

ACTION OFFICER (AO) NOTES

- 1. The DoDEA Issuances Standards is the guiding document for the structure and composition of DoDEA issuances. **Citations in this document refer to the DoDEA Issuance Standards for more information, unless otherwise noted.**
- 2. For each issuance, always use the approved issuance template at the DoDEA website. Always use a new issuance template for each issuance.
- 3. Maximum pages for a Regulation is 15 pages; for an Admin Instruction is 50 pages; and, for a Manual is 100 pages.



ISSUANCE NUMBER CREATION

The Action Officer (AO) creates the issuance number from the DoDEA Issuance Numbering System. For example, if the DoD-level issuance is DoDI 1234, the DoDEA issuance number may be "DoDEA AI 1234.01" "AI" = Admin Instruction; "1234" = DoD issuance number; ".01" = the sequential number of issuance. **NOTE: Add "Volume" as needed for each issuance. The DoDEA Issuance Numbering System document is at the DoDEA Policy website.**

CHOOSE AN ITEM. ####.##

The AO is responsible for the issuance title and it is based on the issuance subject matter. It may contain part of a higher-level issuance for continuity.

TITLE

Originating Division:

Review Section 3, "Page 1 Information Guidelines" for an explanation of and guidance to complete each entry to this section.

Effective:

Month Day, Year

Change # Effective:

Month Day, Year

Releasability:

Choose an item.

Choose a RELEASABILITY statement option.

Reissues:

Issuance type, number, "Title," Publication Date

Incorporates and cancels:

Issuance type, number, "Title," Publication Date

Cancels:

Issuance type, number, "Title," Publication Date

Approved by:

Thomas M. Brady, Director

Change # Approved by:

Name, Title

- 1. Each issuance listed on separate lines.
- 2. Do not use horizontal spaces between entries.
- 3. Use each entry as needed.

Purpose: *[for Regulations and Admin Instructions start with]* This Issuance establishes policy, assigns responsibilities, and implements procedures to....

[for Manuals start with] This Issuance receives it authority from [] and establishes guidance.....

- Any text that should be listed as sub-points of the main purpose should be applied in bullets, as shown.
- Keep the purpose of the issuance to half a page, so it fits on the cover of the document.
 - Additional text will appear in sub-bullets.
 - You can't have only one bullet.

Place bullets flush with the margin separated by horizontal spaces; sub-bullets indented ".25" inch and NOT separated by horizontal spaces (as shown).

Review Section 4, "Purpose Statements" for instructions on creating PURPOSE statements; review sample PURPOSE statements. The concluding sentence below must always be included as part of the PURPOSE statement.

NOTE: Insert this statement at the end of the PURPOSE paragraph: "This manual does not create new policy but only clarifies existing laws or already established policy and describes the steps to accomplish specific actions in accordance with the references." Consult OPLP for assistance with drafting the verbiage for this paragraph.

HEADER NOTES

- 1. Choose issuance type.
- 2. Insert issuance number and volume number (delete volume entry, if not being used).

*Choose an item. ####.##-VI, (delete volume entry if not needed) Month Day, Year
(if a change: Change #, Month Day, Year)*

TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION 3

- 1.1. Applicability 3
- 1.2. Policy 3
- 1.2. Authority 3
- 1.3. Information Collection 3

SECTION 2: RESPONSIBILITIES 4

- 2.1. DoDEA Director 4
- 2.2. Position Title of Official (do not use acronym) 4
- 2.3. Position Title of Official (do not use acronym) 4
- 2.4. Position Title of Official (do not use acronym) 4

SECTION 3: SECTION TITLE 5

- 3.1. Paragraph Title 5
 - a. Header Paragraph 5
 - b. Header Paragraph 5
 - c. Header Paragraph 5
- 3.2. Paragraph Title 5
- 3.3. Paragraph Title 5

SECTION 4: SECTION TITLE 6

- 4.1. Paragraph Title 6
 - a. Header Paragraph 6
 - b. Header Paragraph 6
 - c. Header Paragraph 6
- 4.2. Paragraph Title 6
- 4.3. Paragraph Title 6

GLOSSARY 7

- G.1. Acronyms 7
- G.2. Definitions 7

REFERENCES 8

APPENDIX 9

- Appendix 1: Internal Controls Evaluation Checklist 9
- Appendix 2: Summary of Change or [Title] 10

Table of Contents (ToC) Tips

1. Use of the correct MS Word Style options (listed on page 6 of this document), allows the AO to update the issuance ToC using the instructions in step 2.
2. To update the issuance ToC in MS Word:
Place the cursor in the ToC area → Reference Tab (top of page) → Table of Contents Panel → Update Table → Update Entire Table → click “OK”.
- NOTE: This updates all page numbers, section headings, appendices, heading paragraphs, and heading subparagraphs.**
3. See page 11 of this document to use MS Word to: Create and insert a table or figure; insert a ToC for the tables and figures; and, the steps to update the ToC for the tables and figures (also below) which updates the table and figure information (page numbers, titles, etc.)
4. A ToC will be included in each issuance.
5. Delete the sections of the ToC not being used.
- 6. Contact OPLP for assistance with formatting and issuance questions regarding the organization and composition of issuance information, using the DoDEA Issuance Template, or these instructions.**

TABLES

No tables found. [If the issuance has no tables, delete this section.]

Tables and figures should be inserted closest where they are being cited the issuance. If not feasible for insertion at the cited location, insert at the end of the Section in which it is cited.

FIGURES

No figures found. [If the issuance has no figures, delete this section.]

1. See page 11 of this document for creating and inserting tables and figures into the issuance. These entries will be in title case. For example: "Table 1: Name of Table" OR "Figure 1: Name of Figure".
2. The page 11 instructions provides steps for inserting the Table or Figure table of contents section on this page.
3. To update the table or figure ToC in MS Word:
Click in the Table or Figure ToC area → Reference Tab → Captions Panel → Update Table → this should update the Table or Figure table of contents. Repeat these steps for each Table and Figure tables of contents.

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This is the standard APPLICABILITY paragraph. Review Section 5, paragraph 5.2, for more information regarding this paragraph.

a. This Issuance applies to the DoDEA Headquarters Organization, the DoDEA Americas Region, the DoDEA Europe Region, the DoDEA Pacific Region, and to include all schools under the DoDEA authority, and when applicable, volunteers, students, support personnel, student teachers, contractors, and sponsors/parents.

b. Does not apply to...(Use if needed)

1.2. POLICY.

POLICY paragraph (Reg and AI): Review Section 5, paragraph 5.3 and its subparagraphs to construct a POLICY statement for the issuance. If assistance is required with drafting verbiage for this paragraph, please consult with OPLP.

a. An issuance can have a POLICY paragraph or an AUTHORITY paragraph but not both.

b. Delete the paragraph 1.2 that is not being used.

1.2. AUTHORITY.

a. Use the POLICY paragraph for a regulation and administrative instruction.

b. Use the AUTHORITY paragraph for a manual or a procedural guide.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

This is the standard text for the INFORMATION COLLECTION paragraph. **NOTE: Contact OPLP before making any changes or alterations to this paragraph.**

Formatting Tips

1. Page 6 of this document lists the correct MS Word Styles to use.
2. All formatting (font, spacing, colors, etc.), is automatic if using the correct MS Word Styles.

AUTHORITY paragraph (manual): Review Section 5, paragraph 5.3d to construct an AUTHORITY statement for the issuance. **Manuals can't establish policy.**
NOTE: The AUTHORITY paragraph always begins with: "**This manual is published under the authority of...(then list applicable references)**". **Consult OPLP for assistance with drafting verbiage for this paragraph.**

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director will:

a. A paragraph “a” must have a paragraph “b,” etc.

b.

Review Section 6, "Responsibility Section Guidelines" for composing the RESPONSIBILITIES paragraphs. **NOTE: If updating a previously published issuance, copying and pasting this paragraph may be appropriate; however, read carefully to ensure it is still valid and current.**

2.2. POSITION TITLE OF OFFICIAL (DO NOT USE ACRONYM). The (position title of official) [use or established the acronym of official here] will:

a.

PARAGRAPH NUMBERING AND FORMATTING

1. Review Section 2, "Paragraph Numbering and Formatting" for paragraph structure examples.

2. Review Section 1, "Formatting Basics" for font size, margins, tabs, etc., for all issuances.

3. The paragraph numbering and formatting structure will be consistent throughout the issuance.

(1) 4. Using the correct MS Word Styles will provide the correct formatting needed for each issuance. Please refer to page 6 for the MS Word Style specifically identified for each

(2) paragraph and subparagraph of the issuance. **NOTE: Use the correct MS Word Styles and not tabs and this will correctly format and page number the issuance ToC.**

(a) 5. Tab spacing is set at ".25"; no more than 5 indents for subparagraphs will be used ("a." = 1 tab; "(1)" = 2 tabs; "(a)" = 3 tabs; "1" = 4 tabs; "a" = 5 tabs).

(b) 6. **DO NOT** use automatic formatting or bulleting for the issuance.

(3)

ACRONYM ENTRIES

1. Review Section 7 “Glossary” Section of the DoDEA Issuance Standards for information on acronym entries and usage for issuances.

2. See page 7 for more information regarding acronyms, definitions, and Glossary section information.

c.

2.3. POSITION TITLE OF OFFICIAL (DO NOT USE ACRONYM). The (position title of official) [use or established the acronym of official here] will:

a.

b.

2.4. POSITION TITLE OF OFFICIAL (DO NOT USE ACRONYM). The (position title of official) [use or established the acronym of official here] will:

a.

b.

SECTION 3: SECTION TITLE

3.1. PARAGRAPH TITLE.

a. Header Paragraph. This is what the paragraph level “a” looks like if it is a header paragraph. If a header paragraph is used at this level, it will be listed in the table of contents. If the paragraph level “a” is a header paragraph, all paragraphs on this level must be a header paragraph.

a. This is what the paragraph level “a” looks like if it is not a header paragraph.

b. Header Paragraph.

[(1) Header Paragraph. This is what the paragraph level “(1)” looks like if it is a header paragraph. If a header paragraph is used at this level, it will be listed in the table of contents. If the paragraph level “(1)” is a header paragraph, all paragraphs on this level must be a header paragraph. **NOTE: You must manually add the underline to the header paragraph title on this level.]**

(1) This is what the paragraph level “(1)” looks like if it is not a header paragraph.

(2)

(a)

(b)

1. The Section order is an AO determination and can be organized by step-by-step, by subject matter, by situation or a combination of these but must be consistent throughout the issuance.
2. Each Section's material must be original. Do not copy and paste from other DoDEA issuances, DoD-level guidance, or outside reference materials.
3. The header subparagraph "(1) Header Paragraph" will be underlined as shown above.
4. If using a header subparagraph, all subparagraphs in that portion of the Section will be a header paragraph. Use the examples on this page as a reference.

1. Manually add the underline to the Numbers at this level. Do not underline the period.

a. Manually add the underline to the Letters at this level. Do not underline the period.

b. Do not subordinate paragraphs beyond this level.

2.

c. Header Paragraph. If there is a paragraph “3.1.” there must be a paragraph “3.2.”; if there is a subparagraph “a.” there must be a subparagraph “b.”; if there is a subparagraph “(1)” there must be a subparagraph “(2)”. This requirement carries throughout the issuance.

3.2. PARAGRAPH TITLE.

3.3. PARAGRAPH TITLE.

1. Add Sections as needed, but the header, footer, and page numbers must be consistent and chronological throughout the issuance; **contact OPLP for assistance.**
2. **ALL** subparagraphs end with a period.
3. Header subparagraphs: If you have an "a. Header" subparagraph you must have a "b. Header" subparagraph; the same rule applies for other subparagraphs throughout the document..."(1) Header" subparagraph..."(2) Header" subparagraph.

SECTION 4: SECTION TITLE

4.1. PARAGRAPH TITLE.

a. Header Paragraph.

b. Header Paragraph.

(1)

(2)

(a)

(b)

1.

a.

b.

2.

c. Header Paragraph.

4.2. PARAGRAPH TITLE.

4.3. PARAGRAPH TITLE.

How to make redline/strikethrough changes

Review Section 1 "Formatting Basics" and specifically Section 1.16 "FORMATTING CHANGES", to make administrative or minor changes to an existing issuance:

- All changes will be made using red text.
- Deleted information will be shown in red font using a red strikethrough the text.
(e.g., ~~red strikethrough~~)
- New information will be inserted using red italics (e.g., *red italics*).
- Show the deleted text first (old info); then the italicized text second (new info).
(e.g., ~~deleted text~~ followed by *new text*)

NOTE: Do not use tracked changes to identify updates to an issuance change.

THESE ARE THE MS WORD STYLES USED IN THE ISSUANCE TEMPLATE AND WHERE TO USE EACH IN THE TEMPLATE

SECTION TITLE (top of each section page): **SECTION TITLE**

4.1 PARAGRAPH TITLE style: **1.1 HEADING**

Paragraph text style: **1.1 TEXT**

NOTE: If using "1.1 Heading" and "1.1 Text" make sure to insert a "Style separator" (Alt+Ctrl+Return) to separate the style types.

a. Subparagraph heading style: **a. HEADING**

Subparagraph text style: **a. TEXT**

(1) Subparagraph style: **(1) TEXT**

Subparagraph text style: Type text as normal but ensure the style continues through the remaining subparagraphs.

(a) Subparagraph style: **(a) TEXT**

Subparagraph text style: Type text as normal but ensure the style continues through the remaining subparagraphs.

1. Subparagraph style: **1. (underline) TEXT**

Subparagraph text style: Type text as normal but ensure the style continues through the remaining subparagraphs.

a. Subparagraph style: **a. (underline) TEXT**

Subparagraph text style: Type text as normal but ensure the style continues through the remaining subparagraphs.

GLOSSARY: SECTION TITLE

G.1. ACRONYMS style: **1.1 HEADING**

G.2. DEFINITIONS style: **1.1 HEADING**

Definition entry style: **definition term**

REFERENCES: SECTION TITLE

Reference entry style: **References**

APPENDIX: SECTION TITLE

Appendix entry style: **References**

Tables, Figures, Templates, and Forms: See page 11 of this document for instructions to insert these entries into the issuance and to create a separate section at the bottom of the ToC page reflecting the type, title and page number for each entry inserted in the document. If done correctly, these sections will function and update similar to the ToC.

NOTE: Contact OPLP for guidance on inserting tables and figures.

GLOSSARY

1. Review Section 7, “Glossary” for examples, explanations, and guidance on how to structure the GLOSSARY section and entries.
2. Review Figure 6: “Sample of Definitions” for an example of a DEFINITIONS section.

G.1. ACRONYMS.

1. An acronym list is mandatory if using acronyms; if an acronym is used more than three times, it must be spelled out when used the first time in the issuance.
2. Common acronyms such as “DoD,” “OSD,” “DoDEA”, and “U.S.” must be spelled out the first time used but will not be included in the acronym list.
3. CONUS = contiguous United States; OCONUS = overseas contiguous United States.
 [Action Officer: Delete red typeface]

	<ol style="list-style-type: none"> 1. Use a table to list all acronyms in the issuance. 2. Acronyms will be listed alphabetically with a separate row for each identified term. Add additional table rows as necessary. 3. Hide the table lines before sending for review. [Action Officer: Delete red typeface]
ABBREVIATION	Use lower case when term is a common noun
ACRONYM	Use Title Case When Term is a Proper Noun
	Insert a table line between acronyms beginning with a different letter
BEGINS WITH “B”	
BEGINS WITH “B”	1st column dimensions: 0.19” height and 1.7” width
	2nd column dimensions: 0.19” height and 4.95” width
STARTS WITH “C”	

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

Use of this DEFINITION statement is mandatory.

ACRONYM. Use acronyms already established earlier in the issuance; do not spell out the term again, reestablish an acronym, or establish a new acronym. Acronyms are ordered alphabetically in the Definitions section by the acronym, not the term as it is spelled out.

Proper Noun. Place terms in alphabetical order. Capitalize proper nouns only.

term. term is not a proper noun. Only BOLD the term and the following period.

Paragraphing. When a definition has paragraphs:

Indent the subordinate paragraphs at .25”.

Only one indent permitted for a definition.

Do not number the indented paragraphs.

When adding a new section to the issuance:

1. Page Layout → Page Setup → Breaks → Section Break/Next Page.
2. Click in the footer section created; in the Design Tab → Navigation Pane at the top of the page, de-select "[Link to Previous](#)" and input the new footer information. The page number and header should not change.
3. Use the correct MS Word Styles at page 6 for the new section which updates the ToC (see page 2).

Use Definition term Microsoft Office Style. This will bold all of the text so you must unbold the definition and keep the term bolded like the above example.

Contact OPLP for questions or problems creating new sections, footers, headers, or page numbers.

Choose an item. ####.##-VI, (delete volume entry if not needed) Month Day, Year
(if a change: Change #, Month Day, Year)

REFERENCES

List references in alpha-numeric order.

EXAMPLE OF A REFERENCE LIST

DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," April 11, 2005

DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009

1. It is the AO responsibility to verify and confirm the references cited and listed in the issuance are current and valid and the document information (issuance type and number, title, date, etc.) is correct and verified.

2. Review Figure 7: "Sample Reference List" for an example of a REFERENCE section.

3. Review Section 8, "Citing References in DoDEA Issuances" and Table 5: "Reference Citations Frequently Used in DoDEA Issuances" for information and examples on how to format reference citations in the text, how to format different reference citations, etc., and examples of how to do this for each reference being used.

4. If a reference is cited in the issuance, the cited reference must be listed in the REFERENCE Section.

5. A reference cannot be listed in the REFERENCE section if it is not cited in the issuance.

Choose an item. #####-##-VI, (delete volume entry if not needed) Month Day, Year
(if a change: Change #, Month Day, Year)

APPENDIX

APPENDIX 1: INTERNAL CONTROLS EVALUATION CHECKLIST

The only items that will be listed in the Appendix section are the following:

- Appendix 1 will always be your issuances Internal Controls Evaluation Checklist.
- Appendix 2 will always be a Summary of Change for your Issuance if it is one of the following circumstances”
 - Change # to the Issuance
 - Reissuance
- Other Appendices (tables or figures) will be only determined by OPLP and AO that it is needed at end of Issuance rather than at the end of the section.
- Forms and Templates will not be included in Issuances. They are only referred to by the Type Number, “Title.”

Each appendix Section should be "Appendix X" (where X is the chronological number of the appendix) using the "**Section Title**" Style.

Each appendix name/title should have the style of "**1.1. Heading**" Style; then center the text.

Using the Style formats above will allow each appendix to be listed and identified separately in the table of contents.

NOTE: Tables and figures will be listed in the document (see reference document for instructions to insert tables and figures).

Review Section 1 "Formatting Basics", Section 1.14"APPENDICES", and Section 9 "Appendix for additional information regarding the APPENDIX section.

*Choose an item. ####.##-VI,(delete volume entry if not needed) Month Day, Year
(if a change: Change #, Month Day, Year)*

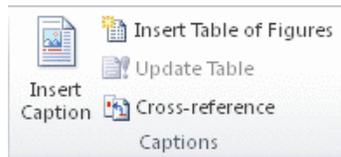
APPENDIX 2: SUMMARY OF CHANGE OR [TITLE]

Tables and Figures

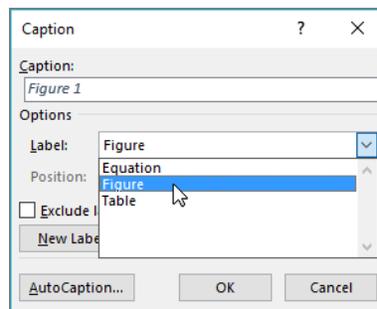
Inserting a table or figure to the issuance, such as "Table 1" or "Figure 1", will allow automatic updating of the name and page number in the table of contents. It will be comprised of "Figure" or "Table" followed by a number ("1, 2, 3...") and the name of the item. Use these instructions to insert a table or figure and insert/create the table of contents (for tables and figures) at the bottom of the issuance table of contents page.

INSERTING A TABLE OR FIGURE IN THE ISSUANCE

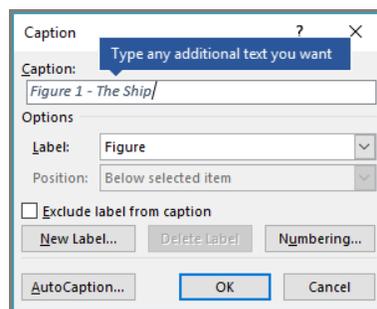
1. Select the object (table or figure) that you want to add a caption to (i.e., that you want include at the end of your table of contents).
2. On the **References** tab, in the **Captions** group, click **Insert Caption**.



3. In the **Label** list, select the label that best describes the object, such as a table or figure and then click **OK**.



4. Type in the name of the table or figure to include any punctuation. Then click **OK**.
NOTE: Word inserts the sequential number of the table or figure.



INSERTING A TABLE OF CONTENTS FOR TABLES AND FIGURES

1. Place the cursor in the position in which you want the list of tables or figures to appear.
2. Go to "References" tab and click on "Insert Table of Figures" option in the "Captions" Panel.
3. Under **GENERAL** click on the "Caption Label" drop menu.
4. Select "table" or "figure" (depending on the type) and click **OK**.
5. The list of tables and/or figures will appear on the Table of Contents page.