a reformatted version of a document, such as a DoD issuance, that must be codified in the CFR. It is divided into sections and paragraphs. If a document that is not codified in the CFR, excluding legal documents, is discussed in Regulatory text, a footnote must identify the availability of that document.

a. **Section.** This subunit of the Regulatory Text must contain the heading (or title) of a rule and may contain paragraphs. A section is a division of a part that ideally consists of a short simple presentation of one proposition and uses a decimalized part number preceded by the section symbol; e.g., the third section of part 25 is expressed as §25.3. Each section must contain a heading.

b. **Paragraph.** This subunit of a section of the Regulatory Text is structured into six levels of codification. Each level of codification must remain in sequential order until the text reaches the next section. The levels of codification of a paragraph are shown in figure 8-5, below.

| LEVELS OF CODIFICATION |                  |
|------------------------|------------------|
| Levels                 | Paragraphs       |
| Level 1                | (a), (b), (c)    |
| Level 2                | (1), (2), (3)    |
| Level 3                | (i), (ii), (iii) |
| Level 4                | (A), (B), (C)    |
| Level 5                | (1), (2), (3)    |
| Level 6                | (A), (B), (C)    |

Figure 8-5. Levels of Codification

5. **FRLO Signature Block.** Rules must be validated by the FRLO. The signature block of the FRLO or an Alternate FRLO must be placed at the end of the Regulatory Text on the last page of the rule. Leave seven blank line spaces for the signature block. The signature block must not be placed on a separate page from the end of the Regulatory Text.

H. **DESCRIPTION OF RULES.** In compliance with E. O. 12866 (reference (k)), a description of rules under development must be provided to OMB before the rules are approved for publishing in the Federal Register. The purpose of the OMB review is to confirm the significant or not significant characterization of the rules. Procedures for the description of rules are as follows:

1. A brief description of rules under development shall be developed and approved by PSAs and provided to the DA&M for OMB review before the rules are submitted for

publishing in the Federal Register. The prescribed OMB format for a description of rules under development is shown in figure 8-6.

2. The DA&M shall provide OMB with a semimonthly compilation containing descriptions of rules under development as provided by OSD Components.

3. If OMB determines that a rule is significant, the OSD Component shall be requested by the FRLO to provide the rule (original and four copies) and a completed OMB Form, "Executive Order 12866 Submission," (original and four copies) for OMB review. (See figure 8-7.) The Form may be obtained from the FRLO.

4. If a rule is not significant, OMB shall notify the FRLO that the rule is approved for publishing in the Federal Register. The FRLO shall inform the OSD Component of the OMB approval and that the rule and its supporting documents may be submitted to the DA&M for publishing in the Federal Register.

| <u>DESCRIPTION OF RULES</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| DEPARTMENT/REGULATORY COMPONENT: (Insert "Department of Defense/ Office of the Secretary")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |
| Title: (Insert the title or subject; e.g., DoD Newspapers and Civilian Enterprise Publications)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |
| RIN (if available): (Insert the OMB number, if known; e.g., RIN 0790-AF07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |
| Part Number: (Insert the CFR title and part number; e.g., 32 CFR Part 247)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |
| Significance: (State "significant" or "not significant")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                            |
| Upcoming Action: (State "Proposed rule, Final rule, etc.")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |
| Planned Submission/Publication: (Provide an estimated date)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |
| Statutory Deadline: (Insert a date or indicate "None")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |
| Description: (Describe briefly what the Agency is intending to do and why, including whether the program is new or continuing and, if continuing, the significant changes in program operations or criteria. Briefly describe issues associated with the rulemaking; e.g., benefits and costs, interagency, intergovernmental effects, budgetary effects, and why the regulatory action is important, sensitive, controversial, or precedential. For final regulatory actions, include a brief statement of the nature and extent of public comments, and the nature and extent of changes made in response to the public commenters) |                            |
| For Agenda Purposes Only:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |
| Effects on Small Entities and Levels of Government: (Place an "x" where applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Businesses                 |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Governmental jurisdictions |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Organizations              |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | State                      |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Local                      |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Tribal                     |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Federal                    |
| Name and telephone number (including area code) of program official who can answer detailed questions:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |
| Signature of PSA _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Date _____                 |

Figure 8-6. Description of Rules  
8-17

## EXECUTIVE ORDER 12866 SUBMISSION

**Important**

**Please read the instructions on the reverse side before completing this form.**

For additional forms or assistance in completing this form, contact the OIRA Docket Library, [202] 395-6880, or your OIRA Desk Officer.

**Send three copies of this form and supporting material to:**

Office of Information and Regulatory Affairs  
Office of Management and Budget  
Attention: Docket Library, Room 3201  
725 17th Street N.W.  
Washington, DC 20503

|                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Agency/Subagency originating request<br>Department of Defense/<br>Office of the Secretary                                                                                                                                            | 2. Regulation Identifier Number (RIN)<br><br>0790-AF123                                                                                                                                                                                                           |
| 3. Title<br><br>Placement of Nails in Renovation (DoD Instruction 1234.56)                                                                                                                                                              |                                                                                                                                                                                                                                                                   |
| 4. Stage of Development<br><br>_____ Prenule<br><u>  X  </u> Proposed Rule<br>_____ Interim Final Rule<br>_____ Final Rule<br>_____ Final Rule - No material change<br>_____ Notice<br>_____ Other<br><br>_____<br>Description of Other | 5. Legal Deadline for this submission<br><br>a) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>b) Date _____/_____/_____<br>DD          MM          YY<br><br>c) <input type="checkbox"/> Statutory <input type="checkbox"/> Judicial |
| 6. Economically Significant<br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                  |                                                                                                                                                                                                                                                                   |
| 7. Agency Contact (person who can best answer questions regarding the content of this submission)<br><br>Mr. Arm Hammer                                                                                                                 |                                                                                                                                                                                                                                                                   |
| Phone (703 ) 691-5678                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                   |

### Certification for Executive Order 12866 Submissions

The authorized regulatory contact and the program official certify that the agency has complied with the requirements of E.O. 12866 and any applicable policy directives.

|                                                         |      |
|---------------------------------------------------------|------|
| Signature of Program Official                           | Date |
| Assistant Secretary of Defense for Technical Renovation |      |
| Signature of Authorized Regulatory Contact              | Date |
| Federal Register Liaison Officer, Department of Defense |      |

194

**Figure 8-7. OMB Form, "Executive Order 12866 Submission"**

I. NOTICES. Notices are Agency documents published in the Federal Register that do not contain regulatory text, impose requirements with general applicability and legal effect, or affect a rulemaking proceeding. Many notices are published to provide general information of public interest.

1. Types of Notices. The types of notices published in the Federal Register are as follows:

a. Meetings. A notice of a meeting shall be published 15 working days before the meeting. An additional 5 working days must be allowed for the FRLO to review and forward the notice to the OFR.

(1) Open Meetings. Meetings that allow public attendance. A memorandum for the DA&M signed by a PSA requesting that the notice for an open meeting be published in the Federal Register is required. (See figures 8-9 and 8-10.)

(2) Closed Meetings. Meetings that restrict attendance for reasons of national security. These meetings may be wholly or partially closed to the public. The following documents are required for closed meetings:

(a) A memorandum for the DA&M signed by a PSA requesting that the notice for a closed meeting be published in the Federal Register. (See figure 8-12.)

(b) A statement of determination for 5 U.S.C. 552b(c)(1) (reference (n)) to conduct a closed meeting signed by a PSA and coordinated by the General Counsel, DoD (GC, DoD). The statement must cite the legal authority for the closed meeting and provide a summary of the meeting activities. (See figure 8-12.)

(3) Sunshine Act Meetings. Sunshine Act notices are published in compliance with 5 U.S.C. 552b(e)(3) (reference (p)). A Sunshine Act notice of a meeting must be provided to the FRLO by 12 o'clock noon of the day before publication in the Federal Register. A special OFR format is required as shown in figure 8-13. A memorandum for the DA&M signed by a PSA requesting that the notice for an open meeting be published in the Federal Register is required as shown in figure 8-10.

b. System of Records. System of records documents shall be published in the Federal Register in accordance with DoD 5400.11-R (reference (o)). Notices are submitted by the DoD Components via electronic media, to the Defense Privacy Office, ODA&M, for review and forwarding to the FRLO.

c. Advisory Committee Notices. Notices of the establishment and renewal of advisory committees are published in accordance with DoD Directive 5105.4 (reference (q)). Notices shall be prepared by the DoD Committee Manager, O&MP, ODA&M, and provided to the FRLO.

d. Public Information Collection. Information collection notices are published in compliance with Chapter 44 of 44 U.S.C. (reference (m)), as amended. Notices of public information collection requirements shall be prepared by the DoD Components in accordance with DoD 8910.1-M (reference (c)), reviewed by the DIOR, WHS, for forwarding to the FRLO.

e. Executive Documents. When the President issues a proclamation or memorandum for the Secretary of Defense stating that all or portions of the executive document must be published in the Federal Register, the original executive document must be provided to the FRLO for publishing in the Federal Register.

f. Notice of Guidance. Notices that describe a particular program, policy, or procedures, in detail. These notices must adhere to the requirements of a rule. See section G., above.

g. Agency Decisions and Rulings.

h. Grant Application Deadlines.

i. Availability of Environmental Impact Statements.

j. Delegations of Authority.

k. Issuance or Revocation of Licenses.

l. Hearings and Investigations.

2. Amendment to a Notice. A change to a notice may include the date, time, location, or cancellation of a meeting. The heading of the notice is unchanged. The original notice published in the Federal Register must be referenced in the amendment notice. The amendment must cite the date that the original notice was published and give the Federal Register volume number and the page number; e.g., 60 FR 12345. See figure 8-14.

3. Text Specifications for Notices. Use the specifications that apply to rules in section F., above.

4. Format for Notices. Notices must contain the heading and preamble as rules. See subsections G.1. and 2., above. The OSD Component may include additional material.

## J. COORDINATION AND SUBMISSION OF DOCUMENTS

1. Coordination. It is preferable that a draft DoD issuance be coordinated with the DoD Components before it is published in the Federal Register as a rule for public comment. The DoD coordination would allow internal differences, if any, to be resolved before subjecting the draft issuance as a rule in the Federal Register to public scrutiny. It would also protect the internal deliberative processes of the Department of Defense publishing a proposed issuance that reflects the result of those processes, rather than exposing the initial document about which DoD officials have been asked for advice.

### 2. Assembly of Documents for Publishing in the Federal Register

a. Prepare the double-space rule or notice.

b. Assemble the rule or notice in a final Federal Register package (original set and three copies) composed of the following documents as shown in figure 8-16 and arranged in the order below:

(1) Memorandum for the DA&M signed by a PSA requesting that the rule or notice be published in the Federal Register.

(2) The rule or notice (original and three copies).

(3) A statement of determination of E.O. 12866 (reference (k)) and certifications for 5 U.S.C. 601 and Chapter 44 of 44 U.S.C. (references (l) and (m)) for a rule and statement of determination for 5 U.S.C. 552b(c)(1) (reference (n)) for closed meetings. See figure 8-12. For rules, the contents of the statement of determination and certifications must be the same as used in the Supplementary Information of the rule.

(a) The statements of determination and certifications for rules and notices must be signed by a PSA. This responsibility may not be delegated to OSD officials below the level of PSA or Principal Deputy.

(b) If statements of determination and certifications are included in the memorandum for the DA&M signed by the PSA (see subparagraph J.2.b.(1), above), a separate document signed by the PSA is not required.

(4) OMB Form, "Executive Order 12866 Submission," if required.

### 3. Final Review, Approval, Validation, and Submission of Documents for Publishing in the Federal Register

a. The Federal Register package (the original set and three copies) must be provided to the FRLO for final review and the approval of the DA&M.

b. Incomplete staff work or discrepancies in the Federal Register package shall be returned to the originating OSD Component for correction.

c. Documents approved by the DA&M shall be validated by the FRLO and forwarded to the OFR for publishing in the Federal Register.

### K. FILING AND PRINTING OF DOCUMENTS

1. The OFR staff reviews and approves documents submitted for publishing in the Federal Register. When a document is approved, it is filed for public inspection for one day after receipt (additional time may be required if the document is voluminous), and printed in the Federal Register by the Government Printing Office (GPO) within 3 to 5 working days after receipt.

#### 2. Immediate Filing and Emergency Printing

a. The normal filing of the document for public inspection by the OFR and printing by GPO must be altered when immediate filing for public inspection and emergency printing in the Federal Register are necessary. Therefore, a memorandum for the DA&M signed by a PSA must justify the immediate filing and emergency printing of a document in the Federal Register. The FRLO shall forward the justification to the Director, OFR, for approval.

b. Approved immediate filing and emergency printing of a document are scheduled by OFR within 2 working days, depending on the size of the document.

L. WITHDRAWAL OF DOCUMENTS. A document may be withdrawn from scheduled publication in the Federal Register if the FRLO request for withdrawal is received by OFR by 12 o'clock noon of the workday before the scheduled publication date. The following withdrawal procedures apply:

1. An OSD Component may verbally request withdrawal of a document; however, the verbal request must be followed by a memorandum for the DA&M signed by a PSA requesting the withdrawal of the document from the Federal Register.

2. The OFR will accept a verbal request for document withdrawal from the FRLO with the proviso that the FRLO shall forward a memorandum to the Director, OFR, requesting the immediate withdrawal of the document.

**M. VERIFICATION OF DOCUMENTS PRINTED IN THE FEDERAL REGISTER.** The FRLO shall review the daily Federal Registers and provide a copy of published documents to the originating OSD Components within two days after receipt of the Federal Register.

**N. REGULATORY PLAN**

1. OSD Components shall participate in the annual Regulatory Plan by providing the most significant regulatory actions that are expected to be issued as a proposed or final rule in compliance with E.O. 12866 (reference (k)). The Regulatory Plan requires:

a. A statement of the objectives and priorities of a rule and how the rule relates to the President's priorities.

b. A summary of planned significant regulatory action including alternatives to be considered and preliminary estimates of the anticipated costs and benefits.

c. A summary of the legal basis for a rule, including whether any aspect of the rule is required by statute or court order.

d. A statement of the need for a rule and, if applicable, how the rule will reduce risks to public health, safety, or the environment, and how the magnitude of the risk addressed in the rule relates to other risks within the jurisdiction of the Agency.

e. The schedule for the rule, including a statement of applicable statutory or judicial deadlines.

f. The name, address, and telephone number of an individual who may be contacted by the public for additional information about the rule.

2. The OSD Components shall provide input to the Regulatory Plan as described in subsection N.1., above, and provide the narratives to the DA&M, as requested, for approval by the Secretary of Defense for OMB review by June 1st of each year.

**O. UNIFIED REGULATORY AGENDA OF FEDERAL REGULATIONS (reference (j)).** The Unified Regulatory Agenda of Federal Regulations is a semiannual publication (April and October) containing virtually all rules under development and issued by Federal Agencies. The DA&M shall provide OMB with the OSD portion of the Unified Regulatory Agenda of Federal Regulations.

[Use PSA or Defense Agency letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT**

**SUBJECT:** Certification Statement that the Rule is not Subject to Executive Order 12866, Public Law 96-354, and Public Law 96-511

**Executive Order 12866, "Regulatory Planning and Review"**

I, [insert the title of PSA], hereby determine that 32 CFR part 123 is not a significant regulation action. The rule does not:

(1) Have an annual effect of the economy of \$100 million or more or adversely affect in a material way the economy; a sector of the economy; productivity; competition; jobs; the environment; public health or safety; or State, local, or tribal governments or communities;

(2) Create a serious inconsistency or otherwise interfere with an action taken or planned by another Agency;

(3) Materially alter the budgetary impact of entitlements, grants, user fees, or loan programs, or the rights and obligations of recipients thereof; or

(4) Raise novel legal or policy issues arising out of legal mandates, the President's priorities, or the principles set forth in this Executive Order.

**Public Law 96-354, "Regulatory Flexibility Act" (5 U.S.C. 601)**

I, [insert the title of PSA], hereby certify that this rule is not subject to the Regulatory Flexibility Act (5 U.S.C. 601) because it would not, if promulgated, have a significant economic impact on a substantial number of small entities. [Insert a succinct statement explaining the reason for such certification]. The primary effect on grantees administering the rule will be a reduction in administrative costs and other burdens resulting from the simplification and clarification of certain policies and the elimination of policy differences among the Federal Agencies promulgating this [insert proposed or final] rule.

**Public Law 96-511, "Paperwork Reduction Act" (44 U.S.C. Chapter 44)**

I, [insert the title of PSA], hereby certify that 32 CFR part 123 does not impose any reporting or recordkeeping requirements under the Paperwork Reduction Act of 1980 (44 U.S.C. 3501-3520).

[signature of PSA or Director of Defense Agency]<sup>1</sup>

<sup>1</sup> If the request is submitted by a Defense Agency, excluding NSA and CIO, it must be coordinated with the cognizant PSA.

[Use white bond paper]

**DEPARTMENT OF DEFENSE**

Office of the Secretary

Conference Meeting of the Advisory Committee on Food Services

**AGENCY:** Department of Defense, Advisory Committee on Food Services

**ACTION:** Notice

**SUMMARY:** Notice is hereby given of a forthcoming semiannual conference of the Advisory Committee on Food Services. The purpose of the Conference is to assist the Secretary of Defense on matters about food services for the Armed Forces. Conference sessions will be held daily and will be open to the public.

**DATES:** October 21-24, 2001

**ADDRESS:** Sheraton Colorado Springs Hotel, 2886 South Circle Drive, Colorado Springs, Colorado, unless otherwise noted in the agenda.

**FOR FURTHER INFORMATION CONTACT:** Lieutenant Colonel I. M. Greene, Director, Food Services, Room 3F769, Office of the Under Secretary of Defense for Personnel and Readiness, 4000 Defense Pentagon, Washington, DC 20301-4000; telephone (703) 698-9876.

**SUPPLEMENTARY INFORMATION:** Members of the public will not be permitted to attend the Food Services luncheon, reception, and dinner. All business sessions, including the Executive Committee meeting, will be open to the public.

Figure 8-9. Notice of an Open Meeting

[Use PSA or Defense Agency letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT**

**SUBJECT: Conference Meeting of the Advisory Committee on Food Services**

**Request that the attached notice of the subject Conference meeting be published in the Federal Register.**

[signature of PSA or Director of Defense Agency]<sup>1</sup>

**Attachment  
a/s**

**<sup>1</sup> If the request is submitted by a Defense Agency, excluding NSA and CIO, it must be coordinated with the cognizant PSA.**

**Figure 8-10. Memorandum Requesting that a Meeting Notice be Published in the Federal Register**

[Use white bond paper]

**DEPARTMENT OF DEFENSE**

Office of the Secretary

Scientific Visual Agency on Telescopic Equipment

**AGENCY:** Department of Defense, Scientific Visual Agency

**ACTION:** Notice

**SUMMARY:**

The Scientific Visual Agency (SVA) will meet in closed session on May 5, 2020.

The mission of the Agency is to advise the Secretary of Defense, through the Director of Defense Research and Engineering, on scientific and technical matters as they affect the perceived needs of the atmosphere. At this meeting, the Visual Agency will define the scope and depth of vision with a comprehensive modification process by which the Department of Defense acquires telescopic equipment.

In accordance with section 10 (d) of the Federal Advisory Committee Act, Public Law 92-453, as amended (5 U.S.C. App II (1988)), it has been determined that this SVATask Force meeting concerns matters listed in 5 U.S.C. 552b (c) (1) (1988), and that, accordingly, this meeting will be closed to the public.

**Figure 8-11. Notice of a Closed Meeting**

[Use PSA or Defense Agency letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT**

**SUBJECT: Scientific Visual Agency on Telescopic Equipment Meeting**

Request the attached Scientific Visual Agency meeting be published in the Federal Register. The determination, as required, by Title 5, United States Code, is as follows:

**DETERMINATION TO CLOSE ADVISORY COMMITTEE MEETINGS**

The Scientific Visual Agency will meet in closed session on May 5, 2020.

The mission of the Agency is to advise the Secretary of Defense, through the Director of Defense Research and Engineering, on scientific and technical matters as they affect the perceived needs of the atmosphere. At this meeting, the Visual Agency will define the scope and depth of vision with a comprehensive modification process by which the Department of Defense acquires telescopic equipment.

In accordance with section 10 (d) of the Federal Advisory Committee Act, Public Law 92-453, as amended (5 U.S.C. App II (1988)), it has been determined that this meeting concerns matters listed in 5 U.S.C. 552b (c) (1) (1988), and that, accordingly, this meeting will be close to the public.

The above determination is based on the consideration that it is expected that discussions will involve classified matters of national security concern. Such classified material is so interwoven with the unclassified material that it cannot reasonably be segregated into separate discussions without defeating the effectiveness and meaning of the overall meeting. To permit the meeting to be open to the public would preclude discussion of such matters and would greatly diminish the ultimate use of the Agency's findings or recommendations to the Secretary of Defense.

[signature of PSA or Director of Defense Agency]<sup>1</sup>

**COORDINATION:**

[Signature of the GC, DoD]

<sup>1</sup>If the request is submitted by a Defense Agency, excluding NSA and CIO, it must be coordinated with the cognizant PSA.

Figure 8-12. Statement of Determination for a Closed Meeting Included in a Memorandum Requesting that a Closed Meeting Notice be Published in the Federal Register

[Use white bond paper]

**UNIFORMED SERVICES UNIVERSITY OF NOURISHMENT**

**MEETING NOTICE**

**AGENCY HOLDING THE MEETING:** Uniformed Services University of Nourishment

**TIME AND DATE:** 9:00 a.m., August 27, 2110.

**PLACE:** Uniformed Services University of Nourishment, Room G1234, 5678 Smith Bridge Plaza, Bethesda, VA 34567-8911

**STATUS:** Open - under "Government in the Sunshine Act" (5 U.S.C. 552b(e) (3))

**MATTERS TO BE CONSIDERED:**

**9:00 a.m. MEETING - BOARD OF REGENTS**

(1) Approval of Minutes - August 20, 2110; (2) Awards; (3) Faculty Matters;  
(4) Departmental Reports; (5) Financial Report; (6) Report - President, USUHN;  
(7) Comments - Chairman, Board of Regents.

**New Business**

**CONTACT PERSON FOR MORE INFORMATION:**

**Bobby G. Ogoby  
Executive Secretary of the  
Board of Regents  
301-298-8899**

**Figure 8-13. Notice of Sunshine Act Meeting**

[Use plain bond paper]

**DEPARTMENT OF DEFENSE**

Office of the Secretary

Conference Meeting of the Advisory Committee on Food Services

**AGENCY:** Department of Defense, Defense Advisory Committee on Food Services

**ACTION:** Notice

**SUMMARY:** On April 15, 1995, 60 FR 12866, the Department of Defense published a notice concerning a Conference Meeting of the Defense Advisory Committee on Food Services. This meeting has been rescheduled to May 24, 1999. All other information remains unchanged.

Figure 8-14. Notice of an Amendment to a Meeting Notice

[Use PSA or Defense Agency letterhead]

[Insert date]

MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT

SUBJECT: Conference Meeting of the Advisory Committee on Food Services

Request that the attached amendment to the Conference Meeting of the Advisory Committee on Food Services be published in the Federal Register.

[signature of PSA or Director of Defense Agency]<sup>1</sup>

Attachment  
a/s

<sup>1</sup>If the request is submitted by a Defense Agency, excluding NSA and CIO, it must be coordinated with the cognizant PSA.

Figure 8-15. Memorandum Requesting that an Amendment to a Meeting Notice be Published in the Federal Register

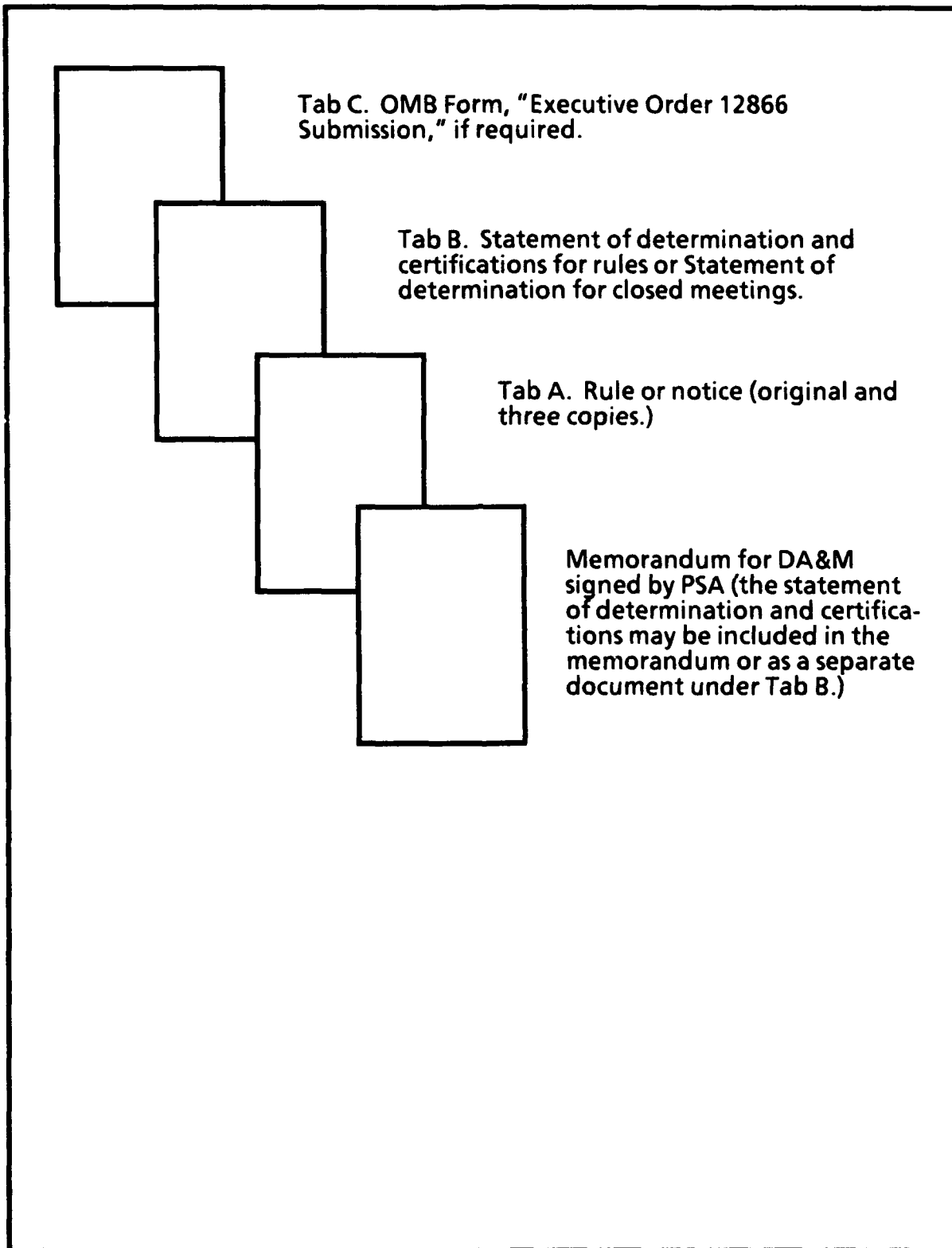


Figure 8-16. Federal Register Package

## CHAPTER 9

### NUMBERING SYSTEM AND RECORDS MANAGEMENT

#### A. NUMBERING SYSTEM OF DOD ISSUANCES

1. Subject Groups. Numbers shall be assigned to DoD issuances by the Directives Division, 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:

- 1000 Manpower and Personnel (Civilian, Military, and Reserve)
- 2000 International and Foreign Affairs
- 3000 Plans and Operations, Research and Development, Intelligence, and Computer Language
- 4000 Logistics, Natural Resources, and Environment
- 5000 Acquisition, Administrative Management, Organizational Charters, Security, Public Affairs, and Legislative Affairs
- 6000 Health
- 7000 Budget, Finance, Audits, and Information Control
- 8000 Information Management

A listing of subgroups is contained in Chapter 1 of DoD 5025.1-I (reference (i)).

2. Draft versions of newly developed DoD Directives and Instructions shall carry alphabetical 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 alphabetical designations shall be assigned by the Directives Division. Use of the "xx" suffix may continue to be used; however, it may be assigned to one or more DoD issuances in the same subgroup.

3. DoD Publications. A DoD Publication shall be assigned the number of its authorizing DoD Directive or Instruction, followed by a suffix identifying the type of Publication.

4. Changes. Changes to DoD Directives, Instructions, and Publications retain the number of the original issuance, followed by the sequential change number, such as DoD 5025.1-M, Ch 1.

5. Classified DoD Issuances. Numbers of classified DoD issuances shall be preceded by the abbreviated security classification of the document ("C" for Confidential, "S" for Secret, "TS" for Top Secret).

6. Reuse of Numbers. Numbers shall not be reused unless the DoD Directive, Instruction, or Publication is reissued. When a DoD Directive, Instruction, or Publication cancels its earlier version and other DoD issuances, the "new" issuance shall be considered either a reissuance and retain the number of the earlier version or a new issuance and be assigned a new number by the Directives Division, depending on the need of the OSD Component.

## **B. RECORDS MANAGEMENT**

1. The official case file for each DoD issuance shall be retired to the National Records Center by the Directives Division. The file constitutes the historical development of the issuance and should include:

- a. A copy of the DoD issuance.
- b. The original signed coordination papers.

2. Executive Agents for DoD issuances shall be responsible for the records management of such issuances.

3. DoD 5025.1-I (reference (i)) listing current DoD issuances and the distribution scheme shall be issued annually with quarterly changes by DA&M, OSD.

4. Request for and Release of Coordination Papers. The Directives Division is not authorized to release coordination papers to requesters without the written consent of the originating OSD Component and the coordination of GC, DoD.

APPENDIX A

SAMPLES OF FORMAT AND STYLE OF REFERENCE CITATIONS FREQUENTLY USED IN DOD

ISSUANCES

| <u>REFERENCE<br/>CITATION</u>               | <u>FORMAT USED IN<br/>REFERENCE(S) SECTION</u>                                                                                       | <u>FORMAT USED<br/>IN TEXT</u>                     |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| Code of Federal Regulations                 | Title 32, Code of Federal Regulations, Part 40, "Standards of Conduct," current edition                                              | 32 CFR 40                                          |
| Decisions of the Comptroller General        | Decisions of the Comptroller General, Volume 9, page 23, 1989                                                                        | 9 C.G. 23 (1989)<br>(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<br>(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                                          |

| <u>REFERENCE<br/>CITATION</u>  | <u>FORMAT USED IN<br/>REFERENCE(S) SECTION</u>                                                                 | <u>FORMAT USED<br/>IN TEXT</u>            |
|--------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Federal Acquisition Regulation | Federal Acquisition Regulation, current edition                                                                | FAR                                       |
|                                | Federal Acquisition Regulation, Part 10, "Supply and Demand," current edition                                  | FAR, Part 10 (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    | AR 320-3/AFR 50-10/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                              |
| 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                              |

| <u>REFERENCE<br/>CITATION</u>            | <u>FORMAT USED IN<br/>REFERENCE(S) SECTION</u>                                                                             | <u>FORMAT USED<br/>IN TEXT</u>           |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| 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 Budget Circular No. A-73, "Audit of Federal Operations and Programs," March 15, 1978              | OMB Circular A-73                        |
| Public Law                               | Public Law 92-463, "Federal Advisory Committee Act," October 6, 1972                                                       | Pub. L. 92-463 (1972)                    |
|                                          | Public Law 88-647, "Reserve Officers' Training Corps Vitalization Act of 1964," October 13, 1964, as amended               | Pub. L. 88-647 (1964)                    |
|                                          | Title II of Public Law 91-441, "Independent Research and Development," September 10, 1981 (84 Stat. 905)                   | Pub. L. 91-441 (1981), Title II          |
|                                          | Section 8070 of Public Law 102-172, "The Department of Defense Appropriations Act for Fiscal Year 1992," November 26, 1991 | Pub. L. No. 102-172 (1992), Section 8070 |
| United States Code                       | Title 5, United States Code                                                                                                | 5 U.S.C.                                 |
|                                          | Chapter 30 of title 10, United States Code                                                                                 | Chapter 30 of 10 U.S.C.                  |

**REFERENCE  
CITATION**

**FORMAT USED IN  
REFERENCE(S) SECTION**

**FORMAT USED  
IN TEXT**

Subchapter III of title 10, United States Code

Subchapter III of 10 U.S.C.

Section 2451 of title 10, United States Code

Section 2451 of 10 U.S.C. or 10 U.S.C. 2451

Section 1756 et seq.<sup>1</sup> of title 12, United States Code

Section 1756 et seq. of 12 U.S.C. or 12 U.S.C. 1756 et seq.

Section 1757(a) of title 12, United States Code

Section 1757(a) of 12 U.S.C. or 12 U.S.C. 1757(a)

Sections 1751-1755<sup>2</sup> of title 12, United States Code

Sections 1751-1755 of 12 U.S.C. or 12 U.S.C. 1751-1755

Section 1756 of title 12, United States Code, note

Section 1756 of 12 U.S.C., note or 12 U.S.C. 1756 note

Appendix II of title 50, United States Code

50 U.S.C. App. II

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

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<sup>1</sup> Use et seq. when there are numerous divisions, such as sections or chapters, that are not continuous.

<sup>2</sup> Et seq. is not used since the sections are few and continuous.

APPENDIX B

LIST OF PREFERRED TERMS USED IN DOD ISSUANCES

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 (reference (a)) for military and associated terms.

| <u>Term</u>     | <u>Preferred Usage or Comment</u>                                                                                                                                  |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 | <b>A</b>                                                                                                                                                           |
| 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                                                                                                                                                            |

| <u>Term</u>                       | <u>Preferred Usage or Comment</u>                                                                                                                                                            |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                                                                                                                                                                                    |
| 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. <sup>1</sup> (Also referred to as the "United States Armed Forces.") |
| Armed Services                    | Armed Forces or Military Services                                                                                                                                                            |
| arrived at a decision             | decided                                                                                                                                                                                      |

---

<sup>1</sup> 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.)

| <u>Term</u>           | <u>Preferred Usage or Comment</u>                                                                |
|-----------------------|--------------------------------------------------------------------------------------------------|
| 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                                                 |

**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.<br>"Biennial" means every 2 years. |

| <u>Term</u>                   | <u>Preferred Usage or Comment</u>                                |
|-------------------------------|------------------------------------------------------------------|
| bimonthly                     | every 2 months ("Semimonthly" is used to express twice monthly.) |
| businessman,<br>businesswoman | business executive, manager, entrepreneur,<br>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"

Term

Preferred Usage or Comment

"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"

close proximity

near

Coast Guard, U.S.

When referring to the U.S. Coast Guard while it is under the Secretary of the Navy (in war), say "the Coast Guard when it is operating as a Service in the Navy." 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

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

| <u>Term</u>               | <u>Preferred Usage or Comment</u>                                                                                                                                                                                                                                                                                     |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                                                                                                                                                                                                                                                                                                        |
| <b>D</b>                  |                                                                                                                                                                                                                                                                                                                       |
| 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." |
| 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                                                                                                                                                                                                                                                                                                          |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|-------------|-----------------------------------|
|-------------|-----------------------------------|

|                      |                            |
|----------------------|----------------------------|
| 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)<br>effect (noun) | to bring about, to accomplish, make, cause<br>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                                                            |

| <u>Term</u>                                                   | <u>Preferred Usage or Comment</u>                                                                        |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| 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,<br>Office of the Secretary<br>of Defense | Executive Secretary of the Department of Defense                                                         |
| exercise care                                                 | be careful                                                                                               |
| expedite                                                      | hasten, speed                                                                                            |
| 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                                                                                      |

| <u>Term</u> | <u>Preferred Usage or Comment</u> |
|-------------|-----------------------------------|
|-------------|-----------------------------------|

|                         |                       |
|-------------------------|-----------------------|
| 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 0-1 or 0-2. 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                                                                                    |

**I**

|            |      |
|------------|------|
| identical  | same |
| illustrate | show |

| <u>Term</u>                  | <u>Preferred Usage or Comment</u> |
|------------------------------|-----------------------------------|
| 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                      |

| <u>Term</u>                      | <u>Preferred Usage or Comment</u>                                                                                   |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------|
| 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                                                                                                          |
| 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

| <u>Term</u>            | <u>Preferred Usage or Comment</u>                                                                                                                                         |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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, work force, labor force                                                                                                                                  |
| manufacture            | make                                                                                                                                                                      |
| Marine Corps           | See "Navy and Marine Corps."                                                                                                                                              |
| maximize               | increase                                                                                                                                                                  |
| maximally              | use "to the maximum extent possible"                                                                                                                                      |
| may                    | Action is optional.                                                                                                                                                       |
| 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 |

Term

Preferred Usage or Comment

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.<sup>1</sup> 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 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

<sup>1</sup>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**

|                               |                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | 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.                                                                                                                                                                           |
| 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                                                                                                                                                                                                                                                                                                                                                                                     |
| 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                                                                                                                                                                                                                                                                                                                                                                          |

| <u>Term</u>               | <u>Preferred Usage or Comment</u>                                                                                                                                                                                           |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                                                                                                                                                                                                              |
| <b>P</b>                  |                                                                                                                                                                                                                             |
| 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." |
| pertaining to             | about, of, on                                                                                                                                                                                                               |
| policeman                 | police officer                                                                                                                                                                                                              |
| portion                   | part                                                                                                                                                                                                                        |
| position                  | place                                                                                                                                                                                                                       |
| possess                   | have                                                                                                                                                                                                                        |
| practicable               | possible, workable                                                                                                                                                                                                          |

| <u>Term</u>                       | <u>Preferred Usage or Comment</u>                                                                                                                                             |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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, "Providing 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 with a number; e.g., Public Law (Pub. L.) 98-176. Lowercase when meaning is general; e.g., those public laws.                                                      |
| purchase                          | buy                                                                                                                                                                           |
| pursuant to                       | under                                                                                                                                                                         |

## Q

R

| <u>Term</u>                         | <u>Preferred Usage or Comment</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| reach a decision                    | decide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| reason is because                   | because                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| recipient of                        | gets, got                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| reflect                             | show                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 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

| <u>Term</u>                                                                                          | <u>Preferred Usage or Comment</u>                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| salesman                                                                                             | sales person, sales agent, sales representative, sales clerk                                                                                                                                                                                   |
| seaman                                                                                               | crew member, sailor                                                                                                                                                                                                                            |
| Secretary of Defense<br>Secretary of the Army<br>Secretary of the Navy<br>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.                                                                                                                                |
| 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                                                                                                                                                                                                                                          |
| spokesman                                                                                            | spokesperson                                                                                                                                                                                                                                   |
| State                                                                                                | Capitalize when referring to one or more of the United States.                                                                                                                                                                                 |
| subsequent                                                                                           | later, after, next                                                                                                                                                                                                                             |

Term

Preferred Usage or Comment

subsequent to, subsequently  
successfully completes or  
passes

next, later, following, then, after  
completes or passes

**T**

take into consideration

consider, think about

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**

under the provisions of

under

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

**Term****Preferred Usage or Comment**

|                            |                                                                                                                                                                                                                                                                                                             |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | of the National Oceanic and Atmospheric Administration.                                                                                                                                                                                                                                                     |
| 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                                                                                                                                                                                                                                                                                                         |

**V**

|             |                                                                                                                                                                                    |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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             |

**Term**

**Preferred Usage or Comment**

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

X

x-ray

as a verb to examine, treat, or photograph with X rays  
(noun)

Y

Z

APPENDIX C

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     |                     |

# APPENDIX D

## EDITING SYMBOLS

### Edited Copy

### Symbol Meaning

### Effect

ft. knox

the Mayor

Ft. Knox

News stories

action photo

typewriter

first sergeant

and news photos

record pictures

newspaper-worthy

the ten men

news photos

news paper

the end. The

three, four and

re-enter

fact-for example

We believe...

white and blue

captain

run fast

Apply same principle as above, or circle first item and draw arrow to desired position; note with

Doctor

Dr.

Twenty-one

21

battle.

Soldiers

battle. Soldiers

STET

the M14 rifle

The Dog

\$37,000

\$38,000

\$37,000

\$38,000

Capitalize

Make lower case

Make lower case

Insert letter

Change letter(s)

Delete letter, close up

Delete letter, leave space

Insert word

Change word

Delete word, close up

Delete word, leave space

Insert space

Close up

Insert period

Insert comma  
(Use same caret (^) to insert colon and semi-colon)

Insert hyphen

Insert dash

Insert quotes, apostrophe

Delete space

Transpose letters

Transpose words

Transpose sentences, paragraphs

Make opposite

Not a new paragraph

New paragraph

Let it stand as before corrected

Center in column (heads and subheads)

Move to right

Move to left

Ft. Knox

the mayor

Ft. Knox

News stories

action photo

typewriter

first sergeant

news and photos

record pictures

newsworthy

the men

news photos

newspaper

the end. The

three, four and

re-enter

fact- -for example

"We believe...

white and blue

captain

fast run

Dr.

Doctor

21

twenty-one

battle. Soldiers

battle.  
Soldiers

the M14 rifle

The Dog

\$37,000

\$38,000

\$37,000

\$38,000