

General changes to all standards as of June 15, 2012:

- Changes to current DoD issuances will go through the coordination process with red font indicating changed text. Upon approval, red text will be removed before publishing to the issuances website. The Directives Division will provide a copy of changes made upon request.
- References at Enclosure 1 at all times except for DTMs.
- Definitions section **removed** from above the signature except for DTMs. Definitions and acronym list will always be in the Glossary.
- Responsibilities section/enclosure revised to make clear that these are limited to key OSD and DoD Component Heads and officials at the same approximate level.
- In compliance with Deputy Secretary of Defense direction, effective date section changed to read:

This [issuance]:

- a. Is effective upon [\[DD enters publication date before posting\]](#).
 - b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoD Instruction 5025.01 (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 DoD Issuances Website.
- In precedence listing of responsibilities, the collective Defense Agency and DoD Field Activity Directors come after the commanders of the combatant commands.
 - All paragraphs will be referred to as “paragraph” (e.g., “paragraph 4a,” “paragraph 4a(1)(b)”). Sections will be referred to as such (e.g., “section 4”).
 - Use of capitalization corrected in accordance with GPO Style Manual, Chicago Style Guide, JP 1-02; Writing Style Guide updated.
 - **Bold** text used for emphasis rather than ALL CAPS. *Italics* used for use of foreign/Latin terms.
 - Per PlainLanguage.gov guidance:
 - Use of contractions (“don’t,” “isn’t”) is allowed.
 - “Must” and “will” used rather than “shall” to indicate present or future required action. “May” and “can” will be used to indicate optional/conditional action.
 - Applicability statement caveat and responsibilities language changed to comply.

- Color allowed in tables as long as they print clearly in black and white hard copy.
- References:
 - DoD issuances that have been changed or certified as current will be cited in the references using the original publication date followed by “as amended.”
 - Standards specifically state that “as amended” will **not** include a listing of what amended the reference, as this information is easily available online.
 - Standard samples amended to specifically address citation of “old” Manuals (e.g., DoD 1100.19-M) versus those reissued after 2007.
- Samples updated to reflect current standards.