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TITLE

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Purpose: This issuance: Structure depends on type of issuance being issued. See the options provided in the DoD issuances standards.

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

Commented [IKH(CWE(1): The DoD issuance template has been updated for Section 508 compliance. **Section 508**, an amendment to the United States Workforce Rehabilitation Act of 1973, is a federal law mandating that all electronic and information technology developed, procured, maintained, or used by the federal government be accessible to people with disabilities.

Most changes are invisible and won't affect you as an action officer. Comments in this sample pdf explain what has changed that does require you adjust your text from the previous template.

If your issuance is currently in the process, we will help you make the necessary changes during our reviews.

Choose an item. ####.##, Publication Month Day, Year
(if a change: Change #, Month Day, Year)

TABLE OF CONTENTS

[Do not manually add information to the table of contents. Word will auto-generate the content based on the styles of the paragraphs. See DoD issuances standards. Delete this text.]

SECTION 1: GENERAL ISSUANCE INFORMATION	3
1.1. Applicability.....	3
1.1. Applicability.....	3
1.1. Applicability.....	3
1.2. Policy.....	3
1.3. Information Collections.....	3
SECTION 2: RESPONSIBILITIES.....	4
2.1. Title of Official (And Acronym if Not Established Earlier).....	4
2.2. Acronym of Official (If Established Earlier).....	4
2.3. Acronym of Official (If Established Earlier).....	4
2.4. Acronym of Official (If Established Earlier).....	4
SECTION 3: SECTION TITLE.....	5
3.1. Paragraph Title.....	5
a. Heading.....	5
3.2. Paragraph Title.....	5
3.3. Paragraph Title.....	5
SECTION 4: SECTION TITLE.....	6
4.1. Paragraph Title.....	6
a. Heading.....	6
b. Heading.....	6
c. Heading.....	6
4.2. Paragraph Title.....	6
4.3. Paragraph Title.....	6
GLOSSARY.....	7
G.1. Acronyms.....	7
G.2. Definitions.....	7
REFERENCES.....	8

TABLES

No table of figures entries found. [If your issuance has no tables, delete this group.]

FIGURES

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Choose an item. ####.##, Publication Month Day, Year
(if a change: Change #, Month Day, Year)

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. **APPLICABILITY.**

[Option 1: Standard Applicability Statement] This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

Commented [IKH(CWE(2)): When the paragraph text is on the same line as the header, JAWS (Jobs Access With Speech) doesn't recognize the style separator and reads the entire paragraph as the header.

The new standard for the issuance will place the paragraph text directly below the header. See Page 5 for examples of formatting of the indented paragraphs with headers.

1.1. **APPLICABILITY.**

[Option 2: Standard Applicability Statement All-inclusive USCG] This issuance applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

1.1. **APPLICABILITY.**

[Option 3: Standard Administrative Instruction Applicability Statement] This issuance applies to OSD, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Office of the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities that are serviced by Washington Headquarters Services (WHS) (referred to collectively in this issuance as the “WHS-serviced Components”).

1.2. **POLICY.**

- a. This is an example of an “a” level paragraph.
- b. This is an example of an “b” level paragraph.

1.3. **INFORMATION COLLECTIONS.**

(Section applicable only if issuance prescribes a DoD internal information collection). [Enter the formal information collection title], referred to in Paragraph [enter the appropriate paragraph citation(s) where the information collection is described or referred to in the issuance], has been assigned report control symbol [enter report control symbol] in accordance with the procedures in Volume 1 of DoD Manual 8910.01. [The issuance mustn't be signed before the report control symbol is provided in the information collection requirements paragraph.]

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(if a change: Change #, Month Day, Year)*

SECTION 2: RESPONSIBILITIES

2.1. TITLE OF OFFICIAL (AND ACRONYM IF NOT ESTABLISHED EARLIER).

The [official]:

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

2.2. ACRONYM OF OFFICIAL (IF ESTABLISHED EARLIER).

The [acronym of official]:

- a.
- b.
 - (1)
 - (2)
 - (a)
 - (b)
 - (3)
- c.

2.3. ACRONYM OF OFFICIAL (IF ESTABLISHED EARLIER).

The [acronym of official]:

- a.
- b.

2.4. ACRONYM OF OFFICIAL (IF ESTABLISHED EARLIER).

The [acronym of official]:

- a.
- b.

Choose an item. ####.##, Publication Month Day, Year
(if a change: Change #, Month Day, Year)

SECTION 3: SECTION TITLE

3.1. PARAGRAPH TITLE.

a. Heading.

This is what paragraph level “a” looks like if it has a heading. These headings may be added to the table of contents, but they are not required. If one level “a” paragraph has a heading, **all** on this level must have a heading.

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

(1) Heading.

This is what paragraph level “(1)” looks like if it has a heading. These headings may be added to the table of contents, but they are not required. If one level “(1)” paragraph has a heading, **all** on this level must have a heading.

(2) This is what this paragraph level looks like if it does not have a heading.

(a)

(b)

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

a. You must manually add the underline at this level. Do not subordinate paragraphs beyond this level.

b.

2.

3.2. PARAGRAPH TITLE.

3.3. PARAGRAPH TITLE.

Choose an item. ####.##, Publication Month Day, Year
(if a change: Change #, Month Day, Year)

SECTION 4: SECTION TITLE

4.1. PARAGRAPH TITLE.

a. Heading.

b. Heading.

(1)

(2)

(a)

(b)

1.

a.

b.

2.

c. Heading.

4.2. PARAGRAPH TITLE.

4.3. PARAGRAPH TITLE.

Choose an item. ####.##, Publication Month Day, Year
(if a change: Change #, Month Day, Year)

GLOSSARY

G.1. ACRONYMS.

A listing of acronyms is mandatory for issuances over 2 pages using acronyms other than “DoD,” “OSD,” or “U.S.”

ACRONYM	MEANING
BEGINS WITH “A”	Use the table in this template to alphabetically list all acronyms used in the issuance with a row for each identified term. Add more rows as necessary.
BEGINS WITH “A”	use lower case when term is a common noun Use a hard return in the cell of the last acronym in a letter group
BEGINS WITH “B”	
BEGINS WITH “B”	Use Title Case When Term is a Proper Noun Use a hard return in the cell of the last acronym in a letter group
BEGINS WITH “S”	

Commented [IKH(CWE(3): Acronyms and the definitions must now **both** be in table format with headers so JAWS can read the items correctly. The headers clarify which is being read, acronym/term or meaning/definition.

Using a hard return to separate alphabet groups in each table rather than a blank row is necessary because JAWS reads a blank table row as “space space space space space...”

G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance. [Remove “unless otherwise noted” if not applicable. Delete this text.]

TERM	DEFINITION
term	Use the table in this template to alphabetically list terms used in the issuance with a row for each identified term. Add more rows as necessary. Use lower case when term is a common noun Use a hard return in the cell of each definition to separate it from the next term.
ACRONYM	Use acronyms already established; do not write term out or reestablish acronyms. Acronyms are ordered alphabetically in the definitions section by the acronym, not the term as it would be spelled out. Use a hard return in the cell of each definition to separate it from the next term.
Term	Use Title Case When Term is a Proper Noun

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REFERENCES

[List references in alphabetical (and then numeric, if applicable) order. The reference listed is from Paragraph 1.3. If your issuance should not include the example issuance, remove the reference. Delete this text.]

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