



DEPARTMENT OF VETERANS AFFAIRS
OFFICE OF INSPECTOR GENERAL

Office of Inspector General

DEPARTMENT OF VETERANS AFFAIRS

Style, Language, and Usage
Guide for Writing and
Editing VA OIG Reports



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Terms and [Chicago Manual of Style](#) Alternative Rules

This glossary is a quick reference for commonly used terms and acronyms in OIG products. It includes VA OIG-specific rules that differ or make use of alternative rules from the [Chicago Manual of Style](#) (CMOS). Unless specified as an exception here, follow CMOS and [Merriam-Webster](#) online dictionary.

A

acting

In *Recommendations* and *Management Comments*, avoid *acting/interim*. Use language such as, “All recommendations in this report addressed to VA leaders are directed to the individual in that position—whether in an acting or permanent capacity.”

Antideficiency Act

Statute protecting Congress’s power of the purse (you cannot obligate federal dollars if there is not enough money “in the bank” to cover the expense; it is pay-as-you-go). ADA—not to be confused with the Americans with Disabilities Act

B

Bluebook

A legal citation book used by lawyers

C

cardholders	One word for purchase cardholders	contract phases	<ul style="list-style-type: none"> • Planning • Solicitation • Evaluation • Award
cause	Part of charge paragraph, elements of a finding. See the <i>Yellow Book</i> , page 158.	Contract Review Board	CRB
CFR	Code of Federal Regulations. Use present tense for laws, regulations, policy, and directives.	contracting officer's representative	COR Plural: contracting officer's representatives (CORs)
charge paragraph	Forms the elements of a finding (condition, criteria, cause, effect,). See the <i>Yellow Book, Elements of a Finding</i> , page 157.	contracting officer's technical representative	COTR Plural: contracting officer's technical representatives (COTRs)
Chicago	<i>The Chicago Manual of Style</i> , CMOS	COR	Contracting officer's representative
Choice	Short form for <i>Veterans Choice Program</i> . Use instead of <i>VCP</i> .	cost-benefit analysis	Hyphenate as shown
CIGIE	<i>Council of the Inspectors General on Integrity and Efficiency</i> Use CIGIE standards for Reviews.	cost-effective	Always hyphenated
claims processing	OIG style does not hyphenate.	cost plus fee	Not hyphenated
claims-related	Hyphenated before a noun, <i>claims-related documents</i>	cost-plus-fixed-fee basis	Hyphenate as shown
CMOS	<i>The Chicago Manual of Style</i>	cost-plus-incentive-fee contract	Hyphenate as shown
Code of Federal Regulations	CFR. Note the "s" at the end of the last word. Use present tense for regulations.	cost-type contract	Hyphenate as shown
commercial off-the-shelf	COTS, hyphenate as shown	COTR	Contracting officer's technical representative
community based outpatient clinic	CBOC (not hyphenated), lowercase when not part of proper noun	council	An advisory body, e.g., Council of the Inspectors General on Integrity and Efficiency (CIGIE)
community-based	Hyphenated except for CBOCs	counsel	Advice or attorney providing advice, e.g., Office of General Counsel (OGC)
comprise	Comprise vs compose. To <i>comprise</i> is "to include" {the whole comprises the parts, such as "the team comprises four women and one man"}. To <i>compose</i> is "to make up" {the parts compose the whole}. Avoid using the phrase "comprised of." Use "consists of" or "is composed of" instead.	criteria	Part of charge paragraph, elements of a finding. Standards, rules, or tests used to evaluate the agency being audited. See the <i>Yellow Book</i> , page 158.
condition	Part of charge paragraph, elements of a finding. Should address the allegation. See the <i>Yellow Book</i> , page 158.		

D

data	Always plural <i>The data were reliable.</i>	directive	As in <i>VA directive</i> , <i>VHA directive</i> . Capitalize only when part of a title
demonstrate	Also use <i>show</i> and <i>prove</i> .	dual-source	Type of contract, hyphenate as shown
deobligate	Not hyphenated		

E

eBuy	An online Request for Quotation system under the U.S. General Services Administration (GSA); not hyphenated	elements of a finding	<ul style="list-style-type: none">• Condition• Criteria• Cause• Effect <p>These might be in a different order depending on the type of report.</p>
eCMS	Electronic Contract Management System	email	Not hyphenated
Electronic Contract Management System	eCMS	explanatory footnote	Best practice: use this type of footnote to define a term or concept and reduce distraction from the main point.

F

facility names	Use the complete facility name in the report, as an introduction, at least in the Executive Summary and Introduction of the report. After that, use the short name to save space and be less wordy. For example, <i>The Captain James A. Lovell Federal Health Care Center, located in North Chicago, Illinois, consistently . . .</i> in the first instance, but could later use <i>The North Chicago HCS staff diligently . . .</i> or simply “the center.”	FOIA	Freedom of Information Act
			OIG FOIA staff review every report before publication.
		follow-on award	Hyphenate as shown
		follow-up action	Hyphenated in “contract action” but not hyphenated (open compound) when the team <i>followed up</i> on the plan.
fair and reasonable	Not hyphenated	formatting and Section 508	Here’s language to add in the Appendix dedicated to management comments and whose format has been modified, and to request extra copies:
FAR	Federal Acquisition Regulation. Use present tense. The FAR requires that...		For accessibility, the format of the original documents in this appendix has been modified to comply with Section 508 of the Rehabilitation Act of 1973, as amended. OR
federal	The following are not capitalized except as part of proper noun: federal, the federal government, federal agencies.		For accessibility, the format of the original memo has been modified to comply with Section 508 of the Rehabilitation Act of 1973, as amended.
Federal Acquisition Regulation	FAR. Note the absence of “s” at the end of the last word. Use present tense.		Any request for copies of the attachments may be submitted to VA OIG’s Release of Information Office.
Federal Procurement Data System—Next Generation	Can establish the acronym, FPDS-NG.	Freedom of Information Act	FOIA
Federal Register	Initial caps and italicized	FTE	Full-time equivalent
firm-fixed-price contract	Hyphenate as shown	full-time equivalent	FTE; hyphenate as shown
fiscal year	Spell out <i>fiscal year</i> unless followed by numerals (<i>The work was started in one fiscal year, but it was completed in FY 2018.</i>)	FY	fiscal year
fixed price	Not hyphenated when price is a noun (purchased at a fixed price).		
fixed-price contract	Hyphenate <i>fixed-price</i> when used as an adjective.		

G

GAGAS	See the Yellow Book entry. These are the “generally accepted government auditing standards” or justification for any planned deviations from the standards.	Government Accountability Office	GAO
GAO	The Government Accountability Office is the supreme audit institution for the United States. Federal and state auditors look to GAO to provide standards for internal controls, financial audits, and other types of government audits.	Green Book	Commonly used name for <i>Standards for Internal Control in the Federal Government</i> (GAO)
General Services Administration Acquisition Manual	GSAM	GSA	General Services Administration

H

HAS	Health Administration Services	Hotline	Initial cap when referring to OIG Hotline
health care and healthcare	Two words if used as a noun; one word if used as an adjective (for example, <i>provide quality health care</i> and <i>healthcare services</i>)	House	Go to house.gov/ to find the names of the representatives to be listed in the <i>Distribution</i> page of your reports.
Health Net	Short form for Health Net Federal Services LLC		
Health Net Federal Services LLC	Full name of contractor for the Choice Program		

I

improper payment A term used to describe *overpayments*, *underpayments*, but also a lack of documentation. See OMB definition and [Improper Payments Elimination and Recovery Improvement Act of 2012](#) (IPERA).

indefinite-delivery, indefinite-quantity Four-word phrase used as an adjective; usually describes a type of contract

independent government cost estimate IGCE

Information Technology Systems Appropriation Capped, including *Appropriation*; often used in PMAS reports

internal control Process used by management to help an entity achieve its objectives. See *Green Book*.

Inspector General The plural is *Inspectors General*.
Office of Inspector General
Inspector General Act of 1978
(Pub. L. 95–452, §1, Oct. 12, 1978, 92 Stat. 1101.) 5 USC App. 1 — (§§ 1–13)

IG Inspector General
(The *Inspector General* advised . . .)

J

K

keywords When a report is published, the team prepares a list of keywords to populate the ERD form and search engines.

L

leaders vs. leadership

Leaders take action (VA leaders reviewed... VHA leaders will ensure...) whereas leadership is the position of a leader or a demonstrated action of a leader (e.g., assumed a leadership role or there was a lack of leadership) See also, managers vs. management

legal case citations

See the *Bluebook*.

life-cycle cost

Life cycle is hyphenated as an adjective but not hyphenated as noun (e.g., *the contract has a long life cycle*)

life-cycle-cost techniques

Hyphenate as shown

M

make-or-buy program

Hyphenate as shown

management comments

The appendix dedicated to comments sent by VA managers: specify whose comments are being incorporated *only if* more than one responsible office sends comments.

management vs managers

Management is always singular (unlike *staff*, which is always plural). Do not use in place of *managers* who conduct actions. *Poor management vs. managers failed to act* (same rule applies to leaders vs leadership)

Merriam-Webster

OIG's reference dictionary

micro-purchase threshold

Hyphenate as shown

mission-critical

Hyphenate as shown unless used as a noun (e.g., *She went on a mission critical to her job.*)

mission-essential

Hyphenate as shown

multiple-award

Adjective is hyphenated, but not as noun (e.g., *given multiple awards*)

N

nonbreaking hyphen	Use these steps to keep items together.	Non-VA Care Coordination	NVCC; when spelled out it is hyphenated because <i>non</i> precedes a capital letter
nonbreaking space	Select <i>Insert</i> tab, <i>Symbol</i> tab, <i>More Symbols</i> tab, <i>Special Characters</i> tab, <i>Nonbreaking Hyphen</i> or <i>Nonbreaking Space</i> . OR use keys: <i>Shift+Ctrl+Hyphen</i> or <i>Shift+Ctrl+Space Bar</i>	numbers	Always spell out numbers <i>zero</i> through <i>nine</i> . This is an alternative rule in CMOS. Use numerals for <i>10</i> and above. Round numbers when possible. Try to round to two decimal places unless needed. Rounded numbers: add note under your table, such as: <i>NOTE: Detail may not sum to totals because of rounding</i> . Always write out a number at the beginning of a sentence. <i>Seventy-six veterans made claims</i> .
nonconcur	Not hyphenated		
nonduty	Not hyphenated		
nonrecurring	Not hyphenated		
Non-Recurring Maintenance	This is a VA program. Hyphenate as shown		
nonservice-connected	Hyphenate as shown		
non-VA care	NVC Lowercase <i>care</i> when generic, as in <i>non-VA care providers, access/referrals to non-VA care</i>		

O

OALC	<i>Office of Acquisition, Logistics, and Construction</i> . This VA entity must appear on the <i>Distribution</i> page of all reviews or audit reports.	OIG	Office of Inspector General. Write " <i>the</i> " <i>OIG</i> , unless used as an adjective, as in <i>an OIG audit team</i> . Avoid the use of " <i>we</i> " and " <i>our</i> ."
Office of Acquisition, Logistics, and Construction	OALC	option year	Not hyphenated
		overobligation	Not hyphenated; closed compound
OHI	Office of Healthcare Inspections		

P

Post-9/11 GI Bill	Note the punctuation for this bill	preexisting contract	Legacy contract
postaward	No hyphenation for postaward contracts	pre-solicitation review	Can leave hyphenated to avoid misreading
posttraumatic	<i>Posttraumatic stress disorder</i> has no hyphenation (PTSD)	price negotiation memorandum	Not hyphenated
Potential Monetary Benefits	Also known as PMBs: must appear in several areas of the OAE report—Executive Summary, Conclusion, and the Appendix of the report.	prompt-payment discount	Hyphenate as shown
PMB	Potential Monetary Benefit	prorated	Not hyphenated
preaward	No hyphenation for preaward contracts		

Q

Quadrad	VA jargon for a committee of four or for the Facility Director, Chief of Staff, Nurse Executive, and Associate Director
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R

recommendations	Stand-alone statement. No acronyms except VA. If no recommendations, use this language: <i>Because [insert reason], the OIG made no recommendations.</i>	review appraisal	Not hyphenated
Red Book	<i>Principles of Federal Appropriations Law</i>	review appraiser	Not hyphenated
Report Processing Center	RPC	risk analysis	Not hyphenated
		RPC	Report Processing Center
		RPT	Report Process Tracker

S

Section 508
(of the Rehabilitation Act of 1973, as amended)

Federal law: *Rehabilitation Act of 1973*. See [Section 508 Compliance](#).

See also the *formatting and Section 508* entry.

Senate

Go to senate.gov to include the names of senators in your report's Distribution page.

service-connected

Hyphenate as shown

service-disabled

Hyphenate as shown

**service-disabled
veteran-owned
small business**

SDVOSB; hyphenate as shown

set-aside

Hyphenated for noun (*a part that has been reserved*) but not as a verb (e.g., *they set aside their cares*)

should-cost analysis

Hyphenate as shown

sizable

Preferred spelling is without the "e"

SLUG

Style, Language, and Usage Guide

sole source

Not hyphenated when used as a noun.

sole-source

Used as an adjective, it is hyphenated; often used in contracts

Special Agent in Charge

SAC; not hyphenated

stop-work order

Hyphenate as shown

T

team

You may use it in place of *the OIG* when appropriate (e.g., before an action). *The OIG team audited . . .*

titles

Titles of people or the positions they occupy are lowercase unless followed by the person's name or if the title is used instead of a proper name. *The directors*

are responsible . . . ; however, Denver VAMC Director Hammond stated . . .

TriWest

Short form for TriWest Healthcare Alliance Corporation

TriWest Healthcare Alliance Corporation

Full name of contractor for the Choice Program

U

United States	Spell out if used as a noun; abbreviate if used as an adjective as US (without periods).	United States Court of Appeals for Veterans Claims	Go to the United States Court of Appeals for Veterans Claims website .
United States Code	U.S.C.		

V

VA Financial Policies and Procedures	Not hyphenated	Veterans Integrated Service Network	VISN (in titles use proper name and when needed, the VISN number in parentheses)
veteran	Always lowercase, except if part of a proper noun/entity.	VISNs	Plural as in <i>there are multiple VISNs in the VA system</i> .
veteran-owned	Hyphenate as shown		Find VISNs here.
Veterans Affairs	Department of Veterans Affairs; always use VA; no need to establish an acronym in report.		Place a nonbreaking space between <i>VISN</i> and number. (<i>VISN 6</i>)
veterans benefits	No apostrophe after the “s”		
Veterans Choice Program	Established by <i>The Veterans Access, Choice, and Accountability Act of 2014</i> See Choice entry.		

W

wait list	Open as a noun; wait-list hyphenated as a verb	wifi	Wireless network in plain language
wait time	Not hyphenated	working papers	Not <i>work papers</i>
wide	<i>Wide-awake, system-wide, and government-wide, but citywide, nationwide, statewide, worldwide</i> (look it up in <i>Merriam-Webster</i> when in doubt)	workload	Not hyphenated

X

Xerox	Not a verb. Use <i>photocopy</i> .
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Y

Yellow Book	The Generally Accepted Government Auditing Standards also known as <i>the Yellow Book</i>	your you're	<i>Your</i> (possessive pronoun); <i>you are</i> (you're). Avoid contractions in report writing.
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Z

zero-base budgeting	Hyphenate as shown
zero-day wait time	Hyphenate as shown

Commonly Used Abbreviations

The following acronyms *should be* set up if used in the text five or more times, but *can be* set up if used even twice. The exception to spelling out a frequently used word is if a section is so acronym-heavy that it is necessary to spell out some or all consistently for readability. Only those mentioned in the text should be included in the Abbreviations list of OIG reports. If you need to look up a VA-specific acronym, use the [VA Acronym Lookup](#).

AAS	American Association of Suicidology
ACLS	Advanced Cardiac Life Support
ADPCS	Associate Director for Patient Care Services
AED	automated external defibrillator
AES	All Employee Survey
AHRQ	Agency for Healthcare Research and Quality
ASAC	Assistant Special Agent in Charge
AUD	alcohol use disorder
AUDIT-C	Alcohol Use Disorder Identification Test Consumption
BLS	basic life support
C&P	credentialing and privileging
CAB	Clinical Advisory Board
CABG	coronary artery bypass graft
CAM	complementary and alternative medicine
CAP	Clinical Assessment Program
CAP	College of American Pathologists
CARF	Commission on Accreditation of Rehabilitation Facilities
CBC	complete blood count
CBOC	community based outpatient clinic
CCP	Care in the Community Program
CFO	central field office
CFR	Code of Federal Regulations
CHIP	Comprehensive Healthcare Inspection Program
CI	confidence interval
CIO	Chief Information Officer
CLABSI	central line-associated bloodstream infection
CLC	community living center
CLO	Chief Logistics Officer
CMOP	Consolidated Mail Outpatient Pharmacy

CMS	Centers for Medicare and Medicaid Services
CNH	community nursing home
CO ₂	carbon dioxide
COHRS	Central Office Human Resources Services
COS	Chief of Staff
COT	chronic opioid therapy
CPR	cardiopulmonary resuscitation
CPRS	Computerized Patient Record System
CRNA	certified registered nurse anesthetist
CS	controlled substances
CSC	controlled substances coordinator
CSI	controlled substances inspector
CT	computed tomography
CVC	central venous catheter
DEA	Drug Enforcement Agency
DNA	deoxyribonucleic acid
DNR	do not resuscitate
DUSHOM	Deputy Under Secretary for Health for Operations and Management
DWHP	designated women's health provider
ECG	electrocardiogram (same measure as EKG)
eCMS	Electronic Contract Management System
ED	Emergency Department
EHR	electronic health record
EIC	executive in charge
EKG	electrocardiogram (same measure as ECG)
ELC	Executive Leadership Council
EMS	Environmental Management Service
ENT	Ears, Nose, and Throat
EOC	Environment of Care
EWL	electronic wait list
FAR	Federal Acquisition Regulation
FDA	Food and Drug Administration
FPPE	Focused Professional Practice Evaluation
FY	fiscal year

FR	Federal Register
FTE	full-time employee equivalent (OIG does not use FTEE)
GEM	Geriatric Evaluation and Management
GI	gastrointestinal
GIP	generic inventory package
HAS	Health Administration Services
HBPC	Home Based Primary Care
HEC	Health Eligibility Center
HIPAA	Health Insurance Portability and Accountability Act
HR	human resources
HRA	Human Resources and Administration
HT	Home Telehealth
IC	infection control
ICU	Intensive Care Unit
IP	Infection Prevention
IPEC	Inpatient Evaluation Center
ISO	information security officer
IV	intravenous
JC	Joint Commission
LIP	Licensed Independent Practitioner
LTC	long-term care
LTCI	Long Term Care Institute
M&M	Morbidity and Mortality
MAFO	Mid Atlantic Field Office
MEDD	Morphine Equivalent Daily Dose
MH	Mental Health
MHS	Mental Health Services
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRI	magnetic resonance imaging
MRSA	Methicillin-resistant <i>Staphylococcus aureus</i>
NCA	National Cemetery Administration
NCP	National Center for Health Promotion and Disease Prevention
NCPS	National Center for Patient Safety

NEAR	New Employee Appointment Request
NEFO	Northeast Field Office
NFPA	National Fire Protection Association
NIAAA	National Institute on Alcohol Abuse and Alcoholism
NIH	National Institutes of Health
NP	nurse practitioner
NPSG	National Patient Safety Goal
NSO	National Surgery Office
NSPL	National Suicide Prevention Line
NUMI	National Utilization Management Integration
NVC	non-VA care
NVCC	Non-VA Care Coordination
NWFO	Northwest Field Office
O ₂	oxygen
OALC	Office of Acquisition, Logistics, and Construction
OAWP	Office of Accountability and Whistleblower Protection
OHRM	Office of Human Resources Management
OIG	Office of Inspector General
OMHO	Office of Mental Health Operations
OMI	Office of Medical Inspector
OPC	outpatient clinic
OPIA	Office of Public and Intergovernmental Affairs
OPPE	ongoing professional practice evaluation
OR	operating room
OSC	Office of Special Counsel
OSHA	Occupational Safety and Health Administration
OSI	Opioid Safety Initiative
OSP	Office of Suicide Prevention
P&F	Pension and Fiduciary
P&LO	Procurement and Logistics Office
PA	physician assistant
PACT	Patient Aligned Care Team
PACU	Post-Anesthesia Care Unit
PAID	Personnel and Accounting Integrated Data

PC	primary care
PC3	Patient-Centered Community Care
PCC	Primary Care Clinic
PCP	primary care provider
PDMP	Prescription Drug Monitoring Program
PHI	protected health information
PI	performance improvement
PII	personally identifiable information
PIV	personal identity verification
PKI	public key infrastructure
PMC	Pension Management Center
POV	personally owned vehicle
PPE	personal protective equipment
PRC	Peer Review Committee
PSAS	Prosthetic and Sensory Aid Service
PSI	patient safety indicator
PSM	patient safety manager
PT	physical therapy
PTSD	posttraumatic stress disorder
PUMA	physician utilization management advisor
QASP	quality assurance surveillance plan
QI	quality improvement
QM	quality management
QMO	quality management officer
QRT	quality review team
QSV	Quality, Safety, and Value
QUERI	quality enhancement research initiative
RAC	resident agent in charge
RBC	red blood count
RCA	root cause analysis
RME	reusable medical equipment
RN	registered nurse
RNCM	registered nurse care manager
R RTP	Residential Rehabilitation Treatment Program

RVSR	rating veterans service representative
SAC	Special Agent in Charge
SAIL	Strategic Analytics for Improvement and Learning
SCFO	Southcentral Field Office
SEFO	Southeast Field Office
SES	Senior Executive Service
SHEP	Survey of Healthcare Experiences of Patients
SICU	Surgical Intensive Care Unit
SMC	special monthly compensation
SOP	standard operating procedure
SPC	suicide prevention coordinator
SPH	safe patient handling
SPS	Sterile Processing Service
STD	sexually transmitted disease
STI	sexually transmitted infection
SWG	Surgical Work Group
TBI	traumatic brain injury
TJC	The Joint Commission
TMS	Talent Management System
UDS	urine drug screen
UM	utilization management
USH	Under Secretary for Health
VA	Department of Veterans Affairs
VACAA	Veterans Access, Choice, and Accountability Act of 2014
VACO	VA Central Office
VAMC	Veterans Affairs Medical Center
VARO	Veterans Affairs Regional Office
VBA	Veterans Benefits Administration
VBMS	Veterans Benefits Management System
VCL	Veterans Choice List
VCL	Veterans Crisis Line
VHA	Veterans Health Administration
VHACO	Veterans Health Administration Central Office
VISN	Veterans Integrated Service Network

VistA	Veterans Information Systems and Technology Architecture
VSC	Veterans Service Center
WBC	white blood cells/count
WFO	Western Field Office

Job Titles

To determine whether to capitalize job titles, consider whether it is a function or a position. We do not capitalize functions like a manager, a writer, or an auditor, but we do capitalize positions like the *VAMC Director*, the *Chief of Staff*, and the *Secretary of the VA*.

Use the following guidelines for capitalizing job titles: Use initial caps for professional titles that come immediately before a name, indicate distinction either right before a name or right afterward to indicate that person, and for jobs that are national in scope.

Examples of Titles		
Capped Titles		
Chief Education Liaison Officer	Secretary (of a federal department or VA administration)	
Chief Information Officer	Special Agent	
Chief of Staff/Surgery/etc.	Special Agent in Charge	
Inspector General	Under Secretary	
President (of a country)	When a job title takes the place of a person’s name	
Resident Agent in Charge		
Not Capped (When Not Placed Directly Before a Named Individual)		
administrative assistant	general surgeon information	provider
agent	security officer	quality management manager
assistant director/manager	inspector	registered nurse
associate director	lead xxx	risk manager
audit manager	licensed practical nurse	scheduler
case manager	manager	service chief
contracting officer	medical support assistant	specialist
contracting officer’s technical representative	nurse	specialty technician
coordinator	nurse manager/practitioner	supervisor
director	officer	supervisory medical support assistant
doctor	patient safety manager	surgeon technician
executive in charge	physician	surgical quality nurse
executive nurse	physician assistant	technician
	project manager	

Citations

Legislative (*bills, acts, public laws, rules, and codes*)

Reference	Narrative (cue phrases)	Footnote/Endnote
House/Senate Bill	Veterans received benefits under a 2008 law that requires . . .	H.R. 2642., <i>Supplemental Appropriations Act of 2008</i> , the short title for this portion of the bill is <i>Post-9/11 Veterans GI bill</i> . . .
Act	The Post-9/11 Veterans Educational Assistance Act of 2007 requires that . . .	<p><i>Post-9/11 Veterans Educational Assistance Act of 2007</i>, Pub. L. No. 110-252, Stat. 2325.</p> <p>Second Reference:</p> <p><i>Post-9/11 Veterans Educational Assistance Act of 2007</i>.</p>
Public Laws	Access to threat and vulnerability information is governed by law . . .	<p><i>First Reference:</i></p> <p><i>Homeland Security Act of 2002</i>, Pub. L. No. 107-296, § 202, 116 Stat. 2135 (2012).</p> <p><i>Second Reference:</i></p> <p><i>Homeland Security Act of 2002</i> § 202.</p>
Federal Register	This final rule establishes policy, assigns responsibilities, and prescribes procedures for carrying out the <i>Post-9/11 GI Bill</i> .	<i>Post-9/11 GI Bill</i> , 78 Fed. Reg. 34250 (June 7, 2013).
United States Code (U.S.C.)	Pursuant to federal law regarding . . .	38 U.S.C. § 3301.

Executive (*presidential orders, codes, and regulations*)

Reference	Narrative (cue phrases)	Footnote/Endnote
Executive Order (EO)	This year, President John Doe signed an executive order (EO) to decrease seismic risks in VA's buildings. The EO updates the federal requirements that . . .	Executive Order: <i>Establishing a Federal Earthquake Risk Management Standard</i> , Exec. Order No. 13717 (Feb. 2, 2016).
Code of Federal Regulations (CFR)	The Code of Federal Regulations (CFR) provides that . . .	38 CFR § 21.9675. 38 CFR §§ 21.9675-9685. If two sections are cited: 38 CFR §§ 21.9675-9685, 45.9705.
Federal Acquisition Regulation (FAR)	The FAR states that . . .	FAR § 2.101-2(f)(4)
Office of Management and Budget (OMB)	In a related 2004 circular, the Office of Management and Budget (OMB) defines an improper payment as . . .	Office of Management and Budget (OMB), <i>Management's Responsibility for Internal Control</i> , OMB Circular A-123, App. C, Pt. I-A, <i>Risk Assessing, Estimating, and Reporting Improper Payments</i> , (December 21, 2004).

Administrative (*Departmental policies, procedures, guidance, etc.*)

Reference	Narrative (cue phrases)	Footnote/Endnote
VA Handbook	The agency has revised and updated its Directive 6330 and Handbook 6330.01 to reflect a more structured approach to policy development and publication.	VA Handbook 6330, <i>Directives Management Procedures</i> , October 21, 1993.
	Procedures for implementing this directive can be found in the VA Handbook that establishes how management should handle employee relations . . .	VA Handbook 5021, <i>Employee Management Relations</i> , Part I, Appendix A, May 3, 2013.
VA Directive	VA's Energy and Water Management Program policy requires, as set up in an April 2014 Directive . . .	VA Directive 0055, <i>VA Energy and Water Management Program</i> , December 10, 2014.
		Second Reference: VA Directive 0055.
VA Form	As required by a VA Form titled, The Department of Veterans Affairs Veterans Health Administration (VHA) Veterans Choice Program Provider Agreement . . .	VA Form 10-10145, <i>Department of Veterans Affairs Veterans Health Administration (VHA) Veterans Choice Program Provider Agreement</i> , February 2016.
		Second Reference: VA Form 10-10145.
VA Financial Policies and Procedures	As specified in VA policies related to financial procedures governing the Government Purchase Card Program . . .	VA Financial Policies and Procedures, <i>Government Purchase Card</i> , vol. 16, January 26, 2017.
VBA Handbook	Guidelines for reimbursement from third-party health insurers for medical care provided by VA to insured veterans are outlined in a VBA handbook dating back to 2012.	VBA Handbook 1601C.02, <i>Revenue Utilization Review</i> , May 10, 2012.

Reference	Narrative (cue phrases)	Footnote/Endnote
VHA Handbook	Procedures for implementing this guideline can be found in the VHA Handbook . . .	VHA Handbook 0710.2, <i>Fire Department Services at VA Medical Centers and Domiciliaries</i> , Appendix A, Paragraph 1(a – c).
VHA Directive	A VHA directive outlines the procedures for managing outpatient consults . . .	VHA Directive 1232(1), <i>Consult Processes and Procedures</i> , September 16, 2008.
VHA Standard Operating Procedure	As for the related VHA SOP on the matter, it must be noted that . . .	VHA Procurement and Logistics Standard Operating Procedure 160-10-01, <i>Procurement Process</i> , June 25, 2010.
VA/VHA/VBA Notices, Bulletins & Pamphlets, and Memorandum	VA/VHA/VBA guidance can be found in a notice on . . . Directive 6600 was rescinded on . . .	VA Notice 17-09, <i>Rescission of VA Directive 6600, Responsibility of Employees and Others Supporting VA in Protecting Personally Identifiable Information (PII)</i> , February 1, 2018.

Judicial Branch (court cases, et al.)

Reference	Narrative (cue phrases)	Footnote/Endnote
Court Case (CMOS 14.276)	In United States v. MacDonald, the court found that . . .	<i>U.S. v. MacDonald</i> , 531 F.2d 196, 199-200 (4th Cir. 1976). Second Reference: <i>MacDonald</i> , 531 F.2d at 197.
	The Board of Veterans Appeals found the logic of <i>Landicho</i> was applicable when the veteran dies with an appeal pending before the Board per the <i>Smith</i> ruling.	<i>Landicho v. Brown</i> , 7 Vet. App. 42, 47 (1994). <i>Smith v. Brown</i> , 10 Vet. App. 330, 333–34 (1997).
Legal Opinion	In a legal precedent opinion, VA Office of General Counsel explains that . . .	VAOPGCPREC 4-2015 (December 3, 2015).

Other

Reference	Narrative (cue phrases)	Footnote/Endnote
Book (CMOS 14.100)	A traumatic brain injury (TBI) can have a profound effect on a veteran's personality . . .	Mark J. Ashley and David A. Hovda, <i>Traumatic Brain Injury: Rehabilitation, Treatment, and Case Management</i> , 4th ed. (Boca Raton: CRC Press, 2017), 152–177.
Journal (CMOS 14.167)	The incidence of penetrating brain injury increases during war . . .	Deborah Warden, "Military TBI During the Iraq and Afghanistan Wars," <i>The Journal of Head Trauma Rehabilitation</i> 21, no. 5 (September/October 2006): 398–402.

Reference	Narrative (cue phrases)	Footnote/Endnote
News Article (CMOS 14.191)	The <i>New York Times</i> featured Dr. David X. Cifu’s medical opinion . . .	Barry Meier and Danielle Ivory, “Effective Concussion Treatment Remains Frustratingly Elusive, Despite a Booming Industry,” <i>New York Times</i> , July 3, 2015.
News Release (CMOS 14.200)	Injured veterans participate in the Invictus Games . . .	VA Office of Public Affairs, “Hundreds of injured military Veterans from around the globe to compete in the 2016 Invictus Games: VA to provide onsite medical and mental health support to international athletes in Orlando,” news release, May 6, 2016, https://www.va.gov/opa/pre ssrel/includes/viewPDF.cfm?id=2786 .
OIG Report (CMOS 8.2 and 14.86)	In the recent audit of VBA’s Post-9/11 G.I. Bill, the OIG recommended that . . . Since March 2012, the OIG has issued annual reports on VA’s compliance with IPERA.	VA Office of Inspector General, <i>Audit of VBA’s Post-9/11 G.I. Bill Monthly Housing Allowance and Book Stipend Payments</i> , Report No. 13-01452-214, July 11, 2014. VA Office of Inspector General, <i>FY 2014 Review of VA’s Compliance With the Improper Payments Elimination and Recovery Act</i> , Report No. 14-03380-356, May 14, 2015.

Reference	Narrative (cue phrases)	Footnote/Endnote
Website	The table is based on a VA consolidation plan . . .	VA Office of Data Governance and Analytics, “Department of Veterans Affairs Statistics at a Glance,” fact sheet, December 31, 2017. https://www.va.gov/opa/pressrel/includes/viewPDF.cfm?id=2786 . (The website was accessed on January 11, 2018.)
