



Department of Defense Education Activity ADMINISTRATIVE INSTRUCTION

Enter the AI title in title case in the subject line, in the font provided in the template (Times New Roman 12 point throughout the issuance). Do not exceed two lines. Do not use the same subject line for more than one issuance.

NUMBER 0000.00

DIVISION

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SUBJECT: Standards for DoDEA Administrative Instructions (AIs)

Format the AI according to Enclosure 1. For guidance on composition, go to the enclosed WRITING STYLE GUIDE on the DoD Issuances Websites, Issuance Process pages, at <http://www.dtic.mil/whs/directives> (unclassified) and <http://www.dtic.smil.mil/whs/directives> (classified). GO TO these same sites for all other "go to" guidance in these standards.

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References: Format references according to Enclosure 2. List six or fewer references here, in the order they appear in the text. If you have more than six, list references in the first enclosure. In that case, the citation on this page should read:

References: See Enclosure 1

OR – if there is only one enclosure:

References: See Enclosure

1

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1. **PURPOSE.** **Required** section that is always located above the signature regardless of length. (See Enclosure 3 for sample purpose statements.)

1

a. DoDEA AIs shall EXCLUSIVELY establish policy, assign responsibility, and delegate authority to Headquarters and the Areas. They shall be streamlined into 50 pages or less, including enclosures, and shall not contain procedures.

1

b. The basic, signed document of a DoDEA AI begins with the DoD seal and ends with the enclosure listing following the signature block. Organize and draft the text above the signature of the DoDD according to sections 1 through 8 of these standards.

1

c. In the purpose section state concisely why the AI is being published. Identify any issues the AI reissues or cancels. (See Enclosure 3 for sample purpose statements.)

1

2

Second page and subsequent headers are preset. Enter the issuance number in the right-aligned area provided. DD enters the date after the issuance is signed.

2. APPLICABILITY. **Required** section that is always located above the signature regardless of length. Use the standard statement provided in the template. If the AI applies to organizations not listed there, or applies only under certain conditions, separate the section into paragraphs as shown in Enclosure 4.

1
2

3. DEFINITIONS. **Optional** section.

a. Use this section to define terms unique to the AI when their definitions do not exceed half a page AND no acronyms or abbreviations are defined. (See Enclosure 5 for sample definitions statements.) When definitions exceed half a page, OR when a Glossary is required due to the inclusion of an acronym/abbreviation listing, place them in a glossary at the end of the AI, after all enclosures. (See the Glossary at the end of these standards for an example.)

b. Place terms in alphabetical order and underline them. If an acronym has been established for a term, use the acronym and alphabetize it: do NOT write the term out. Capitalize terms ONLY if they are proper nouns.

c. To avoid inconsistency, do NOT repeat definitions of terms already defined in Joint Publication (JP) 1-02, other DoD issuances, or other Government publications (e.g., Executive orders (E.O.s), Public Law (PL), the Code of Federal Regulations (CFR), the United States Code (U.S.C.)). Instead, cite the issuance or publication in which the term is defined as a reference in place of the definition (see Enclosure 5 and Glossary for examples).

d. For terms uniquely defined in the AI that do not meet the criteria for DoD-wide applicability as established in DoDD 5025.12, preface the definitions section with the appropriate caveat (see Enclosure 5 and Glossary for examples).

e. If you believe a definition should be in JP 1-02(see DoDI 5025.12 for the establishing criteria for terms with DoD-wide applicability), place this statement at the end of the definition: “This term and its definition are proposed for inclusion in the next edition of Joint Publication 1-02.” The SD 106 prepared for formal coordination MUST include the statement that a term has been nominated for inclusion in JP 1-02.

4. POLICY. **Required** section that is always located above the signature regardless of length.

a. The policy section of a DoDEA AI states the principles and/or goals of the DoDEA mission and defines performance standards and other means by DoDEA 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 assure the policies are clearly articulated.

b. Do NOT include responsibilities or procedures. A common result of an imprecise policy section is the improper embedding of responsibilities. As a result, critical responsibilities are not clearly assigned, which can lead to failure to perform them.

5. RESPONSIBILITIES. **Required** section. If responsibilities exceed half a page, place them in an enclosure. (See Enclosure 7 for sample responsibility statements.)

[Type text]

- a. Identify the key officials who will carry out the policy and list the overarching duties and obligations of each. Always assign responsibilities to officials, 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 AI can be better accomplished.
- c. In DoDEA, the Director or the Principal Deputy Director assigns responsibilities, as applicable, to the DoDEA HQ and Area Directors.
- d. List the officials being assigned responsibilities in the following order:
 - (1) The Director, Department of Defense Education Activity (Director, DoDEA).
 - (2) The Principal Deputy Director, Department of Defense Education Activity (PrinDep, DoDEA).
 - (3) Associate Directors
 - (a) The Associate Director for Education, Department of Defense Education Activity (ADE, DoDEA)
 - (b) The Associate Director for Finance and Business Operations, Department of Defense Education Activity (AD(F&BO), DoDEA).
 - (4) Other key Directors and Chiefs within the originating DoDEA Headquarters Directorate, Division, or Center according to their levels.
 - (5) Area Directors
 - (a) The Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)
 - (b) The Director, Department of Defense Dependents Schools, Europe (DoDDS-E)
 - (c) The Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)
 - (d) The DoDEA Area Superintendents, District Superintendents, Principals, Teachers, and Staff.

6. **PROCEDURES.** **Optional** section that will always be introduced above the signature. Place the procedures themselves in an enclosure or enclosures if they are more than half a page. Subdivide enclosures into appendixes as appropriate.

[Type text]

7. EFFECTIVE DATE. **Required** section that is always located above the signature.

- a. State when the AI is effective; e.g., This Administrative Instruction is effective immediately. – OR – This Administrative Instruction is effective on January 1, 2013.
– OR – The information requirements established by this Administrative Instruction are effective on January 1, 2014. All other provisions of this Administrative Instruction are effective immediately.
- b. Must be reissued, cancelled, or certified within 5 years of its publication in accordance with DoDEA Instruction 1000.01 (Reference (#)). If not, it will expire effective [10 YEARS FROM PUBLICATION DATE – Directives Division will insert date upon posting to the website] and be removed from the DoDEA Issuances Website.

Marilee Fitzgerald
Director

1 The signature block tab is set at .25 inches.

2 Hit tab 12 times, hit space bar 5 times.

2 Start the signature block on the 5th line.


3 Leave one blank line between the

4 signature block and the enclosure listing. If there is

5 insufficient room to list all enclosures on the

6 same page, move enclosure listing to the next page.

Enclosures

- 
1. Formatting a DoDEA AI
 2. Citing References in DoDEA Issuances
 3. Sample Purpose Statements
 4. Sample Applicability Statements
 5. Sample Definitions Statements
 6. Sample Policy Statements
 7. Sample Responsibility Statements

Glossary

Indent the list of enclosures at the default tab stop of .25 inch. If there is only one enclosure, do not number it.

Enclosure

References

Glossary

If there are more than six references, Enclosure 1 will always be references. If you have a glossary it will always be the final item in the AI.

Enclosures

1. References
2. Procedures

Glossary

A table of contents is **encouraged** for all AIs. It is **mandatory** for AIs longer than 25 pages. (See Section 3 of Enclosure 1 for instructions on formatting a table of contents.)
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ENCLOSURE 1

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FORMATTING A DODEA ADMINISTRATIVE INSTRUCTION

1

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1. FORMAT BASICS

a. Administrative Instruction Length. The complete AI shall not exceed 50 pages. If more than 50 pages are required, the head of the originating directorate/division shall submit a request for waiver to the Chief, Policy and Legislation, DoDEA.

b. Font. Use the fonts preset in the template. Use uppercase for section, enclosure, and appendix titles. Use title case for paragraph and subparagraph headings and for table and figure titles. Underline all titles and headings. Use UPPERCASE for emphasis, NOT bolding, underlining, italics, or color.

c. Margins, Spacing, and Alignment

(1) Use the margins preset in the template. Leave one blank line between paragraphs and subparagraphs. Leave two blank lines between sections.

(2) Center titles of enclosures, appendixes, tables, and figures.

(3) Align all text with a number. If a section consists of only one paragraph, or if a paragraph has no subparagraphs, begin the text on the same line as the number. Return the second and succeeding lines of all text to the left margin, EXCEPT for the subject line and list of references, for which block-style format is preset in the template.

d. Headers, Footers, and Microsoft (MS) Word Sections

(1) Use the headers preset in the template. No entry is required in the footer of the basic document.

(2) The template provides MS Word sections for the references and responsibilities enclosures and a glossary. The footers are preset to include the identifier in uppercase, right-aligned. (See the footers to the enclosures in these standards for examples.) If you do not need a preset enclosure, delete the applicable MS Word section and adjust the subsequent enclosure title(s) and footer(s) as necessary.

(3) If you insert additional MS Word sections for enclosures, carry the header forward and adjust the text in the footer to read: “ENCLOSURE [applicable #].” If you insert additional sections for appendixes, carry the header forward and adjust the text in the footer to read: “APPENDIX [applicable #] TO ENCLOSURE [applicable #].”

(4) When there is only one enclosure, do not enter a number in the footer.

e. Footnotes and Endnotes. Do NOT use endnotes or the word “NOTE” in DoD or DoDEA issuances. Use footnotes ONLY within the reference list to indicate where the reader may obtain

references not readily available on an official Government Web site. To enter footnotes, use the “Insert,” “Reference,” “Footnote” tool on the MS Word Standard Toolbar.

f. References. For the reference list, use the spacing and alignment provided in the first page or in the first enclosure of the template. Format reference citations in the list and in the text according to Enclosure 2.

2. PARAGRAPH NUMBERING AND INDENTATION. Always use the DoDEA issuance section and paragraph numbering format illustrated in Figure 1.

Figure 1. DoDEA Issuance Section and Paragraph Numbering Format

1. SECTION TITLE. When you have no paragraphs in a section or when you wish to place explanatory material before the paragraphs, place a period after the section title and begin the text on the same line.

2. SECTION TITLE. Leave two blank lines between sections.

a. Paragraph Heading. To have a paragraph “a.,” you must have a paragraph “b.” To have a subparagraph “(1),” you must have a subparagraph “(2).” If one paragraph or subparagraph has a heading, all paragraphs/subparagraphs on the same level must have a heading.

(1) Use the default tab stop of .25 to indent paragraphs and subparagraphs. **DO NOT USE THE AUTOFORMAT FUNCTION IN MS WORD.** (To turn this function off, go to “Format” on the Standard Toolbar and select “AutoFormat,” then “Options,” then “AutoFormat as You Type.” **UNSELECT ALL BUILT-IN STYLE, PARAGRAPH, NUMBERING, AND BULLET OPTIONS.**)

(a) Subparagraph Heading. Do not tab between numbers and text. Use two spaces.

(b) Subparagraph Heading. Do not use more than five tabs (no lower than the fifth level).

1. Subparagraph Heading

a. This is the fifth level. Do not create subparagraphs below this level.

b. If you have material subordinate to this level, reorganize the material at a higher level.

2. Subparagraph Heading

(c) Subparagraph Heading

(2) Because subparagraph 2.a.(1) has no heading, this subparagraph has none.

b. Paragraph Heading. Because paragraph 1.a. has a heading, this paragraph must have one.

3. SECTION TITLE

When no text follows a section title or paragraph heading, do NOT place a period at the end of title/heading.

3. TABLE OF CONTENTS

- a. Use of the table of contents MS Word section in the template is encouraged for all Administrative Instructions. It is mandatory for Administrative Instructions longer than 25 pages. (See the table of contents in these standards for an example.)
- b. Use the font provided, which is the same font used throughout the text (uppercase for enclosure, appendix, and section titles; title case for paragraph headings and figure and table titles). Underline the title, but not the items in the list. Leave two blank lines after the title; leave one blank line after enclosure and appendix listings. Use block style for titles that extend into a second line.
- c. Begin the list of contents with the first enclosure. Include all enclosures and appendixes and all sections within them. Inclusion of first-level paragraph headings is optional; however, if you include them for one section, you must include them for all. Do not go beyond first-level paragraph headings. End the table of contents with a list of tables and figures if applicable.
- d. Enter all titles and headings exactly as they appear in the issuance; i.e., do not establish or reestablish acronyms in the table of contents.
- e. DO NOT list enclosure and appendix identifiers or numbers, or section and paragraph numbers. DO list figure and table numbers.

4. ENCLOSURES AND APPENDIXES

a. Use the reference enclosure in the template when you have more than six references. Use the responsibilities enclosure when responsibilities exceed half a page. Use an additional enclosure to publish information that adds to or supplements the basic AI. Use an appendix or appendixes to publish information that adds to or supplements an enclosure. Do not use an issuance itself or other reference as an enclosure.

b. Refer to enclosures in the text of the basic document. Refer to appendixes in the text of the enclosure they support. Number enclosures and appendixes in the order they appear in the text. Capitalize the words “Enclosure” and “Appendix” when referring to a specific enclosure/appendix by number.

c. Center the enclosure or appendix identifier and title at the top of the first page as follows. Leave one blank line between identifier and title; leave two blank lines between title and text.

ENCLOSURE [#]

[TITLE]

– and –

APPENDIX [#] TO ENCLOSURE [#]

[TITLE]

d. List enclosures following the signature block in the basic document. (See the signature page of these standards for an example.) Align the word “Enclosure” or “Enclosures” flush with the left margin. Indent each item below this entry at the first tab stop. When there is only one enclosure, do not number it. List appendixes to enclosures on the last page of the enclosure, in the same format you listed enclosures at the end of the basic document.

4. TABLES AND FIGURES

a. Do NOT use tables and figures in the basic document of an AI. You may use them in enclosures and appendixes if necessary.

b. Identify tables and figures using the word “Table” or “Figure,” as appropriate, followed by the number in which they occur in the text. Place the table or figure on the same page or as close to the text it supports as possible. Font size but not style may be adjusted to accommodate internal requirements. Center the table or figure on the page. Center the table or figure identifier and number, followed by the title, at the top of the table or figure. If the table or figure carries over to the next page, repeat the identifier at the top of the page, followed by a command and the word “continued.” (See the tables and figures in these standards for examples.)

5. GLOSSARY

a. A glossary is optional. If used, it will be the last enclosure and may include one part for listing abbreviations and acronyms and/or one part for defining terms unique to the AI. Format the glossary as provided in the glossary section of the template and as exemplified in the glossary at the end of these standards. The title of a one-part glossary will read as follows. Leave two blank lines after the glossary title.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

– or –

GLOSSARY

DEFINITIONS

b. Do not number the abbreviations and acronyms. List them alphabetically. Leave one blank line between those beginning with a different letter. For guidance on using abbreviations and acronyms in the text, go to the WRITING STYLE GUIDE.

c. Do not number the terms being defined. List them alphabetically. Underline terms. Capitalize them only if they are proper nouns. If an acronym has been established for a term, use

the acronym: do not write the term out or reestablish the acronym. Leave one blank line between terms. If a definition requires subparagraphs, leave one blank line between them and indent them in paragraph style.

ENCLOSURE 2

CITING REFERENCES IN DoDEA ISSUANCES

1. **GENERAL RULES.** (See Figures 2 and 3 for sample reference lists. See the appendix to this enclosure for samples of reference citations frequently used in DoD and DoDEA issuances.)

a. List references in the order they appear in the text. Use lower case letters in parentheses to identify them. For in-text citations, capitalize the word “Reference” and retain the parentheses around the reference letter.

b. List a maximum of six references on the first page. If there are more than six, list all together at Enclosure 1. If a reference citation runs into the second line, use the block style format preset in the template. When entering the date, assure the month and day are on the same line (i.e., if the day runs into the second line, insert a manual carriage return to place the month and day on one line). When citing an issuance that has been changed or certified as current, use the original publication date, NOT the date of the change or recertification.

c. When an AI contains more than 26 references, use a double lettering system; i.e., (aa) through (az), followed by (ba) through (bz), then (ca) through (cz). Do not use triple letters.

d. Do not establish acronyms in the reference list; include them only if they are a part of the issuance title, in parentheses within the title, surrounded by quotation marks; e.g., DoD Instruction 7650.02, “General Accountability Office (GAO) Reviews and Reports,” November 20, 2006.

e. When canceling an issuance with the AI, place the words “hereby canceled” in parentheses at the end of the citation in the reference list; e.g., DoDEA AI 3990.1, “Verification of Educational Support,” April 1, 1989 (hereby canceled).

f. Use a footnote to tell readers precisely where to find reference documents that are not readily available on a Government Web site, BUT DO NOT hyperlink to the Web site.

g. Do not cite unpublished material such as drafts and documents not available to readers. Do not cite issuances in the process of being canceled (except those being canceled by the AI being drafted). Do not include a reference document as an enclosure.

Figure 2. Reference List on the First Page

References: (a) DoDEA Regulation 1000.1, “Department of Defense Education Activity Issuance System,” March 26, 2004 (hereby canceled) (b) DoD Directive 5105.53, “Director of Administration and Management,” November 23, 1998

Figure 3. Reference List at Enclosure 1

DoDD 1234.56, March 31, 2007

ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 5025.1, "DoD Directives Program," October 28, 2007
- (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review – Phase II," July 13, 2005
- (c) DoD Directive 5105.53, "Director of Administration and Management," November 23, 1998
- (d) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," as amended
- (e) DoD 5025.1-M, "DoD Directives System Procedures," March 5, 2003 (hereby canceled)
- (f) Director of Administration and Management Memorandum, "DoD Directives –Implementation of Phase II," July 15, 2005 (hereby canceled)
- (g) Director of Administration and Management Memorandum, "Directive-Type Memorandum – DoD Directives System," May 23, 2006 (hereby canceled)
- (h) Administrative Instruction 15, Volume I, "Administrative Procedures for the Office of the Secretary of Defense (OSD) Records Management Program," November 14, 2006
- (i) DoD Directive 5110.4, "Washington Headquarters Services," October 19, 2001
- (j) Secretary of Defense Policy on "Department of Defense American Indian and Alaska Native Policy," October 20, 1998¹

¹ Copies may be obtained from the Internet at <https://www.denix.osd.mil/denix/Public/Native/Outreach/policy.html>

2. CITING MILITARY DEPARTMENT AND JOINT-SERVICE PUBLICATIONS. (See appendix for examples.) Do NOT cite Military Department or joint-Service publications in DoDEA issuances EXCEPT as follows.

a. When including a military or associated term in the definitions section or glossary, cite JP 1-02.

b. When a Military Department or joint-Service publication is the SOLE document pertaining to establishing or implementing a crucial policy, cite that publication.

3. LEGAL CITATIONS

a. When to Cite

(1) When a DoD issuance has implemented an executive order, public law, or section of the United States Code (U.S.C.), cite the DoD issuance, not the order, law, or code.

(2) When a public law has been codified in the U.S.C., cite the title and section of the U.S.C., not the public law.

(3) For a public law not included in the U.S.C., cite the public law and applicable section. Verify the proper statutory authority with the Office of the DoDEA General Counsel when drafting the issuance.

(4) Cite the Code of Federal Regulations (CFR) when referencing a document that has been published in the CFR. Cite the Federal Register (FR) for documents that have been published in the FR but not in the CFR.

b. How to Cite

(1) U.S.C. and CFR. Do not capitalize the words “title,” “section,” or “part” in the reference list or in the text (unless the word begins a sentence). Do not cite the subject of the title, section, or part. If citing more than one section or part of a title, include all sections/parts in the same citation in the reference list.

(2) Public Law. Do not capitalize the word “section” in the reference list or in the text. In the reference list, cite the subject of the law. If citing more than one section of a public law, include all sections in the same citation in the reference list.

Appendix

Reference Citations Frequently Used in DoDEA and DoD Issuances

APPENDIX TO ENCLOSURE 2

REFERENCE CITATIONS FREQUENTLY USED IN DoDEA AND DoD ISSUANCES

1. Accepted abbreviations for the types of references are provided in the first column of Tables 1 and 2. Use them only in the text and only after establishing them on first use in the text.
2. With some exceptions (including legal references), citations are organized as follows.
 - a. In the Reference List. Type of issuance, exact title or subject in quotation marks, and month, day, year (not followed by a period). For issuances that have been changed and for DoD or DoDEA issuances certified as current, use the original date of publication, not the date changed or certified.

b. In the Text

(1) When Six or Fewer References are Listed on the First Page. Do not establish the reference if cited in the text on the first page; use: “according to Reference (a).” On subsequent pages, establish the reference on first use by citing the type of issuance followed by the Reference letter; e.g., “. . . according Administrative Instruction 15 (Reference (h)).”

(2) When References are Listed Together in Enclosure 1. Establish the reference on first use in the text by citing the type of issuance followed by the Reference letter; e.g., “. . . according to DoD Directive 5025.01 (Reference (a)).” On subsequent citations of the same reference, use: “. . . according to Reference (a).”

Table 1.
Frequently Used Reference Citations

DoDEA		
REFERENCE	FORMAT USED IN LIST	FORMAT USED IN TEXT
DoDEA Regulation	DoDEA Regulation 1342.13, “Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas,” September 20, 2006	DoDEA Regulation 1342.13
DoDEA Administrative Instruction	DoDEA Administrative Instruction 4160.1, “Disposal of DoDDS Memorabilia,” August 25, 2006	DoDEA Administrative Instruction 4160.1
DoDEA Manual	DoDEA Manual 2946.2, “Department of Defense Education Activity School Counseling Services,” January 2006	DoDEA Manual 2946.2
Memorandum	Director, Department of Defense Education Activity Memorandum, “DoDEA Certification Review Board,” August 19, 2005	Director of Department of Defense Education Activity Memorandum

DoDEA and DoD		
REFERENCE	FORMAT USED IN LIST	FORMAT USED IN TEXT
DoD Administrative Instruction (AI)	DoD Administrative Instruction 27, “Control of North Atlantic Treaty Organization Classified Documents,” October 26, 2006	DoD Administrative Instruction 27

REFERENCE	FORMAT USED IN LIST	FORMAT USED IN TEXT
Code of Federal Regulations (CFR)	<u>When one title and one part are referenced</u> (a) Part 40 of title 32, Code of Federal Regulations	<u>First in-text citation</u> ... according to part 40 of title 32, Code of Federal Regulations (Reference (a)) <u>Second in-text citation</u> ... according to Reference (a)
	<u>When one title and more than one part are referenced</u> (a) Parts 40 and 64 of title 32, Code of Federal Regulations	<u>First in-text citation</u> ... according to part 40 of title 32, Code of Federal Regulations (Reference (a)) <u>Second in-text citation</u> ... according to part 64 of Reference (a)
	<u>When more than one title is referenced</u> (a) Parts 40 and 64 of title 32, Code of Federal Regulations (b) Subparts 227.71 and 229.70 of title 48, Code of Federal Regulations	<u>First in-text citation of first reference</u> (Establish the acronym.) ... according to part 40 of title 32, Code of Federal Regulations (CFR) (Reference (a)) <u>Second in-text citation of first reference</u> ... according to part 64 of Reference (a) <u>First in-text citation of second reference</u> ... according to subpart 227.71 of title 48, CFR (Reference (b)) <u>Second in-text citation of second reference</u> ... according to subpart 229.70 of Reference (b)

Table 1. Frequently Used Reference Citations, continued

REFERENCE	FORMAT USED IN LIST	FORMAT USED IN TEXT
DoD Directive (DoDD)	DoD Directive 3020.40, "Defense Critical Infrastructure Program (DCIP)," August 19, 2005	DoD Directive 3020.40
DoD Instruction (DoDI)	DoD Instruction 3020.42, "Defense Continuity Plan Development," February 17, 2006	DoD Instruction 3020.42
DoD Manual (DoDM)	DoD Manual 4165.66, "Base Realignment," March 1, 2007	DoD Manual 4165.66
DoD Publications (To be discontinued on reissuance as Manuals)	<u>DoD Guide</u> DoD 7000.3-G, "Preparation and Review of Selected Acquisition Reports," May 20, 1980	DoD 7000.3-G
	<u>DoD Inventory</u> DoD 4100.33-INV, "Department of Defense Commercial Activities Inventory Report and Five Year Review Schedule FY 1991," May 7, 1992	DoD 4100.33-INV
	<u>DoD Regulation</u> DoD 1330.17-R, "Armed Services Commissary Regulations (ASCR)," April 1987	DoD 1330.17-R
DoD Travel Regulations: Joint Federal	Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," current edition	Joint Federal Travel Regulations, Volume 1

Table 1. Frequently Used Reference Citations, continued

REFERENCE	FORMAT USED IN LIST	FORMAT USED IN TEXT
Travel Regulation (JFTR) and Joint Travel Regulation (JTR)	Joint Travel Regulations, Volume 2, "Department of Defense Civilian Personnel," current edition	Joint Travel Regulations, Volume 2
Executive Order (E.O.)	Executive Order 13392, "Improving Agency Disclosure of Information," December 14, 2005	Executive Order 13392
Federal Register (FR)	Page 12345 of Volume 10, Federal Register, June 12 2007	Page 12345 of Volume 10, Federal Register
Joint Publication 1-02 (JP 1-02)	Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," as amended	Joint Publication 1-02
Manual for Courts-Martial (MCM)	Manual for Courts-Martial, United States, 2000	Manual for Courts-Martial 2000
	Paragraph 44 of Manual for Courts-Martial, United States, 2000	... according to paragraph 44 of Manual for Courts-Martial 2000
Memorandums	Secretary of Defense Memorandum, "Regulatory Relief Task Force," October 15, 2006	Secretary of Defense Memorandum
	Assistant Secretary of Defense for Health Affairs Memorandum, "Healthcare for Employees," January 13, 2007	Assistant Secretary of Defense for Health Affairs Memorandum
Memorandum of Understanding (MOU)	Memorandum of Understanding Between the Department of Defense and the Department of Education, August 16, 1982	Memorandum of Understanding
National Security Decision Directive (NSDD)	National Security Decision Directive No. 18, "International Trade and Transfer," July 2, 1990	National Security Decision Directive 18
National Security Presidential Directive (NSPD)	National Security Presidential Directive No. 9, "Combating Terrorism," October 25, 2001	National Security Presidential Directive 9
Office of Management and Budget (OMB) Bulletin	Office of Management and Budget Bulletin No. 81-17, "Debt Collection," April 27, 1981	Office of Management and Budget Bulletin 81-17
Office of Management and Budget (OMB) Circular	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 Circular A-110
Presidential Decision Directive (PDD)	Presidential Decision Directive No. 63, "Critical Infrastructure Protection," May 22, 1998	Presidential Decision Directive 63
Public Law (Pub. L.)	Section 8070 of Public Law 102-172, "The Department of Defense Appropriations Act for Fiscal Year 1992," November 26, 1991	... according to section 8070 of Public Law 102-172 (1991)
United States	<u>When one title and one section are</u>	<u>First in-text citation</u>

Table 1. Frequently Used Reference Citations, continued

REFERENCE	FORMAT USED IN LIST	FORMAT USED IN TEXT
Code (U.S.C.)	<u>referenced</u> (a) Section 801 of title 10, United States Code	... according to section 801 of title 10, United States Code (Reference (a)) <u>Second in-text citation</u> ... according to Reference (a)
	<u>When one title and more than one section are referenced</u> (a) Sections 801 and 940 of title 10, United States Code	<u>First in-text citation</u> ... according to section 801 of title 10, United States Code (Reference (a)) <u>Second in-text citation</u> ... according to section 940 of Reference (a)
	<u>When more than one title is referenced</u> (a) Sections 801 and 940 of title 10, United States Code (b) Sections 470, 472, and 480.a through 480.w of title 16, United States Code	<u>First in-text citation of first reference</u> (Establish the acronym.) ... according to section 801 of title 10, United States Code (U.S.C.) (Reference (a)) <u>Second in-text citation of first reference</u> ... according to section 940 of Reference (a) <u>First in-text citation of second reference</u> ... according to section 470 of title 16, U.S.C. (Reference (b)) <u>Second in-text citation of second reference</u> ... according to section 472 of Reference (b)
Web site, when the reference is located only on a Web site	DoD Issuances Web Site, "The Issuance Process," http://www.dtic.mil/whs/directives/corres/writing.htm	DoD Issuances Web Site

Table 2. Military Department and Joint-Service Reference Citations

REFERENCE	FORMAT USED IN REFERENCE LIST	FORMAT USED IN TEXT
Joint Military Publications: Army Regulation (AR), Chief of Naval Operations Instruction (OPNAVINST), Air Force Regulation (AFR), Marine Corps Order (MC Order)	Army Regulation 320-3, Air Force Regulation 50-1, and Chief of Naval Operations Instruction 3200.25, "DoD Food Program," September 5, 1995	Army Regulation 320-3/Air Force Regulation 50-1/Chief of Naval Operations Instruction 3200.25
	Army Regulation 10-64, Chief of Naval Operations Instruction 6700.2, Air Force Regulation 160-29, and Marine Corps Order 5420.18A, "Joint Field Operating Agencies of the Office of The Surgeon General of the Army," August 16, 1988	Army Regulation 10-64/Chief of Naval Operations Instruction 6700.2/Air Force Regulation 160-29/Marine Corps Order 5420.18A
Military Handbook (MIL-HDBK)	Military Handbook MIL-HDBK-1013/1A, "Design Guidelines for Physical Security of Facilities," December 15, 2003	Military Handbook MIL-HDBK-1013/1A
Military Detail Specification (MIL-DTL)	Military Detail Specification MIL-DTL-43607H, "Padlock, Key Operated, High Security, Shrouded Shackle," March 10, 1998, with Notice 1, May 22, 2000	Military Detail Specification MIL-DTL-43607H

Military Specification (Acronym is based on type of specification.)	Military Specification MIL-H-29181B, “Hasp, High Security, Shrouded, for High and Medium Security Padlock,” May 10, 1994	Military Specification MIL-H-29181B
	Military Specification MIL-P-43607G, “Padlock, Key Operated, High Security, Shrouded Shackle,” June 18, 1986, as amended	Military Specification MIL-P-43607G
Military Standard (MIL-STD)	Military Standard MIL-STD-672A “Aviation Calibrations,” June 9, 2006	Military Standard MIL-STD-672A

ENCLOSURE 3

SAMPLE PURPOSE STATEMENTS

Figure 4. Purpose Statements for New Administrative Instructions

<p>When the references are listed on the first page and only one reference provides the purpose:</p> <p>1. <u>PURPOSE</u>. This Administrative Instruction establishes policy and assigns responsibilities for DoDEA civilian whistleblower protection in accordance with Reference (a).</p>
<p>When the references are listed in Enclosure 1 and cited on the first page:</p> <p><u>SAMPLE 1. When only one reference provides the purpose.</u></p> <p>1. <u>PURPOSE</u>. This Administrative Instruction establishes policy and assigns responsibilities for DoDEA civilian whistleblower protection in accordance with section 1034 of title 10, United States Code (Reference (a)).</p> <p><u>SAMPLE 2. When more than one reference provides the purpose.</u></p> <p>1. <u>PURPOSE</u>. This Administrative Instruction establishes policy and assigns responsibilities for DoDEA civil search and rescue activities in accordance with DoD Directive 2310.2, the National Response Plan, the National Search and Rescue Plan, and the International Aeronautical and Maritime Search and Rescue Manual (References (a) through (d)).</p>

Figure 5. Statements Reissuing, Canceling, and/or Authorizing Other Issuances

<p>When the references are listed on the first page:</p> <p>1. <u>PURPOSE</u>. This Administrative Instruction:</p> <ul style="list-style-type: none">a. Reissues Reference (a) to update policy and responsibilities for the DoDEA FOIA Program in accordance with References (b) and (c). <i>In this example, the acronym "FOIA" was established in the subject line.</i>b. Authorizes Reference (d) in accordance with Reference (e) to implement the DoDEA FOIA Program.

When the references are listed in Enclosure 1 and cited on the first page:

SAMPLE 1

1. PURPOSE. This Administrative Instruction:

a. Reissues DoDEA Regulation 5400.07 (Reference (a)) to update policy and responsibilities for the DoDEA FOIA Program in accordance with section 552 of title 5, United States Code, and Executive Order 13392 (References (b) and (c)).

b. Authorizes DoDEA Manual 5400.07 (Reference (d)) in accordance with DoDEA Instruction 5025.01 (Reference (e)) to implement the DoDEA FOIA Program.

SAMPLE 2

1. PURPOSE. This Administrative Instruction:

a. Reissues DoDEA Administrative Instruction (AI) 1330.5 (Reference (a)) and cancels and incorporates AIs 1330.12 and 1330.16 (References (b) and (c)) to update policy and responsibilities for support to non-Federal entities authorized to operate in DoDEA facilities in accordance with DoDD 5124.8 (Reference (d)).

b. Authorizes DoDEA Manual 1000.15 (Reference (e)) in accordance with AI 5022.01 (Reference (f)) to implement this Regulation.

Figure 6. Statements Establishing a Board, Committee, and/or Other Entity

For a new AI when the references are listed on the first page:

1. PURPOSE. This Administrative Instruction:

a. Establishes policy and assigns responsibilities for the management of the DoDEA National Security Personnel System (NSPS) positions in accordance with References (a) and (b).

b. Establishes the DoDEA NSPS Advisory Board to advise the Director, DoDEA on the management of NSPS positions.

For a reissued AI when the references are listed in Enclosure 1 and cited on the first page:

1. PURPOSE. This Administrative Instruction:

a. Reissues DoDEA Administrative Instruction, "Disposal of DoDDS Memorabilia," August 25, 2006 (Reference (b)).

b. Establishes the DoDDS Memorabilia Steering Committee.

ENCLOSURE 4

SAMPLE APPLICABILITY STATEMENTS

Figure 7. Standard Applicability Statement

ALWAYS use the standard applicability statement. Establish acronyms in this paragraph only if they are used in the AI.

2. APPLICABILITY. This Administrative Instruction applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam), (hereafter collectively referred to as “DoDEA Area Directors”); and all DoDEA Area and District Superintendents, School Administrators, Teachers, and Support Staff.

Figure 8. Statements that Qualify the Standard Applicability

When the AI applies to organizations not listed in the standard statement:

2. APPLICABILITY. This Administrative Instruction applies to:
- a. [Standard statement.] Always place the standard statement first.
 - b. Sponsors of Sure Start Program Students.
 - c. Sure Start Program volunteers.

When the AI does not apply to certain organizations or activities, or under certain conditions:

SAMPLE 1

2. APPLICABILITY. This Administrative Instruction:
- a. Applies to [standard statement].
 - b. Does not apply to(This is usually a statement that OGC uses).

ENCLOSURE 5

SAMPLE DEFINITIONS STATEMENTS

Figure 9. Statements that Reference the Glossary or Cite Other Issuances

<p>When the definitions exceed half a page and all definitions are placed in the glossary:</p> <p>3. <u>DEFINITIONS</u>. See Glossary.</p>
<p>When all terms are defined in another issuance:</p> <p>3. <u>DEFINITIONS</u>. Terms used in this AI are defined in section 552 of title 5, United States Code (Reference (e)).</p>
<p>When all terms are defined in JP 1-02:</p> <p>3. <u>DEFINITIONS</u>. The following terms used in this AI are defined in Joint Publication 1-02 (Reference (e)). In this example, both terms are common nouns and as such are entered in lower case.</p> <p><u>crisis</u>.</p> <p><u>crisis management</u>.</p>

Figure 10. Statements that Define Terms

<p>When some terms are defined in the AI and others are defined in other issuances:</p> <p>SAMPLE 1</p> <p>3. <u>DEFINITIONS</u></p> <p><u>approved joint IED defeat initiative</u>. A materiel or non-materiel solution that addresses joint IED defeat capability gaps. In this example, the acronym "IED" was established in the purpose section. When an acronym has been established earlier in the text, use the acronym: do not repeat the term or reestablish the acronym in the definitions section or the glossary.</p> <p><u>IED</u>. Defined in Joint Publication 1-02 (Reference (f)).</p> <p><u>joint IED defeat</u>. The collection of all DoD-wide efforts to reduce or eliminate the effects of all forms of IEDs used against U.S. and Coalition Forces, including policy, resourcing, materiel, technology, training, operations, information, intelligence, assessment, and research. These efforts include:</p> <p style="padding-left: 40px;"><u>defeat of the IED</u>. Actions and activities designed to reduce the effects of IED detonations for safe operations, including route clearance, device neutralization, explosive detection, military explosive ordnance disposal, and vehicle and personnel protection.</p> <p style="padding-left: 40px;"><u>defeat of the IED system</u>. Actions and activities designed to reduce the effects and interrupt the insurgent chain of IED activities through intelligence, surveillance, reconnaissance, information operations, counter-bomber targeting, device technical and forensic exploitation, disposal of unexploded and captured ordnance, and persistent surveillance.</p>

Figure 10. Statements that Define Terms, Cont'd

When some terms are defined in the AI and others are defined in other issuances:

SAMPLE 2

3. DEFINITIONS

Intelligence Community (IC). Defined in Executive Order 12333 and section 401a of title 50, United States Code (References (d) and (e)). Here the term is a proper noun and as such is entered in title case. The acronym is established on first use and will be used consistently throughout the remainder of the text.

intelligence function. The work performed by any portion of a DoD Component that fulfills an intelligence mission. Term is a common noun.

intelligence gathering. Defined in Joint Publication 1-02 (Reference (f)).

When a term is defined in another issuance but used differently in the AI:

3. DEFINITIONS

law of war. For the purposes of this AI, the law of war encompasses all international law for the conduct of hostilities binding on the United States or its individual citizens, including treaties and international agreements to which the United States is a part, and applicable customary international law. The term is defined in JP 1-02 but used differently in the AI. "United States" is written out because it is used as a noun.

U.S. Government institutions. U.S. institutions of democratic governance, including electoral and legislative processes and civilian control of the military, and the institution and improvement of public administration at the national, intergovernmental, State, and local levels. Abbreviate "U.S." when using as an adjective. The abbreviation "U.S." does not need to be established. Capitalize "Government" when referring to the U.S. Government.

ENCLOSURE 6

SAMPLE POLICY STATEMENTS

Figure 11. Sample Policy Statements for DoDEA Issuances

SAMPLE 1

4. **POLICY**. It is DoDEA policy that while overseas, DoD dependent students may be enrolled in DoDDS, non-DoD schools, or may take correspondence courses at U.S. Government (USG) expense, under the conditions prescribed in Enclosure 3. The provision for medically-related services and special education of dependents with disabilities who enroll pursuant to this Regulation can be found in DoD Instructions 1342.12 and 1010.13 (References (d) and (f)).

SAMPLE 2

4. **POLICY**. It is DoDEA policy that:

a. Exemplary educational programs shall be provided in military communities worldwide that inspire and prepare all students, including those with special needs, for success in a global environment.

b. Attainment of the highest in student achievement shall be the focus of DoDEA; using performance-driven, efficient management systems; developing a motivated, high-performing, diverse workforce at every organizational level; and establishing a network of partnerships and alliances with such groups as parents, students, teachers, local school systems, institutions of higher education, and professional associations.

ENCLOSURE 7

SAMPLE RESPONSIBILITY STATEMENTS

Figure 12. Assigning Responsibilities to the Director, DoDEA

<p>5. <u>RESPONSIBILITIES</u></p> <p>a. <u>Director, Department Of Defense Education Activity (Director, DoDEA)</u>. The Director, DoDEA, shall:</p> <p>(1) Establish tuition rates consistent with DoD Financial Management Regulations (Reference (h)) and establish tuition payment policies and debt collection procedures.</p> <p>(2) Ensure that the Directors of DDESS/DoDDS-Cuba, DoDDS-E, and DoDDS-P/DDESS-Guam, in accordance with this AI, shall:</p> <p>(a) Authorize the enrollment of DoD minor dependent students in DoDDS.</p> <p>(b) Authorize the enrollment of DoD minor dependent students in non-DoD schools where the Department of Defense does not operate schools.</p>

Figure 13. Assigning Responsibilities to Subordinate Heads

<p>5. <u>RESPONSIBILITIES</u></p> <p>b. <u>Chief, Office Of Safety And Security, Department Of Defense Education Activity (Chief, OSS, DoDEA)</u>. The Chief, OSS, DoDEA, shall:</p> <p>(1) Advise the Director, DoDEA, on AT security efforts and standards applicable to the DoDEA academic and operational environment.</p> <p>(2) Establish and disseminate program standards and policy, provide technical assistance and internal program reviews, identify program resources, and monitor and report program accountability outcomes to the Director.</p> <p>(3) Represent DoDEA's AT program efforts through the DoD Antiterrorism Coordinating Committee and other forums.</p>

Figure 14. Assigning Responsibilities when the Responsibility Section Exceeds Half a Page and Is Placed in an Enclosure

When the RESPONSIBILITY section exceeds half a page and is placed in an enclosure:

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DIRECTOR, DODEA). The Director, DoDEA, shall:

a. Establish an AT Program and AT Prescriptive Standards for DoDEA. The DoDEA AT Program shall include, but not be limited to the following:

- (1) All aspects of the DoD Antiterrorism Program and Standards,
- (2) Critical Infrastructure Protection (CIP),
- (3) Chemical, Biological, Radiological, Nuclear, and High Explosive (CBRNE) protection;
- (4) Operations Security (OPSEC),

b. Ensure compliance with DoD and DoDEA AT Program Directives.

c. Appoint the DoDEA Chief, Office of Safety and Security (OSS), as DoDEA's Principal Antiterrorism Officer (ATO) and AT Program point of contact to oversee and ensure compliance with the policies, procedures, and standards of security services pertaining to AT initiatives.

d. Ensure that the DoDEA AT Program policy, standards, assistance, accountability outcomes, and resource management flow from the DoDEA OSS, through the Area OSS, to district and school operations, as appropriate.

2. CHIEF, OFFICE OF SAFETY AND SECURITY, DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (CHIEF, OSS, DODEA). The Chief, OSS, DoDEA, shall:

a. Advise the Director, DoDEA, on AT security efforts and standards applicable to the DoDEA academic and operational environment.

b. Establish and disseminate program standards and policy, provide technical assistance and internal program reviews, identify program resources, and monitor and report program accountability outcomes to the Director.

c. Represent DoDEA's AT program efforts through the DoD Antiterrorism Coordinating Committee and other forums.

3. DODEA AREA DIRECTORS. The DoDEA Area Directors shall:

- a. Implement and monitor the DoDEA AT program and their Area specific AT prescriptive standards.
- b. Ensure that Area-wide AT program operations are coordinated with their respective COCOMs and/or major commands.
- c. Ensure that DoDDS/DDESS employees receive the required annual AT awareness training.

As of November 19, 2010 - In compliance with DepSecDef direction, a listing of acronyms and abbreviations in the Glossary is MANDATORY for all DoD and DoDEA issuances using acronyms and abbreviations other than "DoD," "OSD," and "U.S.")

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AI	Administrative Instruction
AO	action officer
CFR	Code of Federal Regulations
DD	Directives Division
DoDD	DoD Directive
DoDI	DoD Instruction
DoDM	DoD Manual
DTM	DoD Directive-Type Memorandum
E.O.	Executive order, or Executive Order 11111 (“Executive” is always capitalized as it refers to the President. Use title case only when referring to a specific Executive order.)
FR	Federal Register
JFTR	Joint Federal Travel Regulation
JP	Joint Publication
JTR	Joint Travel Regulation
MCM	Manual for Courts-Martial
MOU	Memorandum of Understanding
MS	Microsoft
NSDD	National Security Decision Directive
NSPD	National Security Presidential Directive
OMB	Office of Management and Budget
PAS	Presidentially Appointed, Senate-confirmed
PDD	Presidential Decision Directive
POC	point of contact
Pub. L.	Public Law
U.S.C.	United States Code

PART II. DEFINITIONS

DoD Publication. A DoD issuance that provides detailed procedures for implementing policy established in DoDDs and DoDIs. TERM TO BE DISCONTINUED upon reissuance of all DoD

Publications as DoDMs. DoD Publications include the following types of issuances approved and signed prior to the effective date of this issuance: catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations.

DoDD. A DoD issuance that EXCLUSIVELY establishes policy, assigns responsibility, and delegates authority to the DoD Components. DoDDs shall not contain procedures. They shall consist of the following two types of issuances.

direct oversight DoDD. A DoD issuance, no more than 8 pages in length including enclosures, reserved for subjects requiring direct oversight by the Secretary or Deputy Secretary of Defense, approved and signed only by the Secretary or Deputy Secretary of Defense, and consisting only of one or more of the below types of information.

Non-delegable responsibilities assigned to the Secretary or Deputy Secretary of Defense.

Assignment of functions and resources between or among the Heads of the DoD Components and/or OSD Components. More specifically, this is when the fundamental responsibilities, functions, or authorities of the Head of the Component are being defined or redefined. These major assignments should not be confused with the collateral functions routinely mentioned in an issuance in which the Head of an OSD Component assigns a responsibility to (and coordinates with) the Head of another Component to perform a task within an assigned functional area.

EA assignments, which consist of the designation of an EA and the assignment of related responsibilities and authorities.

Matters of special interest to the Secretary or Deputy Secretary of Defense such as advisory boards or urgent Global War on Terrorism matters. They may be items selected by the Secretary or Deputy Secretary or recommended by the Head of an OSD Component.

chartering DoDD. A DoDD that establishes the mission, responsibilities, functions, relationships, and delegated authorities of the Head of an OSD Component or other OSD PAS official, a Defense Agency, a DoD Field Activity, or other major DoD or OSD Component, as required. Also referred to as an “organizational charter” or “charter Directive.” Chartering DoDDs comprise a unique DoDD format, developed by O&MP in coordination with DD, and are exempt from the 8-page limit for DoDDs. Chartering DoDDs shall be signed by the Secretary or Deputy Secretary of Defense, except that where the Under Secretaries of Defense are delegated the authority in their chartering DoDDs, the Under Secretaries of Defense shall issue chartering DoDDs for their subordinate OSD PAS officials.

DoDI. DoDIs consist of the following two levels of issuances. DoDIs shall be no more than 50 pages in length including enclosures.

policy DoDI. A DoDI that ESTABLISHES POLICY and assigns responsibilities within a functional area assigned in the Head of an OSD Component’s chartering DoDD, including defining the authorities and responsibilities of a subordinate official or element when these do not meet the criteria for a chartering DoDD. Policy DoDIs may also provide general procedures

for implementing that policy. They shall be signed by the Heads of the OSD Components. They shall include the Component's chartering DoDD as a reference, and, for the Components whose chartering DoDDs have NOT been updated to include the authority to issue policy in DoDIs, they shall include DoDI 5025.01, "DoD Directives Program," October 28, 2007, as a reference.

non-policy DoDI. A DoDI that IMPLEMENTS POLICY established in a DoDD by providing general, overarching procedures for carrying out that policy. Non-policy DoDIs shall be signed by the Heads of the OSD Components, their Principal Deputies, or other OSD PAS officials as authorized by their chartering DoDDs.

DoDM. A DoD issuance providing detailed procedures for implementing policy established in DoDDs and DoDIs. DoDMs shall include the specific, procedural information formerly published as DoD Publications. All DoD Publications that are not DoDMs (i.e., catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations) shall be converted into DoDMs on their next reissuance. DoDMs shall be signed by the Heads of the OSD Components, their Principal Deputies, or other OSD PAS officials as authorized by their chartering DoDDs. DoDMs exceeding 100 pages in length shall be separated into two or more volumes.

DTM. A memorandum issued ONLY for time-sensitive actions that affect current issuances or that will become DoD issuances, and ONLY when time constraints prevent publishing a new issuance or a change to an existing DoD issuance.

DTMs establish DoD policy and assign responsibilities, or implement policies and responsibilities established in existing DoD issuances. DTMs concerning subjects requiring direct oversight by the Secretary or Deputy Secretary of Defense shall be signed by the Secretary or Deputy Secretary of Defense. DTMs that establish policy shall be signed by the Heads of the OSD Components. DTMs that implement policy shall be signed by the Heads of the OSD Components, their Principal Deputies, or other OSD PAS officials as authorized by their chartering DoDDs.

DTMs shall not be used to permanently change or supplement existing issuances. They shall be effective for no more than 180 days from the date signed, during which time they shall be incorporated into an existing DoD issuance, converted to a new DoD issuance, reissued, or canceled.

ADDITIONAL DEFINITIONS FOR DODEA
NOT A FORMAT EXAMPLE.

DoDEA Issuance System. DoDEA Regulations, DoDEA Administrative Instructions, DoDEA Manuals, DoDEA Transmittals, DoDEA Directive-Type Memoranda, and cancellations signed by the Director, DoDEA.

DoDEA Regulation (DoDEA-R). DoDEA Regulations establishes policy, assigns responsibilities, and publishes decisions relating to policies, plans, programs, organizational assignment, delegations of authority, or other major actions. A DoDEA Regulation may, also, authorize the publication of a DoDEA Manual. A DoDEA Regulation shall not contain procedures.

DoDEA Administrative Instruction (DoDEA-AI). DoDEA Administrative Instructions may establish policy and assign responsibilities, as well as provide supplementary internal guidance implementing decisions of the Director, DoDEA. A DoDEA Administrative Instruction may also authorize the publication of a DoDEA Manual.

DoDEA Directive-Type Memoranda (DoDEA-DM)

These are memoranda of a continuing nature issued by the Director that are not published as a DoDEA issuance because of time constraints. The office of primary responsibility shall convert a directive-type memorandum into a DoDEA issuance within 180 days from the date of signature.

DoDEA Directive-Type Memoranda issued by the Director which are of a one-time nature will expire one calendar year from date of signature.

DoDEA Manual (DoDEA-M). DoDEA Manuals publish operating procedures, curriculum objectives, textbook and required material listings, and other guides, handbooks, and similar procedural materials as authorized by a DoDEA Regulation or DoDEA Administrative Instruction.

DoDEA Transmittal. DoDEA Transmittals amend DoDEA issuances and transmit reprints.