

## Summary of DoD Issuance Style Guide Changes

### April 13, 2023

*DoD Issuance Style Guide* updated to clarify that standard Applicability statements provided in this guide may be altered if exclusion of a DoD or WHS-serviced Component is appropriate.

### April 10, 2023

No changes. PDF recreated to properly include paragraph cross references within the *DoD Issuance Style Guide*.

### February 9, 2023

*DoD Issuance Style Guide* changed to add Paragraph 10.7, clarifying how the Table of Contents reflects proposed administrative and substantive changes.

### January 26, 2023

*DoD Issuance Style Guide* changed to correct paragraph numbering error.

### January 23, 2023

*DoD Issuance Style Guide* changes:

- Removed outdated information collections guidance:
  - Paragraphs 3.19 and 5.1 and Figure 11 amended.
  - Paragraphs 5.8-5.10, 9.19, and Figure 28 removed.
- Corrected Paragraph 1.9 language to clarify guidance re: controlled unclassified information.
- Added guidance re: use of apostrophes in acronyms (new Paragraph 1.23).
- Table 3, “defense” and “Defense Agency” listing changed to remove the incorrect term “OSD Defense Agencies”
- Table 3, “functional Combatant Commands” and “geographic Combatant Commands” listings changed to correctly comply with the 2020 Unified Command Plan. Entry added for “Combatant Commands (specific areas of responsibility)” for increased term searchability.
- Table 3, “National Guard Bureau” listing changed to clarify that it is a joint activity of the Department of Defense. “Navy Militia” corrected to “Naval Militia” per U.S.C. usage.
- Corrected Figure 4 to properly indicate Paragraph ## formatting.

- Updated formatting of Paragraph 3.5. to emphasize guidance not to establish acronyms in issuance titles.
- Corrected Paragraph 3.14 to clarify that approval of chartering directives is guided by DoDI 5025.01.
- Updated Paragraph 7.15 to clarify that definitions of more than one word are sorted word by word. Added language to clarify that subparagraphs in definitions don't use bullets, letters, or numbers.
- Updated Paragraph 8.1. to clarify that references should be checked and updated at each stage of issuance development for currency.

## December 29, 2022

*DoD Issuance Style Guide* changes updated information in Table 7 to clarify citation of Chairman of the Joint Chiefs of Staff and Joint Staff publications.

## December 23, 2022

*DoD Issuance Style Guide* changes:

- Corrected spacing in Table 4 to accurately depict paragraph formatting.
- Removed incorrect use of a period at the end of issuance paragraph number citations (only correct when it's at the end of the sentence).

## October 26, 2022

*DoD Issuance Style Guide*:

- Added the Chief Digital and Artificial Intelligence Officer to Figure 27, "Order of Officials Assigned Responsibilities."
- Corrected spacing in Table 5, "Sample Acronym List."

*DoD Issuance Style Guide, Addendum A* change adds authoritative citation information for the Chief Digital and Artificial Intelligence Officer.

## October 19, 2022

*DoD Issuance Style Guide* changes corrected errors in consistency describing "providing procedures" versus "prescribing procedures" in Figure 14 ("providing" is in accordance with plain language requirements). No substantive changes were made.

## October 12, 2022

*DoD Issuance Style Guide* changes corrected formatting errors in Table 3. No substantive changes were made.

## September 16, 2022

*DoD Issuance Style Guide* changes corrected capitalization of ship names, recategorized the entry as “aircraft, vessel, and spacecraft names”, and added guidance for operation names in compliance with the *GPO Style Manual* and *Chicago Manual of Style*.

## August 23, 2022

*DoD Issuance Style Guide* changes corrected capitalization inconsistency in the use of “controlled unclassified information” when not referring to the official marking.

## April 18, 2022

*DoD Issuance Style Guide* changes updated organizational titles. In particular, “Organizational Policy and Decision Support Directorate” in the Office of the Director for Administration and Management was updated to “Organizational and Management Policy Directorate.”

## January 4, 2022

*DoD Issuance Style Guide* changes clarified capitalization of “DoD” in accordance with DoD Manual 5110.04 rather than the *DoD Dictionary of Military and Associated Terms* (Paragraphs 1.34 and 7.4, Table 3).

## October 4, 2021

*DoD Issuance Style Guide* changes added language to clarify the use of itemized lists (Paragraphs 1.21 and 1.29).

## September 1, 2021

*DoD Issuance Style Guide* changes updated Table 3, “Preferred Usage and Capitalization in DoD Issuances,” to clarify the use of “ensure.”

## August 11, 2021

*DoD Issuance Style Guide* changes include:

- Updates info on classified information to include controlled unclassified information and citation of DoDI 5200.48 (Para 1.9).
- Corrects DTM page length info to match DoDI 5025.01 (Para 1.13).
- Discontinues use of “functional Combatant Commands” and “geographic Combatant Commands” in accordance with the 2020 Unified Command Plan (Table 3).
- Figure 27, “Order of Officials Assigned Responsibilities”:
  - Individual OSD Component heads and Defense Agency and DoD Field Activities Directors are listed according to the current DoD Order of Precedence.

- Individual Secretaries of the Military Departments are listed in order they were established (Army, Navy, Air Force).
  - Individual Combatant Commanders are listed in alphabetical order.
- Figure 37, “DTM Section and Paragraph Numbering Format” and Figure 38, “Format for Attachment with One Section.” Corrects sample; headings don’t stand alone in DTMs.
- Clarifies:
  - Gender neutral pronoun usage (Para 1.24).
  - Paragraph formatting in Section 2 does *not* apply to DTMs (Paras 2.11-2.14).
  - Use of sample forms as a figure in the issuance (Para 2.23).
  - Citations of authority versus guidance or policy (Para 4.4).
  - Notation that the issuance is superseding other material (Para 4.10).
- Corrects administrative errors (typos, table and figure references or placement).

## June 8, 2021

*DoD Issuance Style Guide, Addendum A* changes include:

- Removal from DA&M authorities of Deputy Secretary of Defense Memorandum, “Disestablishment of the Chief Management Officer of the DoD and Realignment of Functions and Responsibilities,” January 11, 2021. According to Organizational Policy and Decision Support, ODA&M, this memo should only be cited in the Summary of Changes paragraph when changing issuance references to the Chief Management Officer (CMO) to the Director of Administration and Management as part of an administrative or substantive change.

## June 2, 2021

*DoD Issuance Style Guide* changes include:

- Correction of minor typographical error.
- Clarification of use of contractions.

## May 13, 2021

*DoD Issuance Style Guide*, changes include:

- Added Paragraph 4.10 clarifying documentation of an issuance superseding material from another publication.

## May 6, 2021

*DoD Issuance Style Guide, Addendum A* changes include:

- Removal of ASD(SO/LIC) issuance authority requirements due to the reissuance of DoD Directive 5111.10, “Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict.”

## April 12, 2021

*DoD Issuance Style Guide* changes include:

- Directive-type memorandum addressee list guidance updated per ODA&M Correspondence Management Branch requirements

*DoD Issuance Style Guide, Addendum A* changes include:

- DoD Directive 5105.53, “Director of Administration and Management (DA&M),” issuance authority requirements updated.

## November 13, 2020

*DoD Issuance Style Guide* changes include:

- Consolidating:
  - DoD Issuance Standards
  - Directive-type Memorandum Standards
  - Deputy Secretary of Defense Summary of Change Standards
  - DoD Issuance Change Standards
  - Writing Style Guide and Preferred Usage
- The capitalization of "Federal" in accordance with the GPO Style Manual. "Federal" will now be capitalized when using the term in association with the U.S. Government.
- Acronyms won't be established in the title of the issuance.
- In the DoD Issuance Template guidance, in accordance with Section 794(d) of Title 29, United States Code, also known as Section 508 of the Rehabilitation Act of 1973:
  - Paragraph text will no longer appear on the same line as a paragraph heading.
  - The Definitions List in the Glossary has been reformatted as a table.
  - The Acronym and Definitions tables now have a distinct header row.
- The multi-addressee distribution list in the Directive-type memorandums in accordance with the February 20, 2020 Director for Administration and Organizational Policy, OCMO, Memorandum. The distribution list will now appear after the signature block or attachment notation if applicable.
- The "Cancelling Multiple Documents" format to reflect the paragraph structure in the current DoD Issuance Template. If an issuance requires a “Cancelled Document” section, it will now utilize the preset paragraph styles and the DoD Issuance paragraph structure.