# DoDEA Issuance Standards
~~June 5, 2017~~
*Change 1: February 15, 2019*

**Purpose:**  This document (otherwise referred to as "these Standards") provides the standards to be used for writing and formatting DoDEA-level issuances.

- The DoDEA Issuance Template and DoDEA Template Instructions should be used when writing a DoDEA-level issuance.  Both are located on the DoDEA's Office of DoDEA Policy Website at Action Officer (AO) Toolbox tab.

- For a DoD-level issuance, please follow DoD Instruction 5025.01 and standards provided on the Washington Headquarters Services (WHS) Website.

- Directive-type Memorandums (DTMs) follows much of the standards of this issuance except for the structure of the Issuance.

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# SECTION 1:  FORMATTING BASICS

**1.1.  GENERAL.**  The use of the DoDEA issuance templates are required for all DoDEA issuances.  Do not use the Microsoft (MS) Word AutoFormat function; it is not compatible with these standards.  Turn off automatic formatting when using the templates  Additionally, do not just cut and paste into the templates from another document but ensure that the formatting is not transferred over into the template.

**1.2.  LENGTH.**  The length of an issuance depends on the issuance type.  If a single document must exceed the standard number of pages, the DoDEA Operations, Plans, Legislation, Plans Division (OPLP) Chief, or designee, must grant prior approval for a page count waiver.

    **a.  DoDEA Regulation.**  The regulation (R) should not exceed fifteen (15) pages.

    **b.  DoDEA Administrative Instruction.**  An administrative instruction (AI) should not exceed fifty (50) pages.  If necessary, it may be separated into volumes or separate AIs, which is the recommended course of action.

    **c.  DoDEA Manual.**  A manual (M) should not exceed one hundred (100) pages.  If necessary, it may be separated into volumes or separate Ms, which is the recommended course of action.

    **d.  Directive Type Memorandum.**  A DTM does not have an actual page limit but is typically short (e.g., one (1) to five (5) pages).  A DTM expires after one year and addresses a specific need for a short period of time (e.g., annual policy statement) or needed until incorporated into a larger policy.  Its structure is different than the rest of the issuances and the DTM Template should be used for style, structure, and formatting.

**1.3.  STYLE AND FONT.**  Instead of directly applying formatting to text, use the MS Word Styles options in the "DoDEA Issuance Template."  You must use the DoDEA Issuance Template for both new and reissued issuances.  For more information on the style and font, use "DoDEA Template Instructions" located on DoDEA's Office of DODEA Policy Website at the AO Toolbox tab and review Section 2.7 of these Standards for more information.

    a.  Use **boldface** for emphasis, not underlining, italics, or color.  Overuse of boldface will reduce the effectiveness of your emphasis, so only choose one (1) or two (2) words to emphasize and use sparingly.  There is no preset style for bold text.  Use the font feature.

    b.  Use *italics* when using foreign (e.g., Latin) terms or when citing legal cases.  Additionally, use italics for *Public Law* and if there is a reference that is an article/book (see Section 8 and Table 7:  Reference Citations Frequently Used in DoDEA Issuances-Federal Level and Table 8:  Reference Citations Frequently Used in DoDEA Issuances-Other Government and

Non-Government Citations of these Standards for usage). It is also only used in the header, per "DoDEA Template Instructions."

### 1.4. MARGINS, SPACING, AND ALIGNMENT.

a. Spacing, indentation, and color are preset in the MS Word Styles in the "DoDEA Issuance Template." Exception: Underlining has to be done by manually for certain headers.

b. Tab spacing is automatically done in relationship to the appropriate style formation.

c. Do not use automatic formatting or bulleting in the issuances.

d. Manually center tables and figures on the page. Center the name of the table and figure above the table or figure and change the font size (12 pitch and bold), type (Time New Roman), and color (black).

### 1.5. HEADERS. Use the header format preset in the "DoDEA Issuance Template." **All pages but Page 1 will have a visible header.**

a. Headers are preset in the "DoDEA Issuance Template" for all mandatory sections. Do not change the formatting of the header.

b. Enter the issuance number in the page header, after the issuance acronym.

c. If the issuance is one (1) volume in a multi-volume issuance, add "[dash]V#," after the issuance number (e.g., DoDEA M 1234.56-V1).

d. If the issuance is a not a change, remove the second line "(if a change…)" from the header.

e. If the issuance is a change, indicate which change it is (e.g., "*Change 1*"). Additionally, do not change the color or style italics established by the "DoDEA Issuance Template."

f. Do not alter [Month Day, Year], OPLP will be insert the date of the issuance being signed or the date of the change.

### 1.6. FOOTERS. Use the footer format preset in the "DoDEA Issuance Template." All pages but Page 1 must have a footer. **Page 1 will not have a visible footer**.

a. Footers are preset in the "DoDEA Issuance Template" and mandatory for all sections. Do not change the formatting of the footer.

b. Starting with Section 3 of the issuance, add the section number and title to the footer. The title **must exactly** match the Section title at the start of the section.

c.  Type the footer text in title case, i.e., "With the Beginning of Each Principle Word Capitalized."

d.  Ensure that the footer text is not linking to the previous section.

**1.7.  USING THE MICROSOFT WORD SECTIONS.**  The use of MS Word Section Break (Next Page) is mandatory to separate the different sections of an issuance.  MS Word Section Break (Next Page) allows different footers in each section while retaining the header information and chronological page count.

a.  The "DoDEA Issuance Template" provides MS Word sections for the mandatory parts of the issuance (Page 1, Section 1:  General Issuance Information, Section 2:  Responsibilities, the Glossary, the References, and the Appendix), as well as Sections 3 and 4 with filler text.

b.  If you don't need a preset section, delete the applicable section and adjust any misnamed footers as necessary.  If more sections are required, add the section by selecting ***Page Layout*** ➔ ***Breaks*** ➔ ***Section Breaks*** ➔ ***Next Page.***

c.  **Do not** insert page breaks for tables and figures or to keep a header with its text.  Those fixes will be made at the time of publication.  These are only inserted when a table or figure has to have a different page layout.

**1.8.  TABLE OF CONTENTS.**  A Table of Contents is **mandatory** for all issuances regardless of type or length.

**1.9.  GLOSSARY.**  The Glossary Section is **mandatory** for all issuances using acronyms and/or definitions.  If using "DoD," "DoDEA," or "U.S." you **do not** need to write out the first usage (however it is recommended to at least write it out once) or include in the glossary.  All acronyms used in any section of the issuance (further exceptions see Sections 8.1.-8.2. of these Standards) must be included in the Glossary.  When referring to the Glossary in text, always capitalize "Glossary."  The Glossary is always included after the last numbered section of the issuance (unless Appendix section is included at the end), and then followed by References.  It is separated into two parts, "Acronyms" and "Definitions," as appropriate for each issuance. Format the Glossary following the guidance in the Glossary in these Standards, as well as in Section 8 of these Standards, templates, and "DoDEA Template Instructions."

**1.10.  REFERENCES.**  A References Section is **mandatory** for all issuances that refer cite other documents or sources.  The References Section is always the last section before the Appendix of the issuance and is included in the template.  Use the spacing and alignment provided in the template.

**1.11.  FOOTNOTES AND ENDNOTES.**  **Do not** use footnotes, endnotes or the word "NOTE" in a DoDEA issuance.  Include in the text and the Reference Section how to direct the

reader to those publications not readily found on an official U.S. Government website using an Internet search engine in the actual text of the issuance rather than a footnote or endnote (e.g., "…located at www.opm.gov").

## 1.12. ISSUANCE SECTIONS.

a.  Section 1 must always be "General Issuance Information."

(1)  All issuances must include a "1.1.  Applicability." section that will include the standard DoDEA applicability statement.  An issuance can have a sub-section for applicability if needed.  However, the first paragraph of the "1.1. Applicability" section will be the standard language for all DoDEA policies that is provided in the "DoDEA Issuance Template" and "DoDEA DTM Template."

(2)  All issuances must include a "1.2.  Policy." section if it is an AI, R, and DTM or a "1.2.  Authority." section if it is a M.

(3)  All issuances must include "1.3.  Information Collection." section that will include the standard DoDEA information collection statement provided in the "DoDEA Issuance Template" and "DoDEA DTM Template."  Consult with OPLP before making a change to this section.

b.  Section 2 must always be "Section 2:  Responsibilities."  The first responsibility should always by "2.1.  DoDEA Director." and at a minimum it says the DoDEA Director is delegating authority to another position.

c.  Beginning with Section 3, the order of policy, guidance, procedures or other additional sections depends on the content of the issuance and its complexity.  Procedures may be structured in a step-by-step sequence, by subject matter with related requirements, by situation and response, or by a combination of these and other factors.

d.  When the procedures are extensive and involve two (2) or more distinct categories of content, separate them into two (2) or more sections.  A section should be specific enough that a reader understands the content of the section from the title.  For example, a section titled "Procedures" may be too broad, if that one section has forty (40) pages of information with five (5) distinct topics.  Instead, consider separating that section into multiple sections with more specific titles, e.g., "Formatting an Issuance," or "Purpose Statements."

e.  Section material must be original.  **Do not copy and paste text, information, figures, or tables directly from another issuance or another reference to use in a section because it will corrupt the template.**  If you need to cite another issuance or reference, than provide the citation to which you are referring the reader.

## 1.13. FORMS.  Do not include forms in a DoDEA issuance, as subsequent updates of the forms will make the issuance obsolete and are not able to be typed in for use.  Instead, refer to the form

(e.g., Department of Defense (DD) Form 818, "Comments Matrix for DoDEA Issuances") and identify its location if not easily located (e.g., a DoD or DoDEA form).

## 1.14. APPENDIX.

a.  It is mandatory that Appendix 1 will always the "Internal Controls Evaluation Checklist" (not included with DTMs).  This is a checklist to ensure the users/supervisors are in compliance with the issuance.  Various formats and more than one (1) checklist can be included depending on the issuance.  Examples of internal controls evaluation checklists are provided on the DoDEA's Office of Policy Website under AO Toolbox tab.

b.  Appendix 2 will always be a mandatory "Summary of Changes" if the issuance is a change or reissuance.  Examples of "Summary of Changes" are provided on the DoDEA's Office of Policy Website under AO Toolbox tab.

c.  Other appendixes that may be included are very complex tables or figures that could not be incorporated into the body of the issuance.  Please consult with OPLP before including any additional appendixes.

d.  The footer for the Appendix section will read "Appendix."  Each document used in the Appendix should be its own Appendix (e.g., "Appendix 1:  [TITLE]") as Section Title.  If an Appendix 1A is needed than please consult OPLP.  Use the "Section Title" style for the specific appendix title.

e.  Refer to an appendix in the text (if necessary) of the section(s) it supports.  Use the format:  "Appendix #: [TITLE]."

## 1.15. TABLES AND FIGURES.

a.  If you wish to place text in an issuance in a format other than the standard identified in Section 2, you must insert the text in a figure or table.  The only exception is when providing a mailing address for information.

(1)  Use a table to display information that is best communicated in tabular rather than paragraph form (i.e., arranged systematically by columns or rows), such as that in tables in these standards.

(2)  Use a figure to display information that is best communicated as an illustration (e.g., image or drawing, due to file size restriction, photos should not be used), or as an example (e.g., textual depiction) with or without instructional materials, such as that in the figures in these Standards.

(3)  In some cases, showing a filled-in form may be included and is considered a figure. The sample information will be shown in blue Informal Time New Roman font.

(4)  Mailing addresses may be set off from their introductory paragraph by centering the address in the middle of the page.

b.  Tables or figures cannot be used on Page 1.

c.  Use the "Insert Caption" function in the Reference Tab of MS Word banner to insert and label tables and figures.  For more information, please review "Add List of Tables and Figures" in the "DoDEA Template Instructions."

d.  Place the table or figure immediately after the section/sub-section in which it supports and is references or at the end of the section (if it will not fit on one page).  **Do not** place the table or figure in the middle of a paragraph or subparagraph.  Center the table or figure on the page.

(1)  Font size - but **not** style - within a table or figure may be adjusted to accommodate internal requirements, but font size may not be smaller than 9 point.

(2)  Use boldface sparingly for emphasis; do not use underlining or italics.

(3)  If using different colors in a table or figure, the table or figure information must still be legible when printed in black and white.

e.  The table or figure title is centered above the table or figure.

f.  If the table or figure carries over to the next page (more than one (1) page), repeat the identifier at the top of the page, followed by a comma and the word "Continued."

g.  Do not insert page breaks for spacing of tables or figures.  Please see OPLP for assistance.

**1.16.  FORMATTING CHANGES.**  A change amends no more than twenty-five percent (25%) of an existing issuance and has the full authority of the issuance.  A changed issuance keeps its original publication date (or last coordinated revision) and the new date is added of the revision.  If more than twenty-five (25%) of an issuance requires change or the change is a significant policy update, then the entire issuance must be revised, coordinated, and reissued with a new publication date.  Please consult with OPLP to make a change to issuance to determine the correct process.  If it is determined that it will be a "change" to the policy then the following applies:

a.  All changes will be made in red text.

(1).  Deleted information must be shown in red font with red strikethrough (e.g., ~~red strikethrough~~).

(2).  New information must be shown in red italics (e.g., *red italics*).

b.  Always show deleted text first and insert the new text immediately after the deleted text, if applicable, (e.g., ~~deleted text~~ followed by new text).

c.  On Page 1, keep the "Change #-Effective" line without filling in the date.  The number should reflect the most recent change number.

d.  In the headers, update the change line to reflect the change number of your issuance.  Remove "(if a change:" and the closing parenthesis.  **Do not** insert the date.  The date will be inserted by OPLP after the Director (or OPLP Chief) approves and signs the document changes.

e.  Please consult OPLP if working on a change to determine if it requires red lining, reissuing the issuance, or attaching a memo depending on the nature of the changes.  If the cumulative changes makes the issuance difficult to read or understand and is less than twenty-five percent (25%) then OPLP may suggest to do a reissuance or show changes in a memo.

# SECTION 2:  PARAGRAPH NUMBERING AND FORMATTING

**2.1.  NUMBERING.**  All text in a DoDEA issuance must follow these paragraph numbering/lettering and formatting guidelines.  The only exception is mailing addresses within the text, and the use of tables and figures.

   **a.  Section Numbering.**  Sections 1 and 2 will always be "Section 1:  General Issuance Information" and "Section 2:  Responsibilities."  Any additional sections will follow numerically.  Sections 3 and 4 are provided in the "DoDEA Issuance Template" for your convenience, but can be deleted if they are not needed.

   **b.  "1.1."  Level Paragraph Numbering.**  At this level, the first number indicates the section, and the second is the paragraph number within the section (e.g., the first paragraph in Section 2 would be written as "2.1.").

   **c.  Subparagraphing Numbering.**  All subparagraphs are listed with alternating letters and numbers and are indented per the style selection.

   **d.  Glossary Identification.**  The Glossary consists of two (2) parts, which will be identified as "G.1. Acronyms" and "G.2. Definitions."  For more information on the Glossary Section, see the Glossary Section of these Standards.

**2.2.  SECTION IDENTIFIER FORMATTING.**  Use the MS Word Style option in the "DoDEA Issuance Template" labeled "Section Title."  See the title to this section as an example.  The section identifier consists of two (2) parts:  The label and title.  Use "Section" and the appropriate number, followed by a colon.  Then add the title.

**2.3.  PARAGRAPHS WITH HEADINGS FORMATTING.**  Use the MS Word Style option in the "DoDEA Issuance Template" for headings format at the 1.1., a., and (1) levels.

   a.  Paragraph headings entries always ends with a period.

   b.  Text begins immediately after the heading if that paragraph has no subparagraphs or if there is explanatory material before the subparagraphs.  **Subparagraphs are allowed only if there is a minimum of two (2)**.

   c.  Heading format use is optional at each level (though highly encouraged at the 1.1. level paragraph); however, paragraphs at the same level (e.g., a., b., c.) must have consistent formatting.  **Either all paragraphs/subparagraphs of that level must have a heading format or none.  Additionally, should not have header if there is not a header at the level above it ( e.g., no header for a. but wanting to have header for (1)).**

**2.4. PARAGRAPHS WITHOUT HEADINGS FORMATTING.** Place the appropriate number or letter identifier, and then place the text immediately following.

**2.5. PARAGRAPH ORGANIZATION.a. "1.1." Level Paragraphs.** Paragraphs at this level may also be referred to as a "main paragraph." In the issuance it will be referred to as Section 1.1. If a section has multiple main paragraphs it must be numbered as illustrated below in Figure 1: Paragraph Numbering and Formatting of these Standards.

**Figure 1: Paragraph Numbering and Formatting**

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SECTION 1: PARAGRAPH NUMBERING AND FORMATTING.

1.1. PARAGRAPH TITLE.

    a. **Heading.** This is what paragraph level "a." looks like if it has a heading.

    b. **Heading.**

      (1) This is what paragraph level "(1)" looks like if it does not have a heading. This paragraph level may have a header but underlining will have to be done manually.

        (a)

        (b)

          1. You must manually add the underline at this level.

          2. **Don't** create subparagraphs below this level. If you have material subordinate to this level, reorganize the material at a higher level. NOTE: The format template for issuances has a subparagraph "a." although it states here there are no further paragraphs below this level. Also see Section 2.5b(3) of these Standards below regarding this subparagraph usage.

1.2. PARAGRAPH TITLE.

    a. This is what paragraph level "a." looks like if it does not have a heading.

      (1) Heading. This is what paragraph level "(1)" looks like if it does have a heading.

      (2) Heading.

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    **b. Subparagraphs.**

    (1) To have a subparagraph at a particular level (e.g., Section 1.1.a.) you must have additional subparagraphs at that level (e.g., Section 1.1.b. of these Standards). See Figure 2: Subparagraph Titling of these Standards.

    (2) Do not use the AutoFormat function in MS Word (as it will corrupt the templates) or the document will be returned for reformatting in accordance with these Standards. (To turn off

that function and other "how to" guidance on using MS Word features, go to the "Guide Using Word Features in DoD Issuances.").

(3)  Do not create subparagraphs below the a. level.  If you have material subordinate to that level, reorganize the material at a higher level.

**Figure 2:  Subparagraph Titling**

SECTION 1:  PARAGRAPH NUMBERING AND FORMATTING

**1.1.  PARAGRAPH TITLE.**  Number the paragraph.    Use of paragraph headings is optional, but must  be consistent (e.g., if Section 3.1 has a heading, then following paragraphs must, as well.)

**1.2.  PARAGRAPH TITLE.**

OR

1.1.  Paragraph text…If paragraph headings aren't used, simply number the paragraph and begin with  text.

1.2.  Paragraph text…

**2.6.  SECTION SPACING.**  One (1) blank line follows the section title and each paragraph. Horizontal spacing should be automatically done in the templates.

**2.7.  FORMATTING STYLES FOR THE ISSUANCE TEMPLATE.**  Figure 3:  Formatting Styles of these Standards shows the formatting styles for the DoDEA Issuance Template and where to use each within the template (not including DTMs). Use MS Word Styles options provided under the Home tab.  Do not indent, space, or change the font (except for cases that mentioned that must be done manually).

**Figure 3:  Formatting Styles**

| FORMATTING STYLES FOR THE ISSUANCE TEMPLATE<br>AND WHERE TO USE EACH WITHIN THE TEMPLATE |
|---|
| SECTION TITLE (top of each section page):  **SECTION TITLE** |
| 4.1 PARAGRAPH TITLE style:  **1.1 HEADING**<br>Paragraph text style:  **1.1 TEXT**<br>**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**<br>   b.  Subparagraph text style:  **a. TEXT** |
|     (1)  Subparagraph style:  **(1) TEXT**<br>Subparagraph text style:  Type text as normal but ensure the style continues through the remaining subparagraphs. |
|      (a)  Subparagraph style:  **(a) TEXT**<br>Subparagraph text style:  Type text as normal but ensure the style continues through the remaining subparagraphs. |
|       <u>1</u>.  Subparagraph style:  **1. (underline) TEXT**<br>Subparagraph text style:  Type text as normal but ensure the style continues through the remaining subparagraphs. |
|        <u>a</u>.  Subparagraph style:  **a. (underline) TEXT**<br>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.**  Unbold the definition leaving only the term bolded |
| REFERENCES:  **SECTION TITLE** |
| Reference entry style:  **References** |
| APPENDIX:  **SECTION TITLE** |
| Appendix entry style:  **References** |
| **Tables and Figures**:  See Section 1 of these Standards for instructions on inserting these entries into the document and creating a separate section at the bottom of the Table of Content 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 how the Table of Content works.<br>**NOTE:  Contact OPLP for guidance on inserting tables and figures.** |

# SECTION 3:  PAGE 1 INFORMATION GUIDELINES

**3.1.  PAGE 1 REQUIREMENTS.**  Page 1 information is required based on its applicability to the issuance.  Delete any lines that are not applicable to the issuance in their entirety.  Page 1 information is about the issuance itself rather than the subject matter.  Page 1 always includes the DoD emblem, general information about the issuance, releasability statement, and the purpose of the issuance.

   **a.  DoD Emblem.  Required.**  The DoD emblem is centered at the top of the page.  It is provided in the "DoDEA Issuance Template."  Do not remove or modify.

   **b.  Issuance Type.  Required.**  Select from the drop-down menu the type of document being drafted (e.g., Regulation, Administrative Instruction, or Manual).  The font is Times New Roman in small caps (except for first letter of each word) and the font point size is 20.  The "DoDEA Issuance Template" will correctly format this entry.

   **c.  Issuance Number.  Required.**  Review the "DoDEA Issuance Numbering System" document located at the DoDEA's Office of DoDEA Policy Website at the AO Toolbox tab.  Most issuances will use the first four (4) numbers from the DoD issuance from which it derives its authority to be published by DoDEA.  Use the "DoDEA Issuance Numbering System" document to determine the first four (4) number category.  OPLP can help with this, as well as determine the last two (2) numbers based on existing issuances of that type and within the particular category at the time of signature.

   **d.  Issuance Title.  Required.**  Include the title based on the subject of the issuance. The issuance title should not exceed two (2) lines.  Do not use the same title for more than one (1) issuance unless it is multi-volume issuance.  For issuances separated into volumes, list the issuance title, followed by a colon and the volume-specific title (i.e., [R/AI/M] Title:  Volume-Specific Title).

   **e.  Double Separating Line.  Required.**  A double line separates the emblem and issuance type, number, and title from the remainder of the Page 1 information.  Do not remove or modify the line.

   f.  Originating DoDEA Division.  **Required.**  Type in the official name of your office/division.  Review DoDEA Regulation 5100.01 for official titles

   **g.  Releasability.  Required.**  Select from the drop-down menu the releasability statement for the particular issuance.  This determines if the issuance is available to the public on the DoDEA's Office of DoDEA Policy Website or CAC-enabled and only available to DoDEA employees.

   **h.  Change #, Date.**  Only required if it is a change to that particular issuance.  **Otherwise delete this line**.

(1)  If the issuance is being changed, do not remove the line.  Insert the appropriate number for the change.  If the issuance is being changed for the first time since publication, adjust "#" to "1."  OPLP enters the date the change becomes effective after the Director (or OPLP Chief) approves and signs the issuance change.  Keep the color and font as specified in the "DoDEA Issuance Template" and "DoDEA Template Instructions."

(2)  If the issuance is not a change, then remove the line completely from Page 1.

   **i.  Reissues.  Required, for issuances being reissued**.  If the document is a new DoDEA issuance, remove the entire line.

(1)  List the type, number, title, and publication date of the current online version in the applicable areas provided in the "DoDEA Issuance Template."

(2)  Do not include the current publication in the References Section.

   **j.  Incorporates and Cancels.  Required, for issuances incorporating and canceling issuance(s).**  If the issuance is not incorporating and cancelling another issuance(s) remove the entire line.

(1)  List the type, number, title, and publication date of the documents being incorporated and cancelled (e.g., an issuance, a memorandum) in the applicable areas provided in the template.

(2)  If multiple documents are being incorporated and cancelled, list the documents alpha-numerically on subsequent lines.  Separate each document with a blank line.  Only one (1) "incorporates and cancels" heading is needed.

(3)  These issuances are **not to be** included in the References Section.

   **k.  Cancels.  Required, for issuances cancelling issuance(s)**.  If the issuance is not canceling another document, remove this entire line.

(1)  List the type, number, title, and publication date of the documents being cancelled (e.g., an issuance or a memorandum) in the applicable areas provided in the "DoDEA Issuance Template."

(2)  If multiple documents are being canceled, list the documents alpha-numerically on subsequent lines.  Only one (1) "cancels" heading is needed.

(3)  These issuances are **not to be** included in the References Section.

   **l.  Approved By.  Required.**  Include the name and title of the individual approving the issuance.  The action memo (submitted with the issuance for signature)  will include an approval line, which will indicate the signature authority's approval of the issuance; however he or she will not sign the issuance itself.  All DoDEA-level issuances (Rs, AIs, Ms, and DTMs) will be

approved/signed by the DoDEA Director or the Director's designee.  Entry should be shown as "**Thomas M. Brady, Director."**

    **m.  Change # Approved By.**  Only required if there is a change.

        (1)  If the issuance is being changed, insert the name and title of the individual approving the change.  The signature authority will approve the change on the action memo's approval line; he or she will **not** sign the issuance itself.  Change approval authority is same as identified in Section 3.1.l. of these Standards.  OPLP enters the date the change becomes effective before publishing the change.

        (2)  If the action is not a change, than remove the line completely from Page 1.

    **n.  Single Separating Line.**  **Required**.  Do not remove or modify the line.

    **o.  Purpose.**  **Required.**  See Section 4 of these Standards for details and examples on composing a Purpose Statement.  This is an extremely short synopsis of general purpose of the issuance.  Best way to think of it is a general abstract.

**3.2.  STYLE.**  The headings of each area on Page 1 should be bold and left-aligned.

**3.3.  BLANK LINES.**  One blank line follows the DoD emblem; the issuance type and number line; the title line; the double separating line; the originating division line; the date group (i.e., either the effective or change date line); the releasability line; the reissues, incorporates, and cancels group (i.e., the cancels line), the approved/signed by line; and the single separating line.

# SECTION 4:  PURPOSE STATEMENT

**4.1.  CONTENT.**  The structure of the Purpose Statement depends on the type of issuance being drafted.  State concisely why the issuance is being published (think abstract).

a.  The Purpose Statement must state whether the policy is being "established" or being "implemented."  Be very clear about which option is the case, and do not use verbs such as "sets forth," "updates," "describes," etc., when discussing policy.  Policy statements may differ based on the type of issuance.

b.  Identify any committees, boards, or other entities being established.

c.  Table 1:  Sample Purpose Statements of these Standards provides examples of Purpose Statements depending on the nature of the issuance.

**Table 1:  Sample Purpose Statements**

| |
|---|
| **For a Regulation establishing policy:**<br>**Purpose:**  This Issuance establishes policy and assigns responsibilities for…in accordance with [applicable reference, as appropriate]. |
| **For an Administrative Instruction establishing policy:**<br>**Purpose:**  This Issuance establishes policy, assigns responsibilities, and provides direction for continuity plan development in accordance with the authority in … |
| **Not establishing policy:**<br>**Purpose:**  This Issuance implements policy, assigns responsibilities, and provides direction for continuity plan development pursuant to… |
| **Not establishing policy:**<br>**Purpose:**  This Issuance implements the Defense Hotline Quality Assurance Review Program pursuant to _____ providing purpose] in accordance with the authority in ___ to provide oversight and maintain the integrity of DoD hotline programs and processes. |

**4.2.  FORMATTING.**

**a.  Purpose Formatting.**  Keep the Purpose Statement to half a page or less, so it fits on Page 1.  The main content of the purpose statement should directly follow the text supplied in the template.  Any text listed as sub-points of the main purpose should be bulleted.  If there are no sub-points, delete the bullets provided in the "DoDEA Issuance Template."

**b.  Issuances with Volumes.**  List the purpose of the overall instruction or manual in the main content of the Purpose Statement.  List the purpose of the specific volume in the subsequent bullets.

# SECTION 5: GENERAL ISSUANCE INFORMATION (SECTION 1) REQUIREMENTS AND GUIDELINES

**5.1. GENERAL INFORMATION.** General issuance information is required and is always in Section 1 of an issuance. It contains the applicability statement, policy/authority (depending on type of issuance), and information collection statement.

**5.2. APPLICABILITY STATEMENT(SECTION 1.1). Required for all issuances**.

   **a. Standard Applicability Statement.** Use the standard applicability statement or alternates provided in the templates, as appropriate. Issuances have a distinct applicability statement. See Table 2: Standard Applicability Statement of these Standards for language.

**Table 2: Standard Applicability Statement**

| |
|---|
| **1.1. APPLICABILITY.** 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. Modified Applicability Statement.** If the issuance applies to organizations not listed in the standard statements, applies only under certain conditions, or multi-volume issuances have different volume-specific applicability statements, separate the paragraph as shown in Table 3: Modified Applicability Statement of these Standards.

**Table 3: Modified Applicability Statement**

| |
|---|
| **1.1. APPLICABILITY.** <br><br>   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. <br><br>   b. Does not apply to… |

**5.3. POLICY/AUTHORITY SECTION (SECTION 1.2).** A Policy Section is required for Rs, AIs and DTMS and an Authority Section for Ms. See Table 4: Sample Policy/Authority Statements of these Standards for examples. These statements are not the full extent or detailed policy/authority but is a general statement. Think executive summary of an article.

   **a. General Policy Information.** State briefly but precisely the activity governed by the issuance, its general requirements, and the reason for them.

(1)  Do not include responsibilities or procedures.  A common result of an imprecise Policy Section is including responsibilities or procedures.  As a result, critical responsibilities are not clearly assigned, which can lead to failure to perform them.

(2)  Policy statements may differ based on the type of issuance.

**b.  Regulation-specific Policy.  Required.**  Regulations must establish policy.  The Policy Section of a regulation states the principles or goals of the DoDEA mission and defines performance standards and other means by which the DoDEA offices and Regions can evaluate their success in implementing the policy.  Policy statements should be as concise as possible; however, they must be written in sufficient detail to ensure the policies are clearly articulated.  This is the same for a DTM-specific Policy Section.

**c.  Administrative Instruction-specific Policy.  Required.**  Administrative Instructions may establish policy.

(1)  For AIs that implement policy and only summarize DoD/DoDEA policy established in another issuance, keep the Policy Section to one (1) or two (2) paragraphs.  Cite the DoD/DoDEA issuance(s) that establishes the policy.

(2)  For AIs that establish policy, this section may need to be longer to ensure new policies are clearly articulated.

**d.  Manual Authority.  Required.**  Ms **cannot** establish policy.  This section is used to briefly describe the policy being implemented and must cite the DoDDs, DoDIs, DoDEA Regulations, and/or Administrative Instructions that established the policy and provides the authority for publishing the manual.

(1)  The section should be no more than one (1) or two (2) paragraphs long.  This should be the only place in the M where policy will be stated.

(2)  For multi-volume manuals, the Authority Section may also contain a volume-specific statement.

**Table 4:  Sample Policy/Authority Statements**

| |
|---|
| **Sample 1:** |
| **1.2.  POLICY.**  Allegations of misconduct against senior officials must be promptly reported to the Inspector General (IG) DoD and the appropriate DoDEA Offices notified upon IG DoD receipt of an allegation.  The appropriate investigative organizations vigorously investigate such allegations. |
| **Sample 2:** |
| **1.2  POLICY.** |
|     a.  The DoD Education Activity provides exemplary educational programs that inspire and prepare all students, including those with special needs, for success in a global environment. |
|     b.  The DoD Education Activity focuses on attaining the highest in student achievement using performance-driven, efficient management systems and developing a high-performing, diverse workforce at every organizational level. |
| **Sample 3:** |
| **1.2.  POLICY.**  DoD will support: |
|     a.  U.S. Government policy to minimize the pain and suffering caused by HIV/AIDS and the devastating impact on families, as well as the threat of global destabilization due to HIV/AIDS.  In this example, the acronym "HIV/AIDS" was established earlier in the issuance. |
|     b.  U.S. Military HIV Research Program efforts to prevent the spread of HIV/AIDS in U.S. military forces primarily through the development of a vaccine. |
| **Sample 4:** |
| **1.2.  AUTHORITY.** |
|     a.  This Manual is published under the authority of DoDEA Regulation 2942.01. |
|     b.  This is Manual is Volume 1 in a three (3) volume series. |

**5.4.  INFORMATION COLLECTION SECTION (SECTION 1.3).  Required** for all issuances.  Use the standard information collection statement provided in the templates as appropriate.  If alternate statement is needed, consult OPLP.

**5.5.  ADDITIONAL PARAGRAPHS.**  The Action Officer may add additional paragraphs to Section 1 as long as the information is not related to the actual substance of the issuance.  For example, if the issuance has vital deadline requirements (e.g., "The ____ offices must develop and publish internal guidance in support of these procedures within six (6) months of this issuance's effective date."), you may add an appropriate paragraph.  Consult OPLP before adding additional Sections to Section 1.

# SECTION 6: RESPONSIBILITY SECTION (SECTION 2) REQUIREMENTS AND GUIDELINES

**6.1.  GENERAL INFORMATION.**  The Responsibility Section is required and always Section 2 of an issuance.  For multi-volume issuances, the responsibilities should be volume-specific.  This section is supposed to be general in nature (not specific instructions of how to implement or specific responsibilities).  Think executive summary of an article.  The specifics of how and when each person does something is addressed in Section 3 and following sections.

   a.  Identify the key officials of the same level who will carry out the policy and procedures in the issuance and list the overarching duties and obligations of each.  Always assign responsibilities to officials/position, not to their offices or organizations.

   b.  In assigning responsibilities, be specific but succinct.  **Do not** include procedures.  State what the official is responsible for doing, not how the official should do it.  By clearly aligning the responsibility with the official, the intent of the issuance can be better accomplished.  Ask yourself, "will the individual actually be doing this him/herself?"  If the answer is no, the text should be moved to a later section of the issuance and tasked to the organization.  The individual (e.g., the DoDEA Director) will have the responsibility of making sure those procedures are implemented.

**6.2.  ORDER OF OFFICIALS ASSIGNED RESPONSIBILITIES.**  List the officials being assigned responsibilities in the order below.  Examples of responsibility statements are in Figure 4:  Sample Responsibility Statement of these Standards.

   a.  The DoDEA Director.  All DoDEA issuances must have DoDEA Director if only to delegate a responsibility.

   b.  The originating office.

   c.  Other key officials within the originating office according to their levels.

   d.  Other key officials within DoDEA.  When assigning responsibilities to officials at any level subordinate to the DoDEA Director, use this language to name the position having authority over them.  This is only when a responsibility has to be clearly delegated to a lower level.

   e.  Use the DoDEA Regulation 5100.01 for the correct titles and acronym usage.

**Figure 4:  Sample Responsibility Statement**

SECTION 2:  RESPONSIBILITIES

**2.1.  DoDEA Director.**   The  DoDEA Director has overall responsibility for…

**2.2.  DoDEA Associate Director, Financial and Business Operations.**   The DoDEA Associate Director, Financial and Business Operations (ADF&BO) is responsible….

**2.3.  DoDEA Procurement Chief.**  The DoDEA Procurement Division Chief supports the DoDEA ADF&BO…

# SECTION 7:  FORMS, TEMPLATES, WORKSHEETS, CHECKLIST AND OTHER DOCUMENTS

**7.1.  GENERAL INFORMATION.**  If the issuance requires a specific document must be used to be in compliance, the official documents has to be referenced.  This includes any document (e.g., form, template, checklist, or worksheet).

**7.2.  TYPE OF FORMS.**  The following are types of forms that can be used for required documents:

  **a.  Existing Forms.**  If a form exists within DoD or another Federal agency and can be used by DoDEA then that form should be used.  For example, a DoD (DD) Form, U.S. General Services Administration (GSA) Standard Form, or Office of Management and Budget (OMB) Form.  To cite the form in the issuance, TYPE NUMBER, "TITLE" (e.g., DD Form 215, "Waiver Form").  The form will also be listed in the References Section.

  **b.  DoDEA Office of Management and Budget Approved Form.**  If no document exists and DoDEA Executive Services determines that the proposed document has to be an OMB approved form, then it must be approved and cited as such.  Please see DoDEA Executive Services on the process for OMB review and approval.  Citation in the issuance will be the same as Section 7.2.a. of this Issuance.  The form will also be listed in the References Section.

  **c.  DoDEA Form.**  If no document exists and DoDEA Executive Services has determined OMB approval is not required, they will provide directions in how to get the document approved, provide the form number, and it will be loaded to the DoDEA Form Website.  Citation in the issuance will be the same as Section 7.2.a. of this Issuance.  The form will also be listed in the References Section.

**7.3.  NON-REQUIRED DOCUMENTS.**  If the issuance requires information to be collected but the format is not specific or how it is written (e.g., specific document/template to be used), then the issuance should detail the items that have to be collected.  If the division wants to offer a template then in the issuance there may be a reference to a template located at a webpage or contact the division for examples.  The issuance should layout the specific information that has to be collected though.

**7.4.  SHOWING A DOCUMENT.**  The issuance can only show document as an example of a filled out form in a figure.  The information that would be filled in by an individual is shown in *blue Informal New Roman font.*

# SECTION 8:  GLOSSARY SECTION

**8.1.  ACRONYMS IN TEXT.**  The first time an acronym is used in the actual body of the issuance, it must be spelled and the acronym identified in paranthes (except for DoDEA, DoD, or U.S.).  Acronyms are not used in Headers even if already established unless it is DoDEA, DoD or U.S.

    a.  Acronyms should be established if a term will be used more than three (3) times in the issuance.  Overuse of acronyms can be difficult for reader so they should be used only when appropriate.  There are cases when the acronym is important since it is commonly referred to as such and can be included for that purpose even if used less than three (3) times.  For example: SIS, EMT, or CPR.

    b.  DoDEA will use CONUS and OCONUS as defined as **contiguous United States** and **outside contiguous United States.**

**8.2.  ACRONYMS IN GLOSSARY.**

    a.  A list of acronyms is mandatory for all items used in the text of the body of the issuance. Exceptions include:

        (1)  DoDEA.

        (2)  DoD.

        (3)  U.S.

        (4)  Issuance acronym (R, AI, DTM, or M) used in the header of the issuance.

    b.  Use the table provided in Glossary (G.1) in the templates, with each term in its own row.

    c.  Use acronyms established in the issuance.

    d.  List acronyms alphabetically; do not number them.

    e.  Leave one (1) blank line (row) between acronyms beginning with a different letter.

    f.  Do not capitalize the term unless it is a proper noun.

    g.  For military terms, use the approved joint abbreviations and acronyms.

    h.  See Figure 5:  Sample of Acronyms List of these Standards for an example of an acronym list.  It is located in the G.1.  Acronym section of these Standards.

## 8.3. GLOSSARY FORMAT.

a.  If either a list of acronyms (G.1.) or definitions (G.2.) are not included, remove "G.1." or "G.2." and the paragraph title, so the Glossary is only listed as "Glossary" followed by the acronym or definition terms, as appropriate.

b.  If both a list of acronyms and a list of definitions, then "G.1.  Acronyms" and "G.2. Definitions" are used, as appropriate.

c.  Include only one (1) blank line between the acronym list and the definitions paragraph.  If only the paragraph title would remain on the same page, you may start the definitions on the next page.

## 8.4.  DEFINITIONS.

a.  Apply the "definition term" MS Word Style to the terms being defined, but not the definition.  The term will remain in bold and the Action Officer will manually remove bold from the definition explanation.

b.  Terms in the glossary should be those that are particular to the DoDEA issuance itself or are not accurately defined in a standard dictionary for your purposes.

c.  Terms must be used in the Issuance and do not define anything that is only present in the definitions.

d.  Terms must either be described as:

(1)  For the purpose of the issuance.

(2)  Defined in another DoD or DoDEA publication.

e.  List the terms being defined alphabetically; do not number them.

f.  Capitalize them only if they are proper nouns.

g.  If an acronym has been established for a term, use the acronym, do not spell out the term.

h.  Alphabetize by acronym, not the term as it would be spelled out.

i.  Leave one (1) blank line between terms.

j.  If a definition requires subparagraphs, leave one blank line between them and indent the first line of the subparagraph to .25".

k.  See Figure 6:  Sample of Definitions of these Standards for an example of a list of definitions.  The figure is located in the G.2:  Definitions of the Glossary.

# SECTION 9:  CITING REFERENCES IN DODEA ISSUANCES

**9.1.  CITATIONS IN TEXT.**  All references of DoD/DoDEA/federal documents and other materials (e.g., association documents, articles, and books) should be cited appropriately in the issuance and must be identified in the References Section of the issuance.  See Figure 7:  Sample Reference List of these Standards for an example of how to cite in the text of the body and in the References section of an issuance.  The figure is located in References Section.

    a.  Review Section 2 of the DoD's "Writing Style Guide" for the correct use of the terms "pursuant to", "in accordance with", and "under.  A copy of this section is located on the DoDEA' Office of DoDEA Policy Website.  A DoDEA General Counsel representative should be able to assist and check the use of these terms during their review.

    b.  Always identify the source being cited as it applies in the text by citing the type of issuance or originator (e.g., "….in accordance with DoD Instruction 1234.56,"; "…in accordance with Section 940 of Title 10, United States Code…").

    c.  If the issuance needs to cite a specific section or portion of another issuance/document, cite the specific volume, section, or part that pertains to the text (e.g., "…pursuant to Volume 2 of the DoD Manual 4567.89…" or "…Section 921 of Title 10, United States Code…").  Follow this practice when citing a specific paragraph within a reference that is not broken into volumes, sections, or parts (e.g., "….in accordance with Enclosure 1, Paragraph 1.1.b. of DoD Instruction 1234.56…").

    d.  For multiple document citations, group by type if applicable or by individually listing them (e.g., "…in accordance with DoD Instructions 1234.45, 3456.55, and 3456.78; DoD Directive 4567.89; and Section 34 of Title 5, Code of Federal Regulations" or "...in accordance with DoD Instruction 1234.45, DoD Instruction 3456.55, DoD Instruction 3456.78, DoD Directive 4567.89, and Section 34 of Title 5, Code of Federal Regulations").

**9.2.  CITATIONS IN THE REFERENCES LIST.**

    a.  Use the "References" style in the template style set.

    b.  With some exceptions, including references to law, citations in the reference list are organized by type of issuance or originator, exact title or subject in quotation marks, and date of the original publication date (and if amended indicate)(see the Tables 5-8:  Reference Citations Frequently Used in DoDEA Issuances of these Standards for examples).  There should **not** be a period at the end of your citation.

    c.  List the references alpha-numerically.  See References Section of these Standards for an example.

d.  If a reference citation runs into the second line, use the block style format preset in the template.  The month and day of the publication date should be on the same line.  When citing a document that has been changed or updated, use the original publication date and indicate "as amended" after the date.

e.  **Do not** establish or use acronyms in the reference list; **include them only if they are part of the issuance title**, in parentheses in the title in quotation marks.

(1)  Exception:  Joint Service publications may use the acronym title string (e.g., DLAI 4140.55, AR 735-11-2, SECNAVINST 4355.18A, AFJMAN 23-215), but the acronyms used -- in this example "DLAI," "AR," "SECNAVINST," and "AFJMAN" -- must be included in the G1.  Acronym of the Glossary.

(2)  Additional exception is in reference to the issuance itself in the Header.

f.  **Do not** include reference listings from Page 1 of an issuance.  This includes issuance(s) that are being "reissued" and "incorporated and cancelled" by the issuance.  They are only cited on first page.

g.  If a reference is not a common or easily found on a U.S. Government website using an Internet search engine provide the reader where it is located in the text (e.g., "located at the OPM website www.opm.gov").  Disengage the hyperlink of the website in the text.  Additionally, provide the location in the Reference Section.

h.  Do not cite unpublished material such as drafts and documents not available to readers.  Do not cite issuances in the process of being cancelled.

**9.3.  CITING MILITARY DEPARTMENT AND JOINT SERVICE PUBLICATIONS.  Do not** cite Military Department of Joint Service publications in DoDEA Issuances **except**:

a.  When including a military or associated term in the G.2. Definition Section of the Glossary (cite Joint Publication 1-02).

b.  When a Military Department or Joint Service publication is the only document that establishes or implements a crucial policy.

**9.4.  LEGAL CITATIONS.**

**a.  When to Cite.**

(1)  When a DoD issuance is implementing an Executive Order, Public Law, or a section of the United States Code, cite the DoD issuance, not the order, law, or code.

(2)  When a Public Law has been codified in the United States Code, cite the title and section of the United States Code, not the Public Law.

(3)  For a Public Law not included in the United States Code., cite the Public Law and applicable section.  Verify the proper statutory authority with the DoDEA Office of General Counsel when drafting the issuance.

(4)  Cite the Federal Register for documents that have been published in the Federal Register but not in the Code of Federal Register.

**b.  How to Cite.**

(1)  <u>United States Code and Code of Federal Regulations.</u>

(a)  Do not include the subject of the title's part, section, or chapter.  If citing more than one part, section or chapter, simply cite the title in the Reference Section and specify part, section, or chapter within the text.  In the text, always cite the specific part(s), section(s), or chapter(s) that pertain to the text, e.g.:

<u>1.</u>  In text – "pursuant to Sections 1234 and 5678 of Title 10, United States Code."

<u>2.</u>  In the Reference Section – "United States Code, Title 10."

(b)  If a codified law is better known by a common name, it may be cited within the body of the issuance by referring to the codified information first, then the common name (e.g., "pursuant to Section 2170 of Title 50, United States Code Appendix, also known and referred to in this Issuance as "The Defense Production Act of 1950, as amended."").  Further citations in the issuance will state "The Defense Production Act of 1950, as amended."  Within the Reference Section, the citation should reflect the same format and include the information that the Act has been amended, if appropriate.  However, you must include the specific United States Code or Code of Federal Regulations identifying information.  **Laws can be later modified by other laws therefore the actual United States Code or Code or Federal Regulations and not the common name is critical.**

(c)  When citing more than one (1) common name within a single title, list the codified information first, then the common name by chapter, section, or part, as applicable, in the order it appears in the law (i.e., list the common name for Section 1234 before the common name of Section 2345).

(2)  <u>Public Law.</u>  In the Reference Section, cite the Public Law number, title, and date; if citing more than one (1) section of a Public Law in the issuance, don't list the individual sections.  In the text, cite the specific section that pertains to the text.

**9.5.  AMENDMENTS AND CURRENT EDITIONS.**  Many U.S.government publications are now maintained on the Internet and are amended or updated electronically.

a.  Citations of Public Laws and Executive Orders that may be amended by subsequent laws should include the original publication date and note that it has been amended – e.g., Executive Order 13178, "Northwestern Hawaiian Islands Coral Reef Ecosystem Reserve," December 4,

2000, as amended (in this case the Executive Order was amended by Executive Order 13196 in 2001).  Do not document what has been amended in the Public Law or Executive Order in the issuance, as this information is easily found online.

b.  Documents that are maintained online and have multiple or undefined publication dates must use the citation "current edition" in place of the publication date in the Reference Section.

(1)  For example:  DoD 7000.14-R, "Department of Defense Financial Management Regulations (DoD FMRs)," current edition (16 volumes in the Regulation; each volume has a different publication date and is updated online).

(2)  For example:  Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition (Maintained online and updated regularly).

**Table 5:  Reference Citations Frequently Used in DoDEA Issuances-DoD Level**

| REFERENCE | FORMAT USED IN TEXT | FORMAT USED IN REFERENCE LIST |
|---|---|---|
| **DoD Level** | | |
| **DoD Administrative Instruction** | DoD Administrative Instruction 27 | DoD Administrative Instruction 27, "Control of North Atlantic Treaty Organization Classified Documents," October 26, 2006 |
| **DoD Directive** | DoD Directive 3020.40 | DoD Directive 3020.40, "Defense Critical Infrastructure Program (DCIP)," August 19, 2005 |
| **DoD Directive-type memorandum** | DoD Directive-type Memorandum 09-019 | DoD Directive-type Memorandum 09-019, "Policy Guidance for Foreign Ownership, Control, or Influence (FOCI)," September 2, 2009 |
| **DoD Instruction** | DoD Instruction 3020.42 | DoD Instruction 3020.42, "Defense Continuity Plan Development," February 17, 2006 |
| **DoD (DD) Form** | DoD (DD) Form 165, "Shipment of Funds" | DoD (DD) Form 165, "Shipment of Funds," January 2000 |
| **DoD Manual** | DoD Manual 4165.66 | DoD Manual 4165.66, "Base Realignment," March 1, 2007 |
| **DoD Manual with multi-volumes** | Volume 1 of DoD Manual 4150.07 | DoD Manual 4150.07, Volume 1, "DoD Pest Management Training: The DoD Plan for the Certification of Pesticide Applicators," December 12, 2008 |
| **DoD Manual that hasn't been reissued under 2007 version of DoDI 5025.01** | DoD 1100.19-M | DoD 1100.19-M, "Wartime Manpower Planning System ADP System Users Manual," March 13, 1987 |
| **DoD Publications (To be discontinued on reissuance as manuals)** | DoD Guide: DoD 7000.3-G | DoD 7000.3-G, "Preparation and Review of Selected Acquisition Reports," May 20, 1980 |
|  | DoD Inventory: DoD 4100.33-INV | DoD 4100.33-INV, "Department of Defense Commercial Activities Inventory Report and Five Year Review Schedule FY 1991," May 7, 1992 |
|  | DoD Regulation: DoD 1330.17-R | DoD 1330.17-R, "Armed Services Commissary Regulations (ASCR)," April 1987 |
| **DoD Travel Regulations: Joint Travel Regulation (JTR)** | Joint Travel Regulations | Joint Travel Regulations, current edition |
| **Joint Publication** | Joint Publication 1-02 | Joint Publication 1-02, "Department of Defense Dictionary or Military and Associated Terms," current edition |
| **Joint Service Publications** | DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215[1] | DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-15, "Reporting of Supply Discrepancies," August 6, 2001[1] |

[1]Acronyms used in joint Service publications don't need to be spelled out in the reference section nor established in their first use in the text; however, the acronyms **must** be identified in Paragraph G.1. (in the Glossary).

**Table 5: Reference Citations Frequently Used in DoDEA Issuances-DoD Level**
**(Continued)**

| **Memorandum** | Only used once:<br>…the {direction, guidance} in the October 15, 2006 Secretary of Defense Memorandum… | Secretary of Defense Memorandum, "Regulatory Relief Task Force," October 15, 2006 |
|---|---|---|
| | First use (more than once):<br>…the {direction, guidance} in the October 15, 2006 Secretary of Defense (SecDef) Memorandum… | |
| | Subsequent references:<br>…the October 15, 2006 SecDef's Memorandum… | |
| **Memorandum of Understanding (MOU)** | Only used once:<br>…the August 16, 1982 Memorandum of Understanding (MOU) between the DoD and Department of Education… | Memorandum of Understanding Between the Department of Defense and the Department of Education, August 16, 1982 |
| | First Use (more than once):<br>…the August 16, 1982 Memorandum of Understanding (MOU) between the DoD and Department of Education (DOE)… | |
| | Subsequent references:<br>…the 1982 DoD/DOE MOU… | |
| **Military Handbook (MIL-HDBK)** | Military Handbook MIL-HDBK-1013/1A | Military Handbook MIL-HDBK-1013/1A, "Design Guidelines for Physical Security of Facilities," December 15, 2003 |
| **Military Detail Specification (MIL-DTL)** | Military Detail Specification MIL-DTL- 43607H | Military Detail Specification MIL-DTL-43607H, "Padlock, Key Operated, High Security, Shrouded Shackle," March 10, 1998, with Notice 1, May 22, 2000 |
| **Military Specification (Acronym is based on type of specification.)** | Military Specification MIL-H-29181B | Military Specification MIL-H-29181B, "HASP, High Security, Shrouded, for High and Medium Security Padlock," May 10, 1994 |
| | Military Specification MIL-P-43607G | Military Specification MIL-P-43607G, "Padlock, Key Operated, High Security, Shrouded Shackle," June 18, 1986, as amended |
| **Military Standard (MIL-STD)** | Military Standard MIL-STD-672A | Military Standard MIL-STD-672A, "Aviation Calibrations," June 9, 2006 |
| **National Security Decision Directive (NSDD)** | National Security Decision Directive-18 | National Security Decision Directive-18, "International Trace and Transfer," July 2, 1990 |
| **National Security Presidential Directive (NSPD)** | National Security Presidential Directive-9 | National Security Presidential Directive-9, "Combating Terrorism," October 25, 2001 |

**Table 6:  Reference Citations Frequently Used in DoDEA Issuances-DoDEA Level**

| DoDEA Level | | |
|---|---|---|
| **DoDEA Administrative Instruction** | DoDEA Administrative Instruction 4160.1 | DoDEA Administrative Instruction 4160.1, "Disposal of DoDDS Memorabilia," August 25, 2006 |
| **DoDEA Directive-type Memorandum (DoDEA DTM)** | DoDEA DMEO DTM: DoDEA 06-DMEO-001 | DoDEA 06-DMEO-001, "Notification and Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act)," dated November 16, 2006 |
| **DoDEA Form** | DoDEA Form #, "Waiver Form" | DoDEA Form #, "Waiver Form," January 2019 |
| **DoDEA Manual** | DoDEA Manual 2946.2 | DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 2006 |
| **DoDEA Memorandum** | Director of Department of Defense Education Activity Memorandum | Director, Department of Defense Education Activity Memorandum, "DoDEA Certification Review Board," August 19, 2005 |
| **DoDEA Procedural Guide** | 14-PGRMD-07 | 14-PGRMD-007, "Reconciliation of Obligations to DoDEA Washington HQ Services Allotment Accounting System," dated June 4, 2014 |
| **DoDEA Regulation** | DoDEA Regulation 1342.13 | DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas," September 20, 2006 |

**Table 7:  Reference Citations Frequently Used in DoDEA Issuances-Federal Level**

| Federal Level | | |
|---|---|---|
| **Code of Federal Regulations** | Referencing one title and one part:<br>…in accordance with Part 40 of Title 32, Code of Federal Regulations… | Code of Federal Regulations, Title 32, Part 40 |
| | Referencing one title and more than one part:<br>…in accordance with Part 40 of Title 32, Code of Federal Regulations | Code of Federal Regulations, Title 32 |
| **Code of Federal Regulations (continued)** | Referencing more than one title:<br>…in accordance with Part 40 of Title 32, Code of Federal Regulations…<br>…in accordance with Part 64 of Title 32, Code of Federal Regulations…<br>…in accordance with Subpart 227.71 of Title 48, Code of Federal Regulations. | Code of Federal Regulations, Title 32<br>Code of Federal Regulations, Title 48 |
| **Executive Order** | Executive Order 13392 | Executive Order 13392, "Improving Agency Disclosure of Information," December 14, 2005 |
| **U.S. General Services Administration (GSA) Form (similar for any other type)** | U.S. General Services Administration (GSA) Standard From 702, "Security Container Check Sheet" | U.S. General Services Administration (GSA) Standard Form 702, "Security Container Check Sheet," November 2010 |
| **Federal Register** | Page 12345 of Volume 10, Federal Register | Federal Register, Volume 10, Pager 12345, June 12, 2007 |
| **Joint Publication 1-02** | Joint Publication 1-02 | Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition |
| **Office of Management and Budget (OMB) Bulletin** | Office of Management and Budget Bulletin No. 81-17 | Office of Management and Budget Circular No. A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education," September 30, 1999 |
| **Office of Management and Budget (OMB) Circular** | Office of Management and Budget Circular No. A-110 | Office of Management and Budget Circular No. A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education," September 30, 1999 |
| **Presidential Decision Directive (PDD)** | Presidential Decision Directive No. 63 | Presidential Decision Directive No. 63, "Critical Infrastructure Protection," May 22, 1998 |

**Table 7: Reference Citations Frequently Used in DoDEA Issuances-Federal Level (Continued)**

| Public Law | ...in accordance with Section 8070 of Public Law 102-172 | Public Law 102-172, Section 8070, "The Department of Defense Appropriations Act for Fiscal Year 1992," November 26, 1991 |
|---|---|---|
| **United States Code— One reference** | <u>When one title and one section are referenced:</u> …in accordance with Section 801 of Title 10, United States Code | United States Code, Title 10, Section 801 |

**Table 7: Reference Citations Frequently Used in DoDEA Issuances-Federal Level (Continued)**

| United States Code- More than one reference | When one title and more than one section are referenced: …in accordance with Section 801 and 940 of Title 10, United States Code | United States Code, Title 10 |
|---|---|---|
| | When more than one title is referenced: …in accordance with Section 801 of Title 10, United States Code… …in accordance with Chapter 47 of Title 10, United States Code… …in accordance with Section 470 of Title 16, United States Code | United States Code, Title 10 United States Code, Title 16 |
| | **When codified law has a common name(Example 1):** First in-text citation: …Section 2170 of Title 50 United States Code Appendix, also known and referred to in this Issuance as "The Defense Production Act of 1950, as amended." Subsequent in-text citation: ...the Defense Production Act of 1950… | United States Code Appendix, Title 50, Section 2170 (also known as "The Defense Production Act of 1950, as amended") |
| | **When codified law has a common name(Example 2):** First in-text citation: ...Chapter 47 of Title 10, United States Code, also known and referred to in this Issuance as "The Uniform Code of Military Justice (UCMJ)." Subsequent in-text citation: …the UCMJ… | United States Code, Title 10, Chapter 47 (also known as "The Uniform Code of Military Justice (UCMJ)" |

**Table 7:  Reference Citations Frequently Used in DoDEA Issuances-Federal Level (Continued)**

| United States Code (continued) | **When citing annually recurring provisions:**<br><br>First in-text citation:<br>…Section 8061 of *Public Law 111-118* (also known as "The Leahy Human Rights Provisions"), or a similar annually recurring provision, if enacted, in subsequent years…<br><br>Subsequent in-text citation:<br>…in accordance with Section 8061 of *Public Law 111-118* | *Public Law 111-118*, Section 8601, "The Department of Defense Appropriations Act of Fiscal Year 2010," December 19, 2009 (also known as "The Leahy Human Rights Provisions"), and similar annually recurring provisions, if enacted in subsequent years. |

**Table 8:  Reference Citations Frequently Used in DoDEA Issuances-Other Government and Non-Government Citations**

| Other Government and Non-Government Citations | | |
|---|---|---|
| **Academic Article** | Example with 1 Author: Aloise-Young (1993) | {Last Name, Initials. (YEAR).  Title of Article.  Journal Name, Volume #, Page #s}<br><br>Aloise-Young, P.A. (1993).  The development of self-presentation:  Self-promotion in 6- to 10-year old children. *Social Cognition*, 11, 201-222 |
| | Example with 2 Authors: Mischel & Baker (1975) | {Last Name, First Initial, & Last Name, Initials. (YEAR). Title of Article. *Journal Name*, Volume #, Page #(s)}<br><br>Mischel, W., & Baker, N. (1975).  Cognitive transformations of reward objectives through instructions. *Journal of Personality and Social Psychology*, 31, 254-261 |
| **Academic Book** | Vanman (2016) | Last Name, First Name of First Initial. (YEAR). *Title of Book*.  Publishing City:  Publisher.}<br><br>Vanman, Eric. (2016). *The role of empathy in intergroup relations*.  Oxford:  Elsevier |
| **Academic Document** | American Nurses Association (2011) | American Nurses Association.  "Scope and Standards of Practice for School Nursing," 2nd Edition.  Silver Spring, Maryland:  2011 |
| **Website, when the reference is located only on a website** | only one reference on that website: DoD Issuance Website | DoD Issuance Website, "The Issuance Process," http://www.dtic.mil/whs/directives/index.html |
| | if more than one reference on that website: …Center for Disease Control's (CDC) "Heads Up Schools, A Fact Sheet for School Nurses"… …CDC's "Healthy Weight, About BMI for Children and Teens"… | Center For Disease Control and Prevention, "Heads Up Schools, A Fact Sheet for School Nurses," http://cdc.gov/headsup/pdfs/schools/tbi_factsheet_nurses-508-a.pdf Center for Disease Control and Prevention, "Healthy Weight, About BMI for Children and Teens," http://www.cdc.gov/healthyweight/assessing/bmi/childrens_bmi/about_childrens_bmi.html |
| **Other Miscallaneous issuances.  In the list, enter:** {originator, title, and date} | National Military Strategy | Office of the Chairman of the Joint Chiefs of Staff, "National Military Strategy to Combat Weapons of Mass Destruction," February 13, 2006 |
| | Organization for the Prohibition of Chemical Weapons Convention | Organization for the Prohibition of Chemical Weapons, "Convention on the Prohibition of the Development, Production, Stockpiling and use of Chemical Weapons and on their Destruction," ratified April 24, 1997 |
| | Joint Requirements Office for CBRN Defense Plan | Joint Requirements Office for CBRN Defense, "Joint Service (CBRN) Defense Modernization Plan," 2008 [in this example, the originating office uses the acronym in its official name] |

# SECTION 10:  APPENDIX

**10.1.  CONTENTS OF APPENDIX.**  All Issuances (excluding DTMs) will contain an Appendix 1:  Internal Controls Evaluation Checklist.  This is a checklist to ensure the user is in compliance with the issuance.  Various formats and more than one (1) checklist can be included depending on the issuance.  Examples of internal controls evaluation checklist are provided at the DoDEA Office of Policy webpage under AO Toolbox.

b.  Appendix 2 will always be mandatory "Summary of Changes" if the policy is a change or reissuance.  Examples of "Summary of Changes" are provided on the DoDEA's Office of DoDEA Policy webpage at the AO Toolbox tab.

c.  Other appendixes that may be included are very complex tables or figures that could not be incorporated into the body of the issuance.  Please consult with OPLP before including any additional appendixes.

**10.2.  FORMATTING OF THE APPENDIX.**

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

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

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

d.  See Appendix section of these Standards for an example of a form/template (Figure 8: Example of a Form/Template).

e.  The footer for the Appendix section will read "Appendix."

f.  Each form/template used in the Appendix should be its own Appendix (e.g., "Appendix 1: TITLE") as Section Title.  If an Appendix 1A is needed than please consult OPLP.  Use the "Section Title" style for the specific appendix title.

# SECTION 11: WRITING STYLE GUIDE AND PREFERRED USAGE FOR DoDEA ISSUANCES

## 11.1. ITEMS TO REMEMBER.

a.  Always download the latest DoDEA template from the DoDEA's Office of DoDEA Policy Website under the AO toolbox tab before drafting a new issuance.

b.  Verify that all references are still current and valid before submission to OPLP for review.

c.  When referring to DoDEA, use "Activity" not "Agency."  Always capitalize Activity.

d.  When referring to OCONUS and CONUS, the "C" is for contiguous and not continental for purposes of standardization across DoDEA issuances.

e.  When referring to DoDEA Director in responsibilities or in body of the issuance, use "DoDEA Director" not "Director, DoDEA."  On Page 1, it should just read Director.

f.  Acronyms should still be spelled out in the text of the body if the first usuage is a title. Only provide acronyms when necessary or will be used repeatedly.

g.  Recommend writing Sections 3 *et seq.* before writing Section 1 and Section 2.  Section 1 and Section 2 is the "executive summary" and all the specifics should be in later sections.

h.  Write DoDEA issuances clearly and concisely, applying the following general principles of effective writing.  Ask yourself:  Will a new person to the Activity or position understand what is expected of them.

(1)  When drafting the document, use an outline.  This will help organize the issuance and keep it focused and on track.

(2)  Use short, simple words.  Limit sentences to one (1) thought and keep it brief (an average of twenty (20) or fewer words per sentence).

(3)  Use the correct words.

(4)  Write in the active voice versus the passive voice; name an actor with the action being taken immediately after the noun.  See Table 9:  Characteristics and Examples of Passive and Active Voice of these Standards for examples.

(5)  Use parallel construction (the same grammatical structure for similar or related ideas).  See Table 10:  Examples of Parallel Construction of these Standards for examples.

(6)  Avoid long, rambling sentences and paragraphs.  If a paragraph is longer than twenty (20) lines, it should be restructured to include subparagraphs.

(7)  Organize the material.

(8)  Use the following helping verbs to clarify the actor's level of obligation.

(a)  Use "must" to denote a mandatory action.

(b)  Use "will" to denote a required action in the future.

(c)  Use "may"" or "can" to denote an optional action that the actor's authorized to perform (a right, privilege, or power that the actor may exercise at his or her discretion).

(9)  When the term "see" is used as directional material, place the phrase in parentheses at the end of the sentence as a stand-alone sentence, as in the following parenthetical remark. For example: "(See Paragraph 4.3.f. of this Issuance for more information.)."  Avoid the use of other parenthetical remarks.  If the information is important to the issuance; incorporate it into the appropriate sentence or paragraph as much as possible.

(10)  For preferred usage regarding capitalization, terminology, and wording, Section 2: Preferred Usage for DoD Issuances in the *DoD Writing Style Guide and Preferred Usage for DoD Issuances* should be used.  A copy of that list is available on the DoDEA's Office of DoDEA Policy Website.

(11)  For a list of hyphenated modifiers, Section 3:  List of Hyphenated Modifiers Use in DoD Issuances in the *DoD Writing Style Guide and Preferred Usage for DoD Issuances* should be used.  A copy of that list is available on the DoDEA's Office of DoDEA Policy Website.

**Table 9:  Characteristics and Examples of Passive and Active Voice**

| Passive Voice | Active Voice |
|---|---|
| Frequently omits the doer of the action: <br> **Example 1:**  An information copy of the board meeting minutes must be forwarded to the members. <br><br> **Example 2:**  A military chaplain of a particular religious organization may be appointed as a consultant. | Identifies the doer: <br> **Example 1:**  The Chair must forward an information copy of the board meeting minutes to the members. <br><br> **Example 2:**  The Board may appoint a military chaplain of a particular religious organization as a consultant. |
| Frequently is longer and less direct; frequently includes a "by" phase: <br> **Example 1:**  A written agreement will be executed by the parties. <br><br> **Example 2:**  Implementing instructions will be issued by the DoD Components. | Gets to the point: <br> **Example 1:**  The parties will execute a written agreement. <br><br> **Example 2:**  The DoD Components will issue implementing instructions. |

**Table 10:  Examples of Parallel Construction**

| EXAMPLE 1 | |
|---|---|
| <u>Not Parallel:</u><br>The physical review of the ID card must verify that the identification matches the beneficiary, the correct entitlement dates, whether medical care for the beneficiary is authorized, and that no one has tampered with the card. | <u>Parallel:</u><br>The physical review of the ID card must verify that the identification matches the beneficiary, the entitlement dates are correct, the beneficiary is authorized medical care, and the card has not been tampered with. |
| **EXAMPLE 2** | |
| <u>Not Parallel:</u><br><br>1.2.  PURPOSE.  This Issuance:<br><br>   a.  Reissues DoDEA Regulation 1234.01 to establish policy and assign responsibilities for the authorization and support of private organizations located on DoD installations.<br><br>   b.  DoDEA Administrative Instruction 7890.01 is hereby cancelled.<br><br>   c.  DoDEA Manual 2345.01 will continue to be authorized to establish procedures that implement this Issuance. | <u>Parrallel:</u><br><br>1.2.  PURPOSE.  This Issuance:<br><br>   a.  Reissues DoDEA Regulation 1234.01 to establish policy and assign responsibilities for the authorization and support of private organizations located on DoD installations.<br><br>   b.  Cancels DoDEA Administrative Instruction 7890.01.<br><br>   c.  Continues to authorize the publication of DoDEA Manual 2345.01 to establish procedures that implement this Issuance. |

## 11.2.  ITEMS TO REMEMBER NOT TO DO.

   a.  Never use an old issuance or other document and cut and paste text into  the new template. This action will bring formatting differences into the new document making your issuance incorrectly formatted.

   b.  Do not write an issuance if there is a higher DoD-level issuance that meets the need for DoDEA.

   c.  Do not replicate sections of other issuances (DoD or DoDEA).  If you want your issuance to be the same as another one, refer the reader to the specific section of that issuance that applies to what you are describing.

   d.  Do not cite a reference in the body of the issuance and not include it in the References section.  Additionally, do not include a reference in the References section that is not cited in the body of the issuance.

   e.  Do not use these Standards or the DoDEA templates for a DoD-level issuance.  DoD-level issuances are similar to DoDEA instructions and templates but with minor changes.  Refer to the Washington Headquarters Services (WHS) website for DoD templates, instructions, and standards.

f.  Do not use "he" or "she" or "his" or "her" separately as generic (possessive) pronouns; use "he or she" or "his or her."  If possible, avoid gender specificity by using "they" or "their."

g.  Do not use the personal pronouns "I," "we," and "you."  Always write in the third person using, "he or she," "it," and "they."

h.  Avoid using directional terms or phrases (e.g., "above" or "below")  when referring to a part of the issuance.  Refer to the cited paragraphs by number.  Avoid using "as follows" or "the following" if possible.

# GLOSSARY

## G.1.  ACRONYMS. Figure 5:  Sample of Acronyms List

| G.1.  ACRONYMS. | |
|---|---|
| ADF&BO | Associate Director of Financial and Business Operations |
| AI | Administrative Instruction |
| | |
| DASD | Deputy Assistant Secretary of Defense |
| DSO | District Superintendent Office |
| DTM | Directive-type Memorandum |
| | |
| F&BO | Financial and Business Operations |
| | |
| HQ | Headquarters |
| | |
| M | Manual |
| MC&FP | Military Community and Family Policy |
| | |
| NAF | Nonappropriated Funds |
| NAFI | Nonappropriated Funds Instrumentality |
| | |
| OPLP | Operations, Plans, Legislation, Plans Division |
| OGC | Office of General Council |
| | |
| PG | Procedural Guide |
| | |
| R | Regulation |
| RMD | Resource Management Division |
| | |
| SAF | Student Activity Fund |
| SME | subject matter expert |

a.  Use the template for the table located in the DoDEA templates.  All acronyms in the issuance are listed here alphabetically.  Acronyms are listed alphabetically and grouped by letter with an empty table row inserted between each letter grouping.

b.  Capitalization is only for those that are proper nouns.  All others are lower case (See SME as an example).

## G.2. DEFINITIONS.

**Figure 6: Sample of Definitions**

G.2. DEFINITIONS.

**Appropriated Funds.**  Government monies that have been designated and recorded by the Congress of the United States for a particular use, to the exclusion of other uses.

**DoD publication.**  A former type of DoD issuance that provides detailed procedures for implementing policy established in DoDDs and DoDIs.  DoD publications include these types of issuances approved and signed before October 28, 2007:  Catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations.  All DoD publications are now categorized as DoDMs.

**Encumbered Funds.**  Funds obtained for a particular activity to be used for that activity alone.  Withdrawals may be made from encumbered funds only with the approval of the Activity Sponsor of the student activity group and the Fund Council.  The Fund will be the depository for encumbered funds.  Also called the Activity Fund.

**information collection.**  The functional area expression of need for data or information to carry out specified and authorized functions or for management purposes that require the establishment or maintenance of forms and formats, or reporting or recordkeeping systems, whether manual or automated.

**Nonappropriated Funds.**  Government monies and assets from sources other than monies appropriated by the Congress of the United States.  NAF are separate and apart from funds recorded in the books of the Treasurer of the United States.  NAF will be administered only through the auspices of a NAFI.  NAF are designated for the collective benefit of authorized patrons and the purpose of the NAFI and will be managed in accordance to the NAFI and DoDEA guidance.  Individuals, units, organizations, installations, or commands will have no proprietary interests in NAF or other NAFI assets.

**Nonappropriated Funds Instrumentality.**  A DoD organizational and fiscal entity supported in whole or in part by NAF.  A NAFI, as an instrumentality of the U.S. Government, enjoys the same immunities and privileges as the U.S. Government in the absence of specific Federal statute.  It is not incorporated under the law of any State, but has the legal status of an instrumentality of the United States in accordance with DoD Instruction 1015.15.

**Proper Noun.**  Capitalize proper nouns only.

**Unencumbered Funds.**  Funds not reserved for one particular purpose.  These funds may be acquired from such agencies as the Parent/Student/Teacher Association, and Military Organizations, derived from the interest of the SAF bank account, or derived from the sale of tickets from football games, basketball games, dances, etc.  Funds may be used for a variety of school-sponsored student activities.  The Fund's general account will be the depository for unencumbered funds.  Also called the SAF General Fund.

    a. Definitions are listed alphabetically.

    b. Only proper noun definitions are capitalized.  All others are lower case.

    c. Only include terms that are used in the issuance and it is necessary to define.

    d. Use definition term style and AO must unbold the definition section and leave the term bolded.

# REFERENCES

**Figure 7:  Sample Reference List**

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**REFERENCES**

Administrative Instruction 15, Volume I, "Office of the Secretary of Defense (OSD) Records
  Management Program Administrative Procedures," November 14, 2006, as amended

Code of Federal Regulations, Title 8

Code of Federal Regulations, Title 14

DoD Directive 5110.4, "Washington Headquarters Services," October 19, 2001

DoD Forms Management Website, "DD Forms Management Program," located at
  http://www.dic.mil/whs/directives/infomgt/forms/formsprogram.htm

DoD Instruction 1400.25, Volume 536, "DoD Civilian Personnel Management System:  Grade and Pay
  Retention," June 26, 2006, as amended

DoD Instruction 1400.25, Volume 540, "DoD Civilian Personnel Management System:  Pay Pursuant to Title 38
  - Additional Pay for Certain Healthcare Professionals," December 1996, as amended

DoD Instruction 5025.01, "DoD Issuances Program," June 6, 2014

DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual:  Procedures for DoD Internal
  Information Collections," June 30, 2014

Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition

Office of the Secretary of Defense, "Department of Defense American Indian and Alaska Native Policy,"
  October 20, 19811

United States Code, Title 10, Chapter 47 (also known as the "Uniform Code of Military Justice (UCMJ)")

United States Code, Title 14, Section 1234

</div>

a.  Use Reference MS Word Style option that will automatically format this section correctly.

b.  List alphabetically and then numerically.

c.  Use Tables 5-8 and the Format in Reference List column for structure.

d.  Do not list the reference(s) from page 1 that incorporates and cancels, cancels or reissue.

e.  Do not reference items that are not cited in the Issuance.

# APPENDIX

## APPENDIX 1:  INTENRAL CONTROLS EVALUATION CHECKLIST (EXAMPLE)

| CHECKLIST ITEM | YES/NO |
|---|---|
| Coordination with DoDEA HQ Early Childhood Education Instructional Systems Specialist (DoDEA HQ ECE ISS) to collect data on number of home visits conducted in each region?  Provided data to DoDEA HQ ECE ISS?  Provided data to District Superintendent? | |
| Approval of district exceptions to the home visit policy?  Requested by District Superintendent?  Recommended by Region Directors for Student Excellence? | |
| Was all home visit in typical length of time and with at least one parent/legal guardian attending? | |
| Did the DoDEA Principal have a copy of the visitation schedule and contact information for all home visits in the SY? | |
| In cases where a government vehicle was not available for use; was employee reimburses in accordance with Joint Travel Regulation? | |
| No reimbursements occurred for the use of nongovernment car when one was available? | |
| Was an alternate calendar implemented in accordance with the policy? | |
| For home visits for the Sure Start Program, was the alternate calendar in compliance with DoDEA Regulation 1307.01? | |
| Was all new PSCD, PK, Sure Start and kindergarten teachers provided home visit information during new teacher orientation? | |
| At the start of the SY, did District Superintendent receive the data collection document from HQ ECE ISS? | |
| Did the District Superintendent distribute the data collection document to the DoDEA Principals? | |
| Did the District Principal complete and send the home visit data collection back to the District Superintendent within the first 30 days of the school year? | |
| Was the home visit data collection provided to Regional Director for Student Excellence and reported back to DoDEA HQ ECE ISS by the last Friday in October? | |

    a.  There is no prescribed format of a checklist.  Several examples are provided on the DoDEA's Office of DoDEA Policy Website.

    b.  All issuances (except for DTMs) are to have a checklist.

## APPENDIX 2:  SUMMARY OF CHANGES

**Original Issuance**:  DoDEA Issuance Type Number, "Title"
**New Issuance**:  DoDEA Issuance Type Number, "Title"

The significant changes in this new Issuance is:

- ***[Bulletize each major change to the issuance and place where located.  See a few examples below]***
- *Example:  Adds information Collection Clause (Section 1)*
- *Example:  Adds DoDEA Director responsibilities (Section 2)*
- *Example:  Changes the requirement to report to HQ by November 1 from October 1 (Section 3.1.a)*