

## Department of Defense Publications Definitions

<b>Department of the Army Publications</b>	
<b>Department of the Army Authenticated Publications</b>	
DA publications are publications that apply to two or more agencies or commands not in the same reporting structure and are DA authenticated.	
<b>Type of Publication</b>	<b>Description</b>
<b>Department of Army Administrative Publications</b>	
Army directive (AD)	<p>A directive or information memorandum issued by the Secretary of the Army (SECARMY) to establish or change policy or guidance for distribution and applicability Armywide.</p> <p>ADs:</p> <ul style="list-style-type: none"> <li>- Are permanent and remain in effect until superseded or rescinded by the SECARMY;</li> <li>- Are restricted to the use of the SECARMY;</li> <li>- Must be staffed to the Assistant Secretary of the Army (Financial Management and Comptroller) (ASA (FM&amp;C)), the Administrative Assistant to the Secretary of the Army (AASA), Headquarters, Department of the Army (HQDA) principal officials, Army commands (ACOMs), Army service component command (ASCCs), and direct reporting units (DRUs) that have been assigned responsibility and/or oversight responsibility within the directive;</li> <li>- Take precedence over existing Army policy; and</li> <li>- Have numbers managed and assigned according to existing policy.</li> </ul> <p>When ADs take precedence over Army policy in existing DA administrative publications, proponents of those publications must revise them to ensure compliance with the ADs.</p>
Army regulation (AR)	<p>A publication that sets forth missions, responsibilities, and policies; delegates authority; sets objectives; and prescribes mandated procedures to ensure uniform compliance with those policies. Mandated procedures in Army regulations are required and authoritative instructions that contain the detail needed to make sure basic policies are carried out uniformly throughout the Army. These mandated procedures also ensure uniform implementation of public law, policy guidance, and instructions from higher headquarters or other Government agencies, such as Joint Committee on Printing (JCP), Office of Management and Budget (OMB), or Department of Defense (DOD).</p>
Department of the Army (DA) circular	<p>A temporary directive or informational publication that expires 2 years or less after the date of issue.</p>
Department of the Army (DA) general order	<p>A written directive containing material of general interest (permanent or semipermanent in duration) that fall within the following categories—</p> <ul style="list-style-type: none"> <li>- Organizational (relating to Army commands, installations, agencies, and activities) regarding assignment or reassignment; establishment or disestablishment; redesignation, inactivation, or discontinuance; and closure.</li> <li>- General Court Martial Convening Authority.</li> <li>- Awards (for Army personnel, units, and so forth, signed by the SECARMY or the</li> </ul>

	President of the United States; and for foreign national personnel). - Regimental.
Department of the Army (DA) memorandum	A permanent directive with limited distribution. It applies only to Headquarters, Department of the Army (HQDA) or HQDA and its field operating agencies. DA memorandums are effective until superseded or rescinded.
Department of the Army (DA) pamphlet	A permanent instructional publication. Unless mandated in an AR, procedures established in a DA pamphlet are for guidance only and to establish optional or helpful methods of performing mission and functions, define probable courses of action, and explain how something is affected. A pamphlet: - Is organized and printed in the same format as an AR. - Is used to publish information (such as how-to procedures) needed to carry out policies and mandated procedures prescribed in ARs.
Department of the Army (DA) poster	A decorative or pictorial bill or placard for posting, often in a public place, and intended primarily for advertising.
Headquarters, Department of the Army (HQDA) letter (numbered)	A temporary directive or informational publication that has a limited distribution, is effective for 2 years or less, and applies to HQDA agencies and Army commands (ACOMs), Army service component commands (ASCCs), and direct reporting units (DRUs).
<b>Doctrinal and Training Publications</b>	
Doctrinal and training publications are not policy DA publications and do not require legal review from Office of The Judge Advocate General (OTJAG) and/or Office of the General Counsel (OGC).	
Army doctrine publication (ADP)	A DA publication that contains the fundamental principles by which the operating forces and elements of the generating force that directly supports operations guide their actions in support of national objectives.
Army doctrine reference publication (ADRP)	A DA publication that provides a more detailed explanation of the principles contained in the related ADP.
Army techniques publication (ATP) (includes multi-Service ATP)	A DA publication that contains techniques; that is, nonprescriptive ways to perform missions, functions, or tasks.
Common tables of allowances	A table that contains authorization or approved basis of issue for common items of nonexpendable material that is required Armywide.
Field manual (FM) (includes multi-Service FM)	A DA publication that contains principles; tactics (the employment and ordered arrangement of forces in relation to each other (main body)); procedures (standard, detailed steps that prescribe how to perform specific tasks (appendixes)); and other doctrinal information. It describes how the Army and its organizations conduct operations and train for those operations.
Joint table of allowance (JTA)	A table that contains authorization for equipment for units operated jointly by two or more military Services, such as military assistance advisory groups and missions.
Professional bulletin (PB)	A publication that contains instructions, guidance, and other material that serves to enhance, on a continuing basis, the professional development of individuals within a specified functional area.
Soldier training publications	Publications that contain critical tasks and other training information used to train Soldiers and

	serve to standardize individual training for the whole Army; provide information and guidance in conducting individual training in the unit; and aid the Soldier, officer, noncommissioned officer, and commander in training critical tasks. They consist of Soldier's Manuals, Training Guides, Military Qualification Standards Manuals, and Officer Foundations Standards Systems manuals.
Technical manual (TM) (nonequipment)	<i>General subject technical manual.</i> A publication that contains technical instructions prepared on various subject areas (other than specific items of equipment or groups of related equipment), such as communications or electronics fundamentals, medical, painting, welding, and destruction to prevent enemy use. A TM may be electronically displayed to the user (see ETM and IETM) or presented as a paper document. Electronic display is the preferred method of presentation.
Training circular (TC)	Publications (paper or computer-based) that provide a means to distribute unit or individual Soldier training information that does not fit standard requirements for other established types of training publications.
<b>Technical and Equipment Publications</b> Technical and equipment publications are not policy DA publications and do not require legal review from Office of the Judge Advocate General (OTJAG) and/or Office of the General Council (OGC). (Excerpted List)	
Technical bulletin (TB) (including medical TB)	A publication used to provide supplementary information to TMs. TBs may contain such things as maintenance expenditure limits, equipment improvement recommendation material, functional group code information, general information such as medical data, procedures for kit installation or special mission changes to materiel, warranty information, schematics and/or diagrams to supplement an IETM, ammunition information, and so forth. TBs do not contain operator or maintenance instructions, are not used for quick reference guides or other similarly named publications, are not used in lieu of operator or maintenance manuals or to change them, and do not contain parts information.
Technical Manual (TM) (including Electronic Technical Manual (ETM) and Interactive Electronic Technical Manual (IETM))	<i>Equipment technical manual.</i> A publication that contains instructions for installation, operation, training, and support of weapon systems, weapon system components, and support equipment. An equipment TM includes operational and maintenance instructions, parts lists or parts breakdown, and related technical information or procedures. Information may be presented in many forms or characteristics, including but not limited to, CD-ROM, DVD, World Wide Web, and hard copy.
<b>Other Army Publications</b> Not authenticated by the Department of the Army.	
<b>Type of Publication</b>	<b>Description</b>
All Army activities message (ALARACT)	An Armywide electronic message distributed by HQDA for issuing instructions or information having worldwide Army use. ALARACT messages are not DA authenticated and must never be used to establish, issue, or change policy. ALARACT messages are a quick response medium to communicate time-sensitive information Armywide and may only be used to announce impending publication of changes to policies and procedures.

### U.S. Army Medical Command (MEDCOM) Publications

Commanders of Army commands (ACOMs), Army service support commands (ASCCs), and direct reporting units (DRUs) and field commanders may issue command publications to subordinate elements under their command. These publications disseminate policies, responsibilities, and procedures to headquarters and subordinate elements within their direct chain of command. These publications are not authenticated by the Department of the Army (DA). They are used only within the issuing agency or command.

MEDCOM Supplement	Use supplements to provide instructions implementing Army and HSC/MEDCOM regulations. Supplements to new or revised regulations must be approved by the regulation's proponent before they can be issued. They are long-term in duration and provide additional command-unique guidance not covered in the basic Army or HSC/MEDCOM regulation. Supplements may be issued, unless prohibited by the supplementation statement in the regulation. Command supported activities requesting supplements to Army regulations or supplements to HSC/MEDCOM regulations, must receive prior approval from this command before issuing their supplement. The supplement system applies to the immediate headquarters, the entire command, or supported activities.
MEDCOM Regulation	Use regulations only when the topic concerned is not covered in an Army regulation, or when it is mandatory to include information covered by two or more regulations into a single directive. Regulations contain policies and responsibilities and prescribe administrative procedures. They are directive in nature and long-term in duration. A regulation is applicable to the headquarters, off-post clinics, and subordinate or supported activities. Confine each regulation to a single subject.
MEDCOM Pamphlet	Pamphlets contain information, guidance, or reference material of a continuing nature. Pamphlets are not used to prescribe policies, general procedures, or responsibilities. Use pamphlets to explain policies, procedures, responsibilities, or to give mandatory procedures for carrying out policies prescribed in a MEDCOM regulation. Confine each pamphlet to a single subject.
MEDCOM Circular	Circulars disseminate information of general interest and furnish instructions of a one-time or transitory nature. They are short-term in duration. Each circular will have an expiration date of not more than 2 years from date of issue. Circulars are confined to a single subject. Use a shorter expiration date, as determined by the appropriate staff office, when the circular does not have to remain in effect for 2 years.
Office of the Surgeon General (OTSG)/MEDCOM Policy Memorandum	<ol style="list-style-type: none"> <li>(1) Are applicable only within the issuing headquarters.</li> <li>(2) Cannot be used to publish policy that crosses command lines.</li> <li>(3) Are a temporary means of issuing permanent policy, responsibilities, and procedures that are of a continuing nature. They may contain an expiration date not to exceed 2 years from date of approval; however, they may be given an earlier expiration date.</li> <li>(4) May be issued to state the commander's policy on such subjects as "open door policy" and "support of equal employment opportunity," etc.</li> <li>(5) Are assigned a policy number (sequentially numbered by calendar year).</li> <li>(6) Are not used to publish long-term policies or procedures, including forms and long-term reports. Staff offices should put this information in agency or command publications.</li> </ol>

**References:**

<b>Department of Defense Issuances</b>	
<b>Type of Publication</b>	<b>Description</b>
DoD issuance	One of the five types of issuances published by the DoD that establishes or implements DoD policy, designates authority, assigns responsibilities, or provides procedures. Issuances apply to more than one DoD Component and include DoDDs, DoDIs, DoDMs, DTMs, and AIs.
DoD directive (DoDD)	Establishes policy, delegates authority, and assigns responsibilities. Consists only of one or more of these elements: <ul style="list-style-type: none"> <li>- Non-delegable responsibilities assigned to the Secretary or Deputy Secretary of Defense</li> <li>- Charters</li> <li>- Assignment of new functions and resources between or among the DoD Components</li> <li>- Assignment of DoD Executive Agents (EAs)</li> <li>- Matters of special interest to the Secretary or Deputy Secretary of Defense</li> </ul>
DoD instruction (DoDI)	Establishes policy and assigns responsibilities within a functional area assigned in an OSD Component head's charter, including defining the authorities and responsibilities of a subordinate official or element when these do not meet the criteria for a charter. May provide general procedures for implementing policy. or Implements policy established in a DoDD or policy DoDI by providing general procedures for carrying out that policy.
DoD manual (DoDM)	Provides detailed procedures for implementing policy established in DoDDs and policy DoDIs. DoDMs must include the specific, procedural information formerly published as DoD publications. Although all DoD publications are now categorized as DoDMs, those that do not specifically state that they are DoDMs (i.e., catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations) must be converted into DoDIs or DoDMs when they are reissued. DoDMs must be signed by the OSD Component heads, their Principal Deputies, or the OSD PAS officials as authorized by their chartering DoDDs. DoDMs exceeding 100 pages in length must be separated into two or more volumes.
Directive-type memorandum (DTM)	Serves the same purpose as a DoDD, DoDI, or DoDM but is issued only for time-sensitive actions that affect current issuances or that will become issuances.
Administrative instruction (AI)	Implements DoD policy established in a DoDD or DoDI for the WHS-serviced Components or establishes policy for the WHS-serviced Components. Provides general procedures for carrying out policy.

**Reference:**

DoDI 5025.01 DoD Issuances Program, 6 June 2014, Change 1 17 October 2014

<http://www.dtic.mil/whs/directives/corres/pdf/502501p.pdf>

<b>Department of the Air Force Publications</b>			
<b>Type of Publication</b>	<b>Applicability</b>	<b>Issued By</b>	<b>Description</b>
<b>Directive Publications</b>			
<p>These publications are necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. Air Force personnel must comply with these publications. All publications in this category must carry the following statement in the publication header: "COMPLIANCE WITH THIS PUBLICATION IS MANDATORY." Failure to comply with these written "directions" may be punishable by the UCMJ.</p>			
Air Force Policy Directive (AFPD)	Departmental	Headquarters Air Force (HAF) (Secretariat and Air Staff)	AFPDs are orders of the Secretary of the Air Force (SECAF) and contain directive policy statements to initiate, govern, and/or regulate actions within specified areas of responsibility by Air Force activities.
Air Force Policy Memorandum (AFPM)	Departmental	HAF	AFPMS are orders of the SECAF and contain directive policy statements to initiate, govern, and/or regulate actions within specified areas of responsibility by Air Force activities when there is insufficient time to process a new AFPD or to rewrite or Interim Change (IC) an existing AFPD. AFPMs expire one-year after their effective date or when superseded by an AFPD, whichever is earlier.
Air Force Mission Directive (AFMD)	Departmental	HAF	AFMDs prescribe the mission, area of responsibility, organization, and relationships of Major Commands (MAJCOMs), Field Operating Agencies (FOAs), and Direct Reporting Units (DRUs) with their respective units.
	HAF	HAF	HAF (Headquarters Air Force) MDs prescribe the mission, organization, responsibilities, and relationships of HAF two-letter/digit offices..

	Intra-organization	Major Command (MAJCOM), Field Operating Agency (FOA), Direct Reporting Unit (DRU) and below	Organizations may publish MDs that are subordinate to an AFMD, prescribing the mission, organization, responsibilities, and relationships within a specific command. For example: AFMC (Air Force Materiel Command) MD 401, AFRC (Air Forces Reserve Command) MD 1101, AMC (Air Mobility Command) MD 701. The format of these MDs is the same as AFMDs.
Air Force Instruction (AFI)	Departmental	HAF	AFI are orders of the Secretary of the Air Force and are certified and approved at the HAF (Secretariat or Air Staff) level. AFIs direct action, ensure compliance, and/or give detailed procedures to standard actions Air Force-wide. AFIs may be supplemented at any level below the HAF, unless otherwise stated in the publication.
	Issuing Organization	MAJCOM, Air National Guard (ANG), FOA, DRU and below	Instructions that issue organization/establishment-specific guidance that is consistent and compliant with departmental or higher headquarters guidance found in AFIs, AFMANs, AF Supplement to Department of Defense Instructions (DoDIs), Major Command (MAJCOM) Supplements or Instructions, etc. Unless otherwise authorized in the Higher Headquarters (HHQ) publication, subordinate units must issue a Supplement to extend the scope of guidance in a HHQ publication. Once departmental/higher headquarters guidance is published, units must review and revise or rescind applicable instructions/supplements to ensure compliance with new higher headquarters guidance.
Air Force Manual (AFMAN)	Departmental	HAF	AFMANs are usually extensions of instructions, providing additional guidance for performing standard tasks, or supporting education and training programs. An AFMAN does not necessarily have to fall under an AFI; an AFMAN may stand in place of an AFI, if appropriate.
	Issuing Organization	MAJCOM, ANG, FOA, DRU and below	Command/field manuals are usually extensions of command/field instructions, providing additional guidance for performing standard tasks, or supporting education and training programs. Command/field manuals do not implement higher-headquarters manuals; units must use supplements to implement higher-headquarters publications where practicable. Command/field manuals do not necessarily have to fall under a

			command/field instruction; a command/field manual may stand in place of an instruction, if appropriate.
Instructional Checklists and Addenda	Departmental	HAF	Instructional checklists and addenda are separate supporting documents referenced in the basic instruction/manual. They provide detailed procedural guidance/steps necessary to accomplish a task/operation. These products are not intended for data collection or inspection checklists; use a form when data is required to be collected and retained.
	Issuing Organization	MAJCOM, FOA, DRU and below	Same as departmental, but, issued at the command/field level to support command/field publications.
	Departmental	HAF	Guidance Memorandums (GMs) are issued as interim guidance, to prescribe new procedures and guidance that affect many people or to address critical issues such as national security, safety of flight, etc., when there is insufficient time to process and distribute a new or revised guidance publication (AFI, AFMAN, or AF Supplement to a Department of Defense Instruction (DoDI). GMs expire one-year after their effective date or when superseded by a guidance publication, whichever is earlier.
	Issuing Organization	MAJCOM, FOA, DRU and below	Same as departmental, but, are issued by the command/field level to change their publications only. Cannot issue a command/field GM that changes a HHQ publication – may issue a GM that establishes or changes the command/field supplement, instruction, or manual. May also be used to implement higher-headquarters GMs, or when implementing a newly revised higher headquarters publication (except AFPDs).
Operating Instructions (OI)	Headquarters	Headquarters	Headquarters OIs (HOI) assign responsibilities, direct actions, and prescribe procedures within a headquarters staff (i.e., HAF, MAJCOM, NAF, group). HOIs are not applicable to subordinate units (e.g., Field Operating Agency (FOA), Direct Reporting Unit (DRU), wing, group, squadron, etc.).
	Issuing Unit	Units below headquarters	OIs assign responsibilities, direct actions, and prescribe detailed procedures at the lowest level within a single subordinate function (i.e., a group OI applies to the group staff; a section OI applies to the section staff; etc.).
<b>Nondirective Publications</b>			
These publications are informational and suggest guidance that you can modify to fit the circumstances. Complying with publications in			

<p>this category is expected, but not mandatory. Air Force personnel use these publications as reference aids or “how-to” guides. Publications in this category follow the standard AF format; publications managers may approve special or unique formats. The “Compliance is Mandatory” statement is not used and they do not prescribe forms or any other type of data collection.</p>			
Air Force Pamphlet (AFPAM)	Departmental, Command and Field	All Levels	PAMs are informational, “how to” publications, which may include procedures for implementing Air Force guidance. PAMs may provide guidance regarding reports, but may not prescribe reports. They may reference forms and provide guidance on completing them, but may not prescribe them. Commands and field units may issue pamphlets that are applicable to their subordinate units.
Basic and Operational Doctrine and Tactics, Techniques and Procedures (TTP) Document	Departmental, Command and Field	Lemay Center, designated organizations for TTPs	Doctrine is a collection of statements of officially sanctioned beliefs and warfighting principles that describe and guide the proper use of airpower in military action. Follow directions in AFI 10-1301 for development, format, and numbering of doctrine.
Directories	Departmental, Command and Field	All Levels	Directories are informational publications. They are usually in alphabetical or classed order, such as a listing of addresses, affiliations, functions, and similar data.
Air Force Handbook (AFH)	Departmental, Command and Field	All Levels	Handbooks are reference books of a particular subject or a compilation of factual data and instructional material not subject to frequent revision. Commands and field units may issue handbooks that are applicable to their subordinate units.
Catalog	Departmental, Command and Field	All Levels	Catalogs are informational publications that describe and/or list a particular collection of information.
Visual Aid (VA)	Departmental, Command and Field	All Levels	VAs are posters or graphic illustrations. The Offices of Primary Responsibility (OPRs) issue them for display on walls, bulletin boards, desks, base facilities, and other places. OPRs should combine and issue VAs at the highest levels, when possible. There are two kinds: Permanent VAs. These explain or instruct. Temporary VAs do not require prescribing publications, numbers, indexing, coordination, or maintenance of a record set, and will not be listed on the e-Publishing web site. Commands and field units may issue VA that are applicable to their subordinate units.
Product Announcement (PA)	Departmental	HAF	Product announcements publicize the availability of new, revised, or interim changes for Air Force publications and forms on the e-Publishing web site and in the Army Media Distribution Center (MDD), as well as announcing cancellations and disseminating items of general interest to the

			publications/forms community. The Air Force Departmental Publishing Office (AFDPO) is responsible for product announcements.
<b>Reference:</b> AFI 33-360 Publications and Forms Management, 25 September 2013 <a href="http://static.e-publishing.af.mil/production/1/saf_aa/publication/afi33-360/afi33-360.pdf">http://static.e-publishing.af.mil/production/1/saf_aa/publication/afi33-360/afi33-360.pdf</a>			

<b>US Coast Guards (USCG) Publications</b>	
<b>Type of Publication</b>	<b>Description</b>
<b>Directive Publications</b>	
Commandant Instruction (CI)	A directive prescribing authority or containing information with continuing reference value or that requires continuing action. An instruction has no requirement for a table of contents and consists of less than 25 pages. It remains in effect until it is replaced or cancelled by the originator or a higher authority.
Commandant Notice (CN)	A directive of a one-time or brief nature and has the same force and effect as an instruction. All notices have self-cancelling provisions. Notices remain in effect until the date of cancellation, if less than one year, or are automatically cancelled after one year. Information that is expected to remain in effect more than one year must be issued as an instruction.
Commandant Change Notice (CCN)	A notice directing a change to an existing directive and will remain in effect until such directive is cancelled.
Commandant Instruction Manual (CIM)	A permanent type of directive containing 25 or more pages including enclosures. Manuals require a table of contents and must be organized by chapters and sections. When a manual imposes reporting requirements, they will appear in the prescribing transmittal instruction. Manuals must be reviewed every four years for content and, when the contents are no longer applicable, the information is cancelled by the originator or a higher authority.
Message-Type Directive (ALCOAST)	A commandant notice of an urgent nature transmitted through the telecommunications system. See Chapter 1, Paragraph D.3 of this Manual, for more information. They shall not be used to make policy changes to other directives unless the emergency is clearly identified in the message. After release of the ALCOAST, it must be followed up with either a Commandant Change Notice or revision to the affected directive (see Appendix A, Paragraph C.1.c). An ALCOAST is self-cancelling after one year and cannot be referenced after that year has ended. In the Directives System, URGENCY is defined as insufficient time to get essential information to personnel.
Operation Order (OPORD)	A directive issued by a commander to a subordinate commander effecting the coordinated execution of an operation.
<b>Non-Directive Publications</b>	
Coast Guard Publications (CG PUB)	A form of doctrine. Doctrine can be defined as "fundamental principles and officially sanctioned

	beliefs which guide the Coast Guard in support of national objectives. Doctrine is authoritative but not directive, requires judgment in application, and provides decision makers and personnel a standard frame of reference”
Coast Guard Tactics, Techniques, and Procedures (CG TTP)	Documents used for giving guidance in their respective categories as defined by the Department of Defense Dictionary of Military and Associated Terms, Joint Publication 1-02. Tactics are the employment and ordered arrangement of forces in relation to each other. Techniques are non-prescriptive ways or methods used to perform missions, functions, or tasks. Procedures are standard, detailed steps that prescribe how to perform specific tasks.
Commandant Publication (COMDTPUB)	A type of nondirective issuance. The authorized abbreviation “COMDTPUB” and the letter “P” as a prefix to the Standard Subject Identification Code (SSIC) identify them. This category includes Navigation and Vessel Inspection Circulars (NVICs) that provide detailed guidance on the enforcement or compliance with a certain Federal regulation or Coast Guard policy.
Operation Plan in Concept Format (CONPLAN)	An abbreviated format that otherwise would require considerable expansion or alteration to convert into an OPLAN or OPORD.
<b>Reference:</b> COMDTINST M5215.6G, The Coast Guard Directives System, July 2013 <a href="http://www.uscg.mil/directives/cim/5000-5999/CIM_5215_6G.pdf">http://www.uscg.mil/directives/cim/5000-5999/CIM_5215_6G.pdf</a>	

<b>Marine Corps Publications</b>	
<b>Type of Publication</b>	<b>Description</b>
<b>Directive</b>	
A written communication for issuing policy and procedures.	
Marine Corps Order (MCO)	An order is a directive of continuing authority or information, meant to be a permanent reference, and requiring continuing action. An order is directed to the command’s overall functions rather than to individualized office functions.
Marine Corps Bulletin (MCBul)	A bulletin is a directive of a one-time or brief term, has the same force and effect as an order, may require a one-time report, and must have a self-canceling provision. It normally remains in effect up to 12 months, but no longer.
Marine Administrative Message (MARADMIN)	Directives Issued in Message Format. A bulletin or an advance change to an order that is of an urgent nature may be transmitted via the Defense Messaging System and addressed to selected addressees, a Collective Address Designator (e.g., ‘MARADMIN’) or an Address List (AL).
<b>Non-Directive Publications</b>	
All Marines Message (ALMAR)	A message is a type of directive transmitted via the Defense Messaging System (DMS). ALMARs are messages directed to all Marine Corps units.
Marine Administrative Message (MARADMIN)	A message is a type of directive transmitted via the Defense Messaging System (DMS). MARADMINS are marine-specific administrative messages.

<b>Other Publications</b>	
Technical Publications	Official documents used by the Marine Corps which support materiel and equipment. Types include: Technical Manual (TM), Technical Instruction (TI), Modification Instruction (MI), Lubrication Instruction (LI), Supply Instruction (SI).
<b>References:</b>	
MCO 5215.1K Marine Corps Directives Management Program, 10 May 2007 <a href="https://marines.usmc.afpims.mil/Portals/59/Publications/MCO%205215.1K.pdf">https://marines.usmc.afpims.mil/Portals/59/Publications/MCO%205215.1K.pdf</a> MCO P5215.17 The Marine Corps Technical Publications System, 20 Jun 1996 <a href="https://marines.usmc.afpims.mil/Portals/59/Publications/MCO%20P5215.17C.pdf">https://marines.usmc.afpims.mil/Portals/59/Publications/MCO%20P5215.17C.pdf</a>	

<b>Navy Publications</b>	
Type of Publication	Description
<b>Directives from Secretary of the Navy (SECNAV) and Chief of Naval Operations (OPNAV)</b>	
SECNAV and OPNAV instructions, SECNAV and OPNAV notices, SECNAV and OPNAV change transmittals, and all Navy messages (ALNAVs) that issue SECNAC and OPNAV policy. These documents are applicable to the Department of the Navy. They prescribe or establish policy, organization, conduct, methods, or procedures; require action, or set forth information essential to the effective administration or operation of activities concerned; or contain authority or information that must be issued formally.	
SECNAV Instruction (SECNAVINST)  OPNAV Instruction (OPNAVINST)	A directive containing authority or information having continuing reference value, or requiring continuing action. It remains in effect until superseded or otherwise canceled by the originator or higher authority. If the instruction is not in the revision process upon its 7 year anniversary, it shall be canceled. Types of format: Letter-Type, Manual-Type, and Message-Type.
SECNAV Notice (SECNAVNOTE)  OPNAV Notice (OPNAVNOTE)	A directive of a one-time or brief nature, which has a self-canceling provision, and which has the same force and effect as an instruction. Usually, it will remain in effect for less than 6 months, but is not permitted to remain in effect for longer than 1 year. Any requirement for continuing action contained in a notice, such as the submission of a report, use of a form, or following a specified procedure, is considered to be canceled when the notice is canceled, unless the requirement is incorporated into another suitable document. Types of format: Letter-Type, Manual-Type, and Message-Type.
SECNAV Change Transmittal  OPNAV Change Transmittal	The medium used to transmit changes to an instruction or, under extenuating circumstances, a notice. Each transmittal describes the nature of the changes it transmits, and gives directions for making them.
All Navy Message (ALNAV)	A message is a type of directive transmitted via the Defense Messaging System (DMS). ALNAVs

	are messages directed to all Navy units and Marine Corps. ALNAVs issued to set or change SECNAV or OPNAV policy shall be issued only for time-sensitive actions and only when time constraints prevent publishing a new directive or a change to an existing directive. ALNAVs shall be effective for no more than 180 days from the date signed, unless an extension is approved by the SECNAV. The 180-day window shall be used to incorporate information into a new or an existing SECNAVINST, SECNAV notice or SECNAV manual.
<b>Non-Directive Publications</b>	
SECNAV Manual	A document which sets forth requirements and procedures for the implementation of Department of Navy policy. It usually contains examples for performing specific tasks.
Navy Administrative Message (NAVADMIN)	A message is a type of directive transmitted via the Defense Messaging System (DMS). NAVADMINS are Navy-specific administrative messages.
<b>References:</b> SECNAVINST 5215.1E Secretary of the Navy Directives Policy, 28 October 2014 <a href="http://doni.daps.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-200%20Management%20Program%20and%20Techniques%20Services/5215.1E.pdf">http://doni.daps.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-200%20Management%20Program%20and%20Techniques%20Services/5215.1E.pdf</a> OPNAVINST 5215.17 Navy Directives Issuance System, 13 Jun 05 <a href="http://doni.documentservices.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-200%20Management%20Program%20and%20Techniques%20Services/5215.17.pdf">http://doni.documentservices.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-200%20Management%20Program%20and%20Techniques%20Services/5215.17.pdf</a> SECNAV M-5215.1 Department of the Navy Directives Management Manual, October 2014 <a href="http://doni.daps.dla.mil/SECNAV%20Manuals/5215.1.pdf">http://doni.daps.dla.mil/SECNAV%20Manuals/5215.1.pdf</a>	

<b>Acronym</b>	<b>Definition</b>
AASA	Administrative Assistant to the Secretary of the Army
ACOMs	Army Commands
AD	Army Directive
ADP	Army Doctrine Publication
ADRP	Army Doctrine Reference Publication
AF	Air Force
AFDPO	Air Force Departmental Publishing Office
AFH	Air Force Handbook
AFI	Air Force Instruction
AFMAN	Air Force Manual
AFMC	Air Force Materiel Command
AFMD	Air Force Mission Directive

AFPAM	Pamphlet
AFPD	Air Force Policy Directive
AFPM	Air Force Policy Memorandum
AFRC	Air Force Reserve Command
AI	Administrative Instruction
AL	Address List
ALARACT	All Army Activities Message
ALCOAST	All Coast Guard Message
ALMAR	All Marines Message
ALNAV	All Navy Message
AMC	Air Mobility Command
ANG	Air National Guard
AR	Army Regulation
ASA(FM&C)	Assistant Secretary of the Army (Financial Management and Comptroller)
ASCCs	Army Service Component Command
ATP	Army Techniques Publication
CCN	Commandant Change Notice
CG PUB	Coast Guard Publication
CG TTP	Coast Guard Tactics, Techniques, and Procedures
CI	Commandant Instruction
CIM	Commandant Instruction Manual
CN	Commandant Notice
COMDTINST	Commandant Instruction
COMDTPUB	Commandant Publication
CONPLAN	Operation Plan in Concept Format
DA	Department of the Army
DLA	Defense Logistics Agency
DMS	Defense Messaging System
DoD	Department of Defense
DoDD	DoD Directive
DoDI	Department of Defense Instruction
DoDI	DoD Instruction
DoDM	DoD Manual
DRU	Direct Reporting Unit

DTM	Directive-Type Memorandum
EA	Executive Agent
ETM	Electronic Technical Manual
FM	Field Manual
FOA	Field Operating Agency
GM	Guidance Memorandum
HAF	Headquarters Air Force (includes the Secretariat and the Air Staff
HOI	Headquarters Operating Instruction
HQDA	Headquarters, Department of the Army
HSC	Health Services Command
IC	Interim Change
IETM	Interactive Electronic Technical Manual
JCP	Joint Committee on Printing
JTA	Joint Table of Allowance
LeMay Center	Curtis E. LeMay Center for Doctrine Development and Education
MAJCOM	Major Command
MARADMIN	Marine Administrative Message
MCBul	Marine Corps Bulletin
MCO	Marine Corps Order
MDD	Army Media Distribution Center
MEDCOM	U.S. Army Medical Command
NAVADMIN	Navy Administrative Message
NVIC	Navigation and Vessel Inspection Circulars
OGC	Office of General Counsel
OI	Operating Instruction
OMB	Office of Management and Budget
OPLAN	Operations Plan
OPNAV	Chief of Naval Operations
OPNAVINST	Chief of Naval Operations Instruction
OPNAVNOTE	Chief of Naval Operations Notice
OPORD	Operation Order
OPR	Office of Primary Responsibility
OSD	Office of the Secretary of Defense
OTJAG	Office of the Judge Advocate General

OTSG	Office of the Surgeon General
PA	Product Announcement
PAS	Presidentially-appointed, Senate-confirmed
PB	Professional Bulletin
SAF	Secretariat Offices within the Headquarters Air Force
SECAF	Secretary of the Air Force
SECARMY	Secretary of the Army
SECNAV	Secretary of the Navy
SECNAVINST	Secretary of the Navy Instruction
SECNAVNOTE	Secretary of the Navy Notice
SSIC	Standard Subject Identification Code
TB	Technical Bulletin
TC	Training Circular
TM	Technical Manual
TTP	Tactics, Techniques, and Procedures
UCMJ	Uniform Code of Military Justice
VA	Visual Aid
WHS	Washington Headquarters Services