



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

September 16, 2009

INSPECTOR GENERAL INSTRUCTION 5025.1

PUBLICATION AND POLICY MEMORANDUM PROGRAM

FOREWORD

This Instruction provides policy and procedures for the Department of Defense Office of Inspector General Publication and Policy Memorandum Program. It provides basic instructions to write, format, and implement an effective and efficient Publication and Policy Memorandum Program to enhance mission accomplishment and protect resources.

The office of primary responsibility for this Instruction is the Administration and Logistics Services Directorate. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

A handwritten signature in black ink, appearing to read "SD Wilson".

Stephen D. Wilson
Assistant Inspector General
for Administration and Management

11 Appendices

PUBLICATION AND POLICY MEMORANDUM PROGRAM

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CHAPTER 1 GENERAL

- A. Purpose.** The purpose of this Instruction is to provide policy and procedures for the Department of Defense Office of Inspector General (DoD OIG) Publication and Policy Memorandum Program in accordance with (IAW) DoDI 5025.01, *DoD Directives Program*, October 28, 2007, reference (a).
- B. References.** See Appendix A.
- C. Acronyms.** See Appendix B.
- D. Cancellation.** This Instruction supersedes IGDINST 5025.1, *OIG DoD Publications Policy and Procedures*, November 12, 2002 and cancels IGDM 5025.1, *OIG DoD Publications and Policy Procedures*, November 12, 2002. This Instruction cancels policy memorandum IGDPM 2006-4, *Office of Inspector General (OIG) Policy Memorandum Procedures*, May 16, 2006.
- E. Applicability.** This Instruction applies to the Office of Inspector General and the Department of Defense Inspector General Components, hereafter referred to collectively as the OIG Components.
- F. Scope**
1. This Instruction prescribes procedures for issuing OIG publications and policy memorandums for internal or external use. Publications may include instructions and pamphlets.
 2. Publications exempt from the requirements of this Instruction are:
 - a. Audit Reports
 - b. Equal Employment Opportunity annual reporting requirements
 - c. Intelligence Reports and Evaluations
 - d. Investigation Reports
 - e. Office of Professional Responsibility Inspection Reports
 - f. Policy and Oversight Reports
 - g. Semiannual Report to Congress
 - h. Special Plans and Operations Reports

i. OIG Component policy and procedure publications such as Standard Operating Procedures (SOP)

j. OIG Component policy memorandums

G. Policy. All OIG publications shall be:

1. Essential to conduct official business.

2. Clearly present procedures instructing the end user how to implement the policy.

3. Coordinated using the procedures established in this Instruction.

4. Reviewed every 5 years according to their anniversary date to ensure they are necessary, current, consistent, and IAW DoD policy. The proponent Components shall be tasked to review their respective publications and determine if a revision is necessary.

H. Responsibilities

1. **The Assistant Inspector General for Administration and Management (AIG-A&M)** is responsible for establishing the Publication and Policy Memorandum Program.

2. The **OIG Component Head or Designee** shall:

a. Staff publications and policy memorandums received from the Administrative Services Division (ASD), Policy, Procedures, and Management Services (PP&MS) Branch.

b. Provide comments, if applicable, and signature on the Publications Component Coordination Suspense (PCCS).

c. Appoint a Component Action Officer (CAO) for publications and policy memorandums for which they are the office of primary responsibility.

3. The **Director, Administration and Logistics Services Directorate (ALSD)** shall direct the Publication and Policy Memorandum Program.

4. The **Chief, ASD** shall:

a. Manage and administer the Publication and Policy Memorandum Program.

b. Review publications and policy memorandums for compliance.

c. Exercise approval authority for exceptions to policy for this Instruction.

5. The **PP&MS Branch** shall:

- a. Implement the Publication and Policy Memorandum Program procedures.
- b. Provide policy and guidance to the proponent Component throughout the publishing process.
- c. Assign a publication series number to all OIG instructions and policy memorandums IAW the DoD Issuance Numbering System in reference (a).
- d. Perform editorial reviews of all OIG instructions and policy memorandums.
- e. Review all final OIG instruction and policy memorandum packages before forwarding for signature.
- f. Post approved OIG instructions and policy memorandums to the OIG publications and policy memorandums webpage on the OIG Intranet.
- g. Task the proponent Component to review their Component OIG publications every 5 years according to their anniversary date to ensure they are necessary, current, consistent, and IAW DoD policy.

6. The **CAO** shall:

- a. Consult with the PP&MS Branch prior to requesting action on a publication or policy memorandum.
- b. Comply with the procedures established in this Instruction.

I. Signature Authority. The AIG-A&M is the signature authority for OIG publications.

CHAPTER 2 PUBLICATION DEVELOPMENT

- A. General.** This chapter provides general guidance on preparing a draft publication.
- B. Assistance.** The PP&MS Branch provides assistance throughout the entire process. The CAOs are encouraged to review this Instruction prior to writing a draft or revising a publication and may contact the PP&MS Branch for further guidance.
- C. Writing Resources.** In addition to the guidance provided in this Instruction and reference (a), recommended resources are *U. S. Government Style Manual 2008*, current edition, reference (b), and the Air Force Handbook AFH 33-337, *The Tongue and Quill*, August 1, 2004, reference (c).
- D. Planning and Research.** Research is an important step in developing a publication, whether it is new or revised. Inadequate research could result in issuing more than one publication on the same subject, issuing conflicting instructions, or publishing a nonessential or incomplete publication.
1. Ensure the Component Head or Designee agrees that the publication is needed.
 2. Verify references including current date, title, and authority. Check to see whether any related publications exist. If a related OIG publication exists, consider revising it.
 3. Consider coordinating the publication informally before formal coordination to ensure all legal and security requirements are met.
- E. Material Arrangement.** After gathering the material, analyze it to find the best order in which to present it. Prepare an outline IAW the format requirements in Chapters 4 and 5. Do not be afraid to overhaul an existing publication. In many cases, the CAO can improve the readability by reorganizing the materials. Organize chapters in a logical manner according to the material covered. Cover one broad related subject in each chapter. Titles shall be brief and concise.
- F. Writing the Draft.** Use language appropriate to the subject matter and familiar to the intended audience. Do not include unnecessary verbiage and material, such as material already in other publications, cumbersome details, PowerPoint presentations, handbooks, pamphlets, guides, and lengthy instructions.
1. Introduce the Subject. The introduction shall summarize the material to be developed within the text. The foreword, the introduction chapter (Chapter 1), and opening paragraphs in the following chapters of the instruction shall guide the reader and shall be one concise paragraph consisting of 2-5 sentences.

2. Active Voice. Strive for a more active voice. Sentences written passively are wordy and roundabout, reversing the natural active order of English sentences.

3. Make the Writing Flow Smoothly. Logical development and good writing are the keys to reaching your audience and holding their attention. Keep sentences and paragraphs short. Avoid long rambling paragraphs that are disjointed and have many subparagraphs. Use paragraph titles that tell the topic of the paragraph at a glance.

4. Appraise the Effect. The writer of a publication is responsible for the propriety, taste, and possible adverse reaction to or misinterpretation of material.

G. Appendices

1. Acceptable. Use appendices to provide supplementary material that cannot be incorporated into the body of the publication such as listing references, acronyms and definitions, forms, sample memorandums, checklists, charts, graphs and pictures.

2. Unacceptable. PowerPoint presentations, handbooks, guides, and lengthy instructions are examples of what is not acceptable. If there is an absolute need for those items to be referenced, a link to those items shall be created. The link shall be referred to in the publication and posted to the appropriate OIG Intranet webpage.

3. All appendices shall be listed in the same sequence as identified in the text of the instruction.

H. Copyrights. If part of the material is copyrighted, obtain a copyright clearance. (See Title 17, USC, *Copyrights*, reference (d).

I. Forms. If the publication prescribes forms, allow enough time to design or revise the form. Contact the Forms Manager in the PP&MS Branch as soon as the requirements are known. (See IGDINST 5018.1, *Forms Management Program*, June 5, 2006, reference (e)). Draft or test forms shall not be issued, circulated, used, or referenced until the draft or test form is finalized, approved, and published.

J. Privacy Act Statement. If the publication requires the collection, maintenance, use, and dissemination of personal information or records, notice shall be given to the public of the intended action, and a Privacy Act Statement shall be prepared for use with any form created for collection of the information IAW IGDINST 5400.11, *Privacy Act Program*, May 11, 2006, reference (f).

K. Consistency. Be consistent when referring to a title, office, position, form, reference, etc. Use the same verbiage throughout the instruction.

L. Non-Existent. Do not cite, reference, or discuss procedures for an item that has not been established or is non-existent such as a future office, position, or title. Do not cite unpublished material such as drafts and documents not available to readers to include but not limited to forms, references, or any type of publication in draft format. Only established or existing materials shall be cited and/or incorporated into a publication.

M. Cross-reference. Keep cross-references to a minimum. Do not cross-reference other parts of the publication that are logically placed and completely covered. Do not cross-reference common or previously defined terms.

N. “Above” and “Below” References. Do not use the terms “above” and “below” when referring to a part of the issuance, instead cite the particular paragraph under discussion.

O. Helping Verbs. Use the following helping verbs to express the degree of obligation IAW reference (a):

1. Shall. Use “shall” to denote a mandatory action.
2. Will. Use “will” to denote an optional action or an action in the future.

CHAPTER 3 PUBLICATION IDENTIFICATION

A. General. This chapter discusses publication types, numbering, and titles.

B. Issuance Type. Most OIG publications issued are instructions. Another type of OIG issuance is the pamphlet, which is a brochure format. Publications are identified by the prefix letters “IGD”, which stands for “Inspector General Defense.” The next letters in the prefix following “IGD” identify the publication type:

1. IGDINST - Instruction
2. IGDPH - Pamphlet

C. Issuance Number. The PP&MS Branch shall issue and control all OIG publication numbers IAW reference (a).

1. An OIG publication that implements policy from a DoD publication shall bear the same number.

2. For other OIG publications, the number assigned is determined by the subject content.

- a. The first four numbers represent the major subject group and its subgroup.

- b. Following the major subject group/subgroup number is a decimal point. After the decimal point, the first publication assigned is numbered “.1” and so forth for subsequent publications.

- c. The major subject group/subgroup number for this Instruction is “5025” which represents the DoD Directive System. This is the first OIG issuance for this major subject group/subgroup number, so the complete number is “5025.1.”

3. The assigned letter prefix and number is placed at the top right margin in the header on all pages except the foreword page.

4. If the publication is designated “For Official Use Only,” the issuance number shall include an identifier (capital “O”) in front of the numbers. For example, IGDINST O-XXXX.X.

D. Publication Titles. Publication titles are typically no longer than seven words. Eliminate the articles “a,” “an,” and “the” whenever possible.

CHAPTER 4 FOREWORD, TABLE OF CONTENTS, AND CHAPTER 1 FORMAT

- A. General.** This chapter covers the OIG standardized instruction format.
- B. Foreword Page.** Mandatory. The foreword page:
1. Is mandatory and serves as the title page for all OIG instructions.
 2. Provides the instruction title and number, issuance and effective date, signature authority, and number of appendices.
 3. Does not have a page number but is considered page one of the instruction.
- C. Foreword Paragraphs.** Mandatory.
1. The first foreword paragraph provides the instruction purpose in a few concise sentences allowing the reader to quickly identify the general content of the publication.
 2. The second foreword paragraph states the Component that is the office of primary responsibility and tells the reader the publication is effective immediately. The entire text portion is no more than two paragraphs.
- D. Signature Block.** Mandatory. The AIG-A&M signs all OIG instructions. The signature block is to the right of the center of the page and is exactly as shown on the foreword page in this Instruction.
- E. Table of Contents.** Mandatory for most instructions. For very short instructions, the table of contents (TOC) may be omitted. The numbered chapters are listed first followed by an alphabetical listing of appendices. Only the main paragraph titles within the chapters are listed with page numbers. The main paragraph titles listed in the TOC shall be consistent with the main paragraph titles in the chapters. Do not establish or use acronyms in the TOC and the main paragraph titles. The TOC shall be the last item created or revised, since the slightest textual change in the instruction can throw the pagination. (See the TOC on pages 2-4.)
- F. Chapter 1 General.** Mandatory. This chapter provides administrative details along with responsibilities. Chapter 1 in this Instruction is a good example. The following main paragraphs are required in Chapter 1 with the mandatory ones marked as such:
1. Purpose. Mandatory. This paragraph provides the purpose of the instruction. The text in this paragraph can be the same as the foreword. This allows the reader to quickly identify the general content and does not exceed one paragraph.

2. References. Optional. *See Appendix A.*

- a. If there is only one reference for the entire instruction, omit this paragraph and list the reference in the paragraph cited. If there are two or more references create an Appendix A.
- b. All references shall be identified in the text to be listed. All references shall be listed in the same sequence as identified in the text of the instruction.
- c. For in-text citations, use lower case for the word reference unless it is at the beginning of sentence and use lower case letters in parenthesis to identify the references, e.g., reference (a).
- d. All reference titles listed in Appendix A are italicized instead of in quotations.
- e. References shall be checked for accuracy, correct title, and current issuance date.
- f. If there are more than 26 references, identify the 27th reference with “aa.” and so forth.

3. Acronyms. Optional. *See Appendix B.* List acronyms alphabetically in the appendix. Write terms out the first time they appear in the text and place the acronym in parenthesis following it. Use the acronym consistently and do not repeat the term. Do not use acronyms in the TOC, chapter titles, and main paragraph titles.

4. Definitions. Optional. *See Appendix C.* Use only if an instruction introduces new terms or establishes a specific meaning to a term. The term shall be cited in the text of the instruction in order to include in the definitions appendix. List the definitions in alphabetical order according to the term.

5. Cancellation. Mandatory. *This Instruction supersedes IGDINST #####, August 28, 2003.* Use this statement when updating an existing instruction with the same number and title. Use the term “cancels” in place of “supersedes” when the number and/or title is changing. Omit this paragraph if the instruction is a new issuance

6. Applicability. Mandatory. *This Instruction applies to the Office of Inspector General and the Department of Defense Inspector General Components, hereafter referred to collectively as the OIG Components.* This is the mandatory sentence for this paragraph. This paragraph identifies the OIG Components to which the instruction applies. Supplemental applicability statements may be added after the mandatory sentence.

7. Policy. Optional. Briefly summarize the policy the instruction implements and cite what established the policy.

8. Responsibilities. Mandatory. Identify by order of precedence, the responsibilities of the Components or designated officials implementing the policies and procedures in the

instruction. State what the Component or designated official is responsible for doing, not how they should do it. Do not include procedures. Detailed procedures and processes may be explained in subsequent chapters.

G. Remaining Chapters. The remaining chapters are organized to present the material in the best outline format for reader ease. Cover one broad related subject area in each chapter. Identify chapters with Arabic numerals in sequence and brief descriptive headings. If you have a Chapter 1, you must have a Chapter 2.

CHAPTER 5 GENERAL FORMAT

A. Format

1. Use “Normal” for the style.
2. Use font “Times New Roman” size “12” for the text, header, footer and page numbers and “single” line spacing. (See Appendix C.)
3. **Do not use automatic paragraph, numbering, and bullet options.** It throws off the overall format and makes it difficult to edit or revise the instruction.
4. Establish 1 inch margins for top, bottom, and side margins which should be the default for most Word documents. (See Appendix D.)
5. The overall outline format for all OIG instructions is shown at Appendix E.

B. Text Appearance

1. Always use **two spaces** after the period at the end of a sentence and after a colon.
2. Leave one blank line between paragraphs and subparagraphs.
3. Paragraphs and sentences should wrap around to the far left margin.
4. Bold and center titles of chapters and appendices.
5. Insert a “non-breaking” space to keep text together at the end of a line. This is particularly helpful to keep dates and numbers together. To insert a “non-breaking” space, press **CTRL+SHIFT+SPACEBAR**. As a formatting mark, the “non-breaking” space symbol is a degree symbol (°). Do not use a regular space before or after the “non-breaking” space.

C. Headers and Footers

1. Header. The following is placed in the header:
 - a. **DRAFT** – capitalized, bolded, and centered. This marking will be removed when all coordination is completed and the final package is prepared and submitted for signature.
 - b. **FOR OFFICIAL USE ONLY** (if applicable) – capitalized, bolded, centered, and placed on the line below the word **DRAFT**. These markings remain permanent. Paper copies shall include the green coversheet DD Form 2286, *For Official Use Only*, placed on top of the foreword page IAW DoD 5200.1-R, *Information Security Program*, January 1997, reference (g). The form may be obtained from the OIG Supply Service Center.

c. **IGDINST 1234.5** – capitalized, bolded, right justified at the right margin on the line below the word **DRAFT** and **FOR OFFICIAL USE ONLY**, when applicable, and is placed on all pages except the foreword page.

2. Footer. The following is placed in the footer:

a. **DRAFT** – capitalized, bolded, centered, and placed on the line below the page number. This marking will be removed when all coordination is completed and the final package is prepared and submitted for signature.

b. **FOR OFFICIAL USE ONLY** (if applicable) – capitalized, bolded, centered, and placed on the line below the page number and above the word **DRAFT**.

c. Page Numbering. Place page numbers centered at the bottom of the page in the footer. Use Arabic numbers consecutively, from page “2” through the last page. The foreword page does not have a page number, but is counted as page “1.” Use page breaks to separate pages instead of section breaks and/or returns.

D. Paragraph Titles. Paragraph titles are bolded and underlined. The period is not underlined but is bolded. When you place explanatory material next to the main paragraph title, as in this paragraph, place a period after the paragraph title and begin text 2 spaces after the period on the same line. When no text follows a main paragraph title, as in paragraph A of this chapter, do not place a period at the end of the title. Do not establish or use acronyms in the main paragraph titles.

E. Paragraphs. Break long paragraphs into subparagraphs. Short paragraphs are easier to read and comprehend. To have a paragraph A you must have a paragraph B. (See Appendix E.)

F. Subparagraphs. Use subparagraphs to divide long paragraphs or to list conditions, exceptions, or procedures. Try not to have too many subparagraphs within a paragraph and ensure they follow a logical order. To have a paragraph “1” you must have a paragraph “2,” and so forth. (See Appendix E.)

CHAPTER 6 REVIEW, COORDINATION, AND ISSUANCE

A. General. This chapter covers the review, coordination, and issuance processes. The processes are the same for new and revised publications.

B. Publication Review

1. Draft Submission. The CAO electronically submits a clean final draft IAW the format explained and shown in this Instruction to the PP&MS Branch.

2. Initial Review. The PP&MS Branch reviews the publication and determines if editing is required. The PP&MS Branch shall make minor formatting and other non-substantial changes. Publications requiring major format and substantial changes are returned to the CAO to edit. If warranted, a meeting shall be scheduled between the PP&MS Branch and the CAO to discuss procedures, requirements, and recommendations for creating or revising a publication IAW this Instruction.

C. Coordination Process

1. The PP&MS Branch prepares an electronic coordination package that includes the final draft instruction in “.pdf” format and the PCCS, Appendix F, and distributes the coordination package to the applicable OIG Components for review and comment.

2. The CAO receives the final draft instruction in Word format, the PCCS, the Component points of contact list, and the Component Coordination Comments (CCC), Appendix G.

3. Mandatory Coordination. The following are required to provide coordination:

- a. Office of General Counsel (OGC) for legal review.
- b. Office of Communications and Congressional Liaison for Privacy Act issues.
- c. Office of Security for security issues.
- d. Forms Management for publications prescribing a new form.

4. Outside Agency Coordination. Subject content or other requirements may warrant an outside coordination. The CAO shall determine requirements for outside coordination. The CAO shall prepare a memorandum addressed to the outside agency requesting coordination.

5. The **OIG Components** shall:

- a. Review the draft publication.

- b. Provide comments, if applicable.
- c. Provide the package to the Component designated approving official to approve the review.
- d. Electronically submit the coordination package with supporting documentation (comments, if applicable) to the CAO for that particular publication.

6. Coordination Responses. The CAO receives the Component coordination responses and annotates those responses in the CCC. Coordination from outside agencies, when applicable, is added to the CCC. The CAO addresses each comment by accepting or rejecting in the column provided on the CCC. The CAO shall provide rationale for the Component comments the CAO rejected in the CCC.

7. Types of Component Coordination Responses

- a. Concur without Comment.
- b. Concur with Comment. The Component reviewer and the CAO shall resolve comments and provide the rationale on the CCC.
- c. Nonconcur with Comment. Substantive comments that result in a nonconcurrency shall be resolved between the Component reviewer and the CAO before an issuance is approved and published. The CAO shall provide the rationale on the CCC.
- d. No Comment. A Component responds to a request for coordination, but does not concur, nonconcur, or comment. This response signifies the Component has reviewed the publication and does not have an equity interest in it.
- e. No Response. A Component does not respond to a request for coordination within the allotted coordination suspense period.

8. Suspense Period. The CAO shall receive all Component coordination responses by the suspense date. The suspense period is usually 14-21 days. However, publications requiring a quick turn around or a short publication may warrant a shorter suspense date.

9. Past Due Suspense. The CAO shall attempt to receive a Component coordination response after the suspense due date. If the Component does not provide a response to the suspense, the CAO shall enter the Component on the CCC as a *No Response*.

10. Final Draft. The CAO forwards the final draft with the incorporated revisions, if applicable, from the Components, the completed CCC, the PCCS with approving official signature and concurrence/non-concurrence, and any supporting coordination documentation to the PP&MS Branch.

11. Final Review. The PP&MS Branch reviews the final draft and supporting documentation, and makes any necessary changes or returns the publication to the CAO for further review or editing. When the PP&MS Branch and CAO agree on the final product, the PP&MS Branch prepares a staff package requesting signature and forwards the package to the AIG-A&M for signature.

D. Issuance. The issuance date is the date the AIG-A&M signs the foreword page and the Instruction is effective immediately. After signature, the PP&MS Branch posts the publication to the OIG Intranet publication web page.

CHAPTER 7 PUBLICATION REVISIONS AND CANCELLATIONS

A. Revisions. A revised publication supersedes its previous edition and any applicable changes.

1. Types of Revisions.

a. Administrative. Minor revisions to a publication that do not affect policy and procedures such as titles, dates, and Component names can be made without Component coordination.

b. Substantive. Amends an essential section of a publication such as purpose, applicability, policy, responsibilities, procedures, and information requirements. Component coordination is required for substantive changes to a publication.

2. Revised publications shall:

a. Have the same standard subject identification number as the previous edition.

b. Include the mandatory cancellation paragraph.

c. Incorporate the same format used for a new publication.

B. Cancellations

1. Publications shall be cancelled when:

a. The proponent Component determines that it has served the purpose for which it was intended.

b. It is no longer needed.

c. It is not appropriate for incorporation into a new, revised, or existing publication.

d. A new or revised publication has been issued.

2. Only the proponent Component of a publication has the authority to cancel a publication by preparing a memorandum requesting cancellation signed by that Component's highest approving authority and forward it to the PP&MS Branch, Appendix H.

CHAPTER 8 POLICY MEMORANDUMS

A. **Policy**

1. Policy memorandums are issued on a limited basis to establish policy for the OIG when time constraints do not allow sufficient time to issue or update an OIG publication or when the OIG is directed to issue policy in the form of a memorandum.

2. Policy memorandums shall be issued:

a. ONLY for time sensitive actions that affect current events or that will become an OIG publication within 180 days after signature; and,

b. ONLY when time constraints prevent publishing a new OIG publication or a change to an existing OIG publication.

3. Policy memorandums shall not be used to permanently change or supplement existing OIG publications.

4. The PP&MS Branch shall assign policy memorandum numbers.

B. Coordination. The OGC is a mandatory coordination on all OIG policy memorandums. The CAO may coordinate the draft policy memorandum with other appropriate Components as time constraints allow. The CAO shall submit the final draft, OGC comments, and supporting documentation electronically to the PP&MS Branch.

C. Issuance. The PP&MS Branch shall conduct a final review and forward the complete package to the AIG-A&M for signature. In some circumstances, depending on the subject matter, the IG may be the signature authority. The issuance date is the date the memorandum is signed and the policy memorandum becomes effective immediately. After signature, the PP&MS Branch posts the policy memorandum to the OIG Intranet.

D. Format. See Appendix I.

1. The policy memo shall explain the purpose, provide essential facts, and a clear course of action. Keep the memorandum to one or two pages with one or two brief attachments, if needed. If the policy memorandum and attachments are lengthy, it shall become an instruction.

2. Paragraphs are not numbered or lettered and the font is Times New Roman 13 IAW reference (a).

3. List five or fewer references in the order they appear in the text.

4. Do not letter a reference when you have only one. Include it in the body of the memorandum.

E. **Signature Block.** The signature block is to the right of the center of the page.

**APPENDIX A
REFERENCES**

- a. DoD Instruction 5025.01, *DoD Directives Program*, October 28, 2007
- b. *U. S. Government Style Manual 2008*, current edition,
<http://www.gpoaccess.gov/stylemanual/browse.html>
- c. Air Force Handbook AFH 33-337, *The Tongue and Quill*, August 1, 2004,
<http://www.e-publishing.af.mil/shared/media/epubs/afh33-337.pdf>
- d. Title 17, United States Code, *Copyrights*
- e. IGDINST 5018.1, *Forms Management Program*, June 5, 2006
- f. IGDINST 5400.11, *Privacy Act Program*, May 11, 2006
- g. DoD 5200.1-R, *Information Security Program*, January 1997

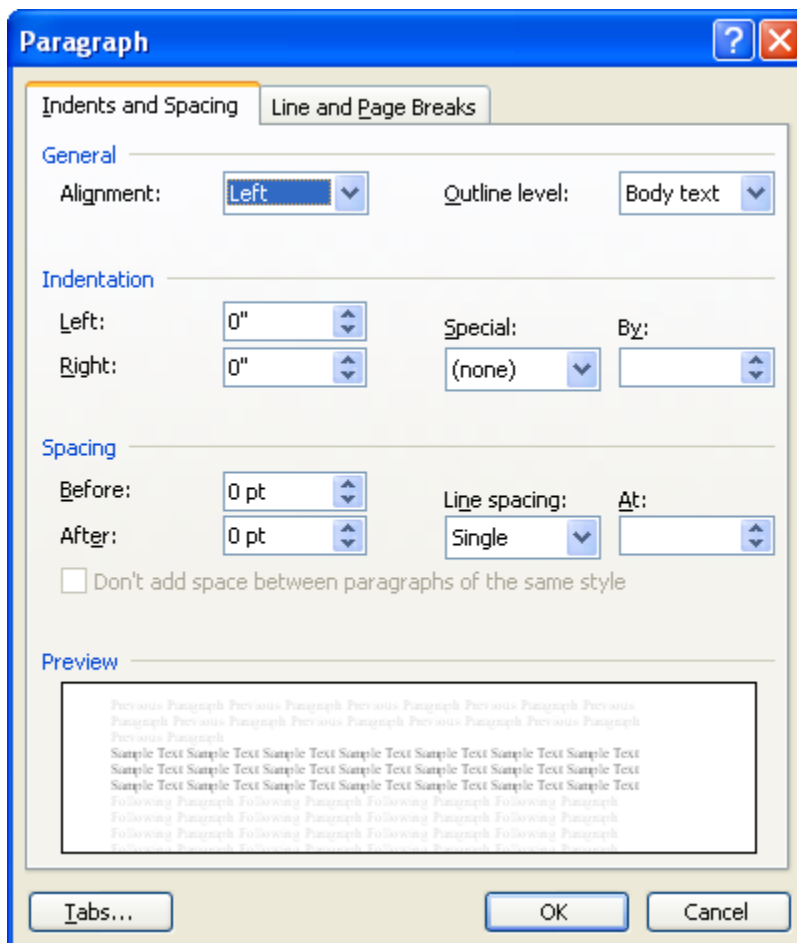
**APPENDIX B
ACRONYMS**

AIG-A&M	Assistant Inspector General for Administration and Management
ALSD	Administration and Logistics Services Directorate
ASD	Administrative Services Division
CAO	Component Action Officer
CCC	Component Coordination Comments
DoD	Department of Defense
IAW	In Accordance With
IG	Inspector General
IGDINST	Inspector General Defense Instruction
IGDPH	Inspector General Defense Pamphlet
OGC	Office of General Counsel
OIG	Office of Inspector General
PCCS	Publications Component Coordination Suspense
PP&MS	Policy, Procedures, and Management Services
SOP	Standard Operating Procedures
TOC	Table of Contents

APPENDIX C
FORMAT PARAGRAPH-INDENTS AND SPACING
FOR MICROSOFT WORD 2003

To access the Paragraph screen in Microsoft Word 2003, click on Format in the menu bar, click on Paragraph, and click on Indents and Spacing. All Paragraph Indents and Spacing shall be at the following settings:

- | | | |
|---|---|--|
| <p>1. General</p> <p>a. Alignment: “Left”</p> <p>b. Outline Level: “Body text”</p> | <p>2. Indentation</p> <p>a. Left: “0”</p> <p>b. Right: “0”</p> <p>c. Special: “(none)”</p> <p>d. By: “Blank”</p> | <p>3. Spacing</p> <p>a. Before: “0 pt”</p> <p>b. After: “0 pt”</p> <p>c. Line spacing: “Single”</p> <p>d. At: “Blank”</p> |
|---|---|--|



APPENDIX D
FORMAT PARAGRAPH-INDENTS AND SPACING
FOR MICROSOFT WORD 2007

To access the Paragraph screen in Microsoft Word 2007, click on Home in the top menu bar. At the bottom of the menu bar, click on the arrow in the right hand corner of the Paragraph bar, and click on Indents and Spacing. All Paragraph Indents and Spacing shall be at the following settings:

1. General

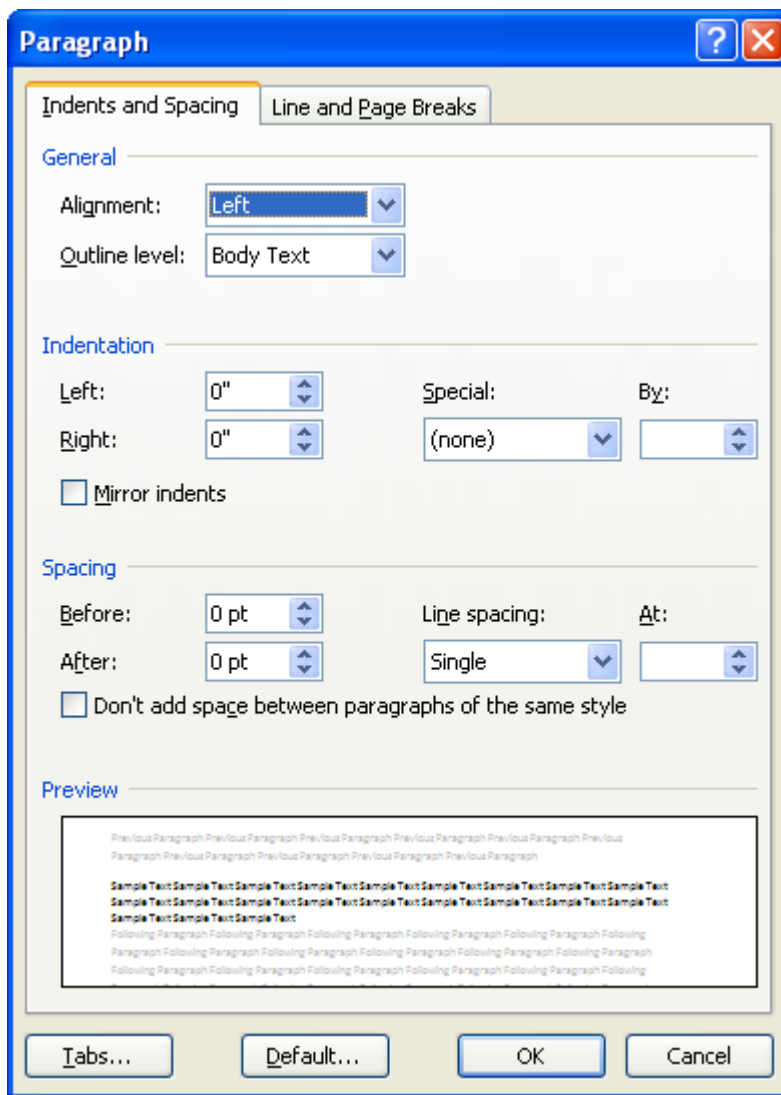
- a. Alignment: “Left”
- b. Outline Level: “Body text”

2. Indentation

- a. Left: “0”
- b. Right: “0”
- c. Special: “(none)”
- d. By: “Blank”

3. Spacing

- a. Before: “0 pt”
- b. After: “0 pt”
- c. Line spacing: “Single”
- d. At: “Blank”



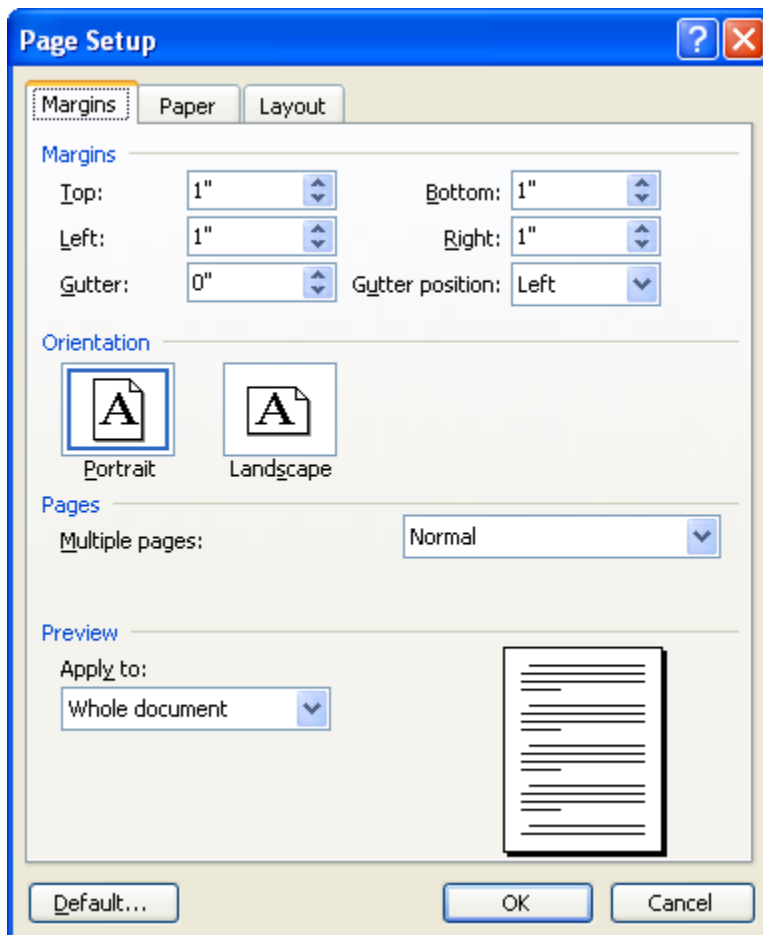
APPENDIX E
FORMAT PAGE SETUP-MARGINS
FOR MICROSOFT WORD 2003

To access the Page Setup screen in Microsoft Word 2003, click on File on the menu bar, click on Page Setup, and click on Margins. All pages shall be at the following settings:

1. **Margins**

- a. Top, Bottom, Left, and Right margins are 1 inch, and should be your default for most Word documents.
- b. Gutter: "0"
- c. Gutter position: "Left"

2. **Orientation:** "Portrait" 3. **Pages:** "Normal" 4. **Preview:** "Whole document"



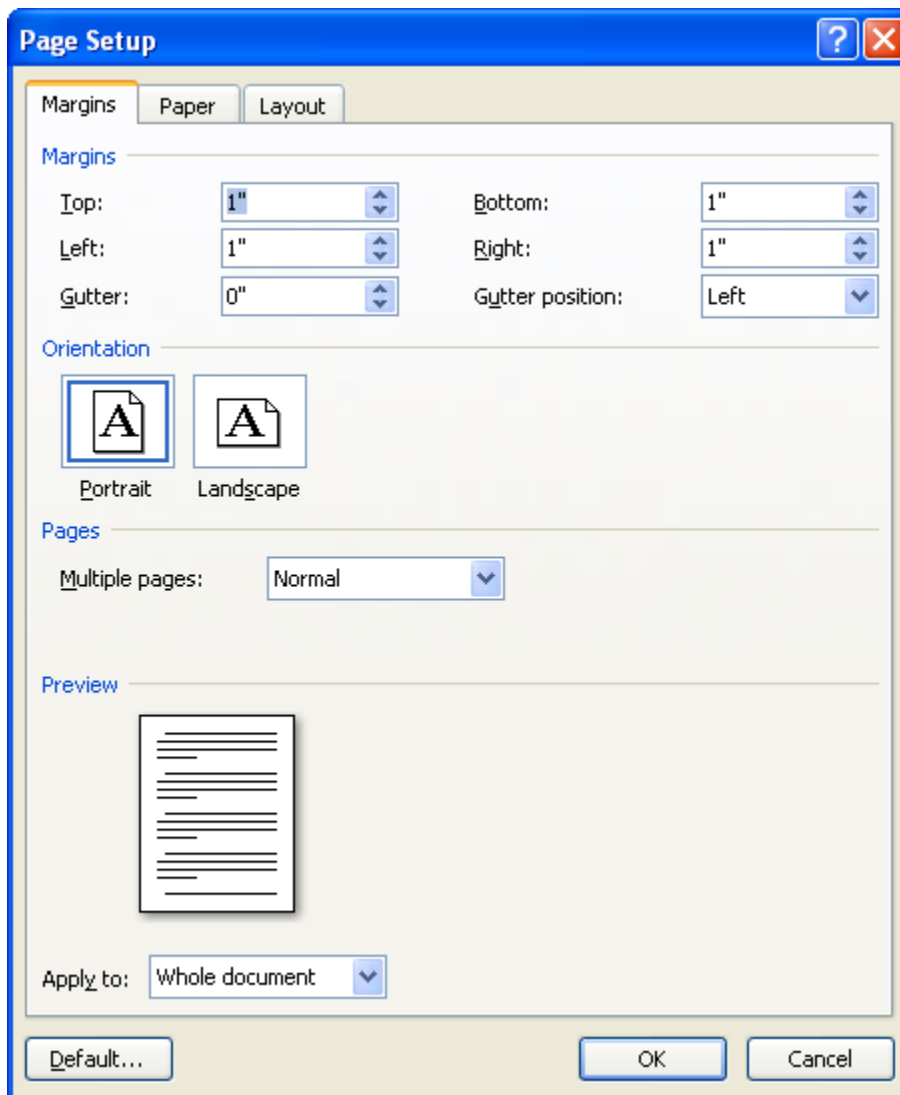
APPENDIX F
FORMAT PAGE SETUP-MARGINS
FOR MICROSOFT WORD 2007

To access the Page Setup screen in Microsoft Word 2007, click on Page Layout in the top menu bar, click on the arrow in the right hand corner of the Page Setup bar, and click on Margins. All pages shall be at the following settings:

1. Margins

- a. Top, Bottom, Left, and Right margins are 1 inch, and should be your default for most Word documents.
- b. Gutter: "0"
- c. Gutter position: "Left"

2. Orientation: "Portrait" **3. Pages:** "Normal" **4. Preview:** "Whole document"



**APPENDIX G
PARAGRAPH OUTLINE FORMAT**

1. Try to keep subparagraphs from reaching the sixth and seventh level.
2. Do not create subparagraphs below the seventh level.
3. If you have material subordinate to the seventh level, reorganize the material and incorporate the material at a higher level paragraph.

4. The following is how the outline format shall appear:

A. XXXXXXXXXXXX

B. XXXXXX XXXXX. XXXXXXX XXXXX XXXXX.

1. XXXXXXXXXX

2. XXXXXXXXXX

a. XXXXXXX

b. XXXXXXX

(1) XXXXXXX

(2) XXXXXXX

(a) XXXXX

(b) XXXXXXX

1 XXXXXXX

2 XXXXXXX

a XXXXXXX

b XXXXXXX

**APPENDIX H
PUBLICATIONS COMPONENT COORDINATION SUSPENSE**

Publications Component Coordination Suspense
(Please complete the top (Component name) and bottom
of this suspense sheet before submitting to the Action Officer.)

Component Name:

Date: **SUSPENSE DATE:**

Publication Number:

Publication Title:

ACTION OFFICER:

Request your Component review and provide concurrence, non-concurrence and/or comment on the attached publication for revision or issuance.

If you do not respond by the suspense date, a “No Response” will be entered for your Component’s coordination when the publication is forwarded for signature.

You must obtain the approval of at least the Deputy level for your Component, and for A&M only at least Director level before electronically responding to the Action Officer listed above with your comments. Please include the completed suspense sheet with your response.

Publications Review Approved By: **Yes No**

Name:	Concur w/out comment
Title:	Concur w/comment
Date:	Non-concur w/comment
	No Comment
	No Response

Component Reviewer for this Publication:

Name:

Phone:

Date:

**APPENDIX I
COMPONENT COORDINATION COMMENTS**

COMPONENT COORDINATION COMMENTS
IGDINST XXXX.XX, "Publication Title"

Component	Comment(s)	Accepted	Rejected	Rejection Rationale
AI				
A&M				
AUD				
COMP				
EEO				
Forms Mgmt				
HCAS				
INTEL				
INV				
ISD				
OCCL				
OGC				
OPR				
P&O				
Security				
SPO				
TSD				

APPENDIX J
INSTRUCTION CANCELLATION MEMORANDUM
(Use Letterhead)

(Date)

MEMORANDUM FOR POLICY, PROCEDURES, AND MANAGEMENT
SERVICES BRANCH

SUBJECT: Cancellation of IGDINST XXXX.XX, *Instruction Title*

The subject instruction issued (*date*) has become obsolete and is hereby cancelled.
(*Add any pertinent information such as identify any prescribed forms or reports that have become obsolete due to the cancellation of the instruction.*)

Signature Block

(*To the right of the center of the page and must be at least the Deputy level for your Component. For A&M only, at least Director level*)

APPENDIX K
POLICY MEMORANDUM FORMAT
(Use Letterhead)

IGDPM 20XX-XX

(Date)

MEMORANDUM FOR ALL OFFICE OF INSPECTOR GENERAL PERSONNEL

SUBJECT: Office of Inspector General Policy Memorandum Procedures

References: (a) Cite references as Type of Issuance, Subject, Month, Day, Year
(b) List five or fewer references in the order they appear in the text.

The Policy, Procedures, and Management Services (PP&MS) Branch is responsible for publishing Office of Inspector General (OIG) wide policy memorandums. Policy memorandums are issued on a limited basis to establish policy for the OIG when time constraints do not allow sufficient time to update an OIG publication.

Policy memorandums shall not be used to permanently change or supplement existing OIG publications. Policy memorandums may be issued for periods of a short term nature that do not warrant incorporation into an OIG publication if the material is of limited or temporary relevance.

The Office of General Counsel is a mandatory coordination on all policy memorandums. The Component action officer may coordinate the draft policy memorandum with the appropriate Components as time constraints allow. The Component action officer shall electronically submit the policy memorandum in final draft format to the PP&MS Branch along with Component comments and background information. The PP&MS Branch shall assign a number, prepare and submit the package for signature, and post the signed policy memorandum to the Intranet.

The Component with primary responsibility shall convert the policy memorandum into an IG instruction within 180 days of signature in accordance with DoDI 5025.01, *DoD Directives Program*, October 28, 2007.

This policy memorandum is effective immediately.

(Name)
Assistant Inspector General
for Administration and Management