Australian Defence Force Publication 102 (ADFP 102)—Defence Writing Standards is issued for use by
the Department of Defence and the Australian Defence Force, and is effective forthwith. It supersedes
Joint Service Publication (JSP)(AS) 102—Service Writing, 2nd edn, and Preparation of Correspondence
and Committee Papers (ADMINMAN 1). Copies of JSP(AS) 102 and ADMINMAN 1 should be destroyed
in accordance with current security instructions.

P.H. BARRATT
Secretary

Department of Defence
CANBERRA ACT 2600

08 October 1998

C.A. BARRIE
Admiral, RAN
Chief of the Defence Force

Australian Defence Headquarters
CANBERRA ACT 2600
FOREWORD

1. Australian Defence Force Publication 102 (ADFP 102)—Defence Writing Standards outlines the conventions that apply to Defence writing and gives publishing guidance to writers. Personnel throughout the Defence Organisation should use this manual to improve the quality of their writing, to make the presentation of information clear and attractive, and avoid ambiguity and misunderstanding.

2. ADFP 102 is the sole reference manual for the preparation of Defence material and replaces previous Service and civilian writing manuals. By providing consistent Defence-wide standards that establish common practices and terminology for writing and communicating, ADFP 102 ensures corporate uniformity of documents issued throughout the Defence Organisation.

3. Sponsorship is as follows:

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4. If readers find anomalies in this manual, or consider that alterations to the standards, processes or practices could result in improvement, they should send the reason for the suggested changes and an outline of the proposed solution to:

Manager Document Publishing Services
K–G–03
Department of Defence
CANBERRA ACT 2600

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CHAPTER 1

INTRODUCTION

1.1 The Australian Defence Force Publication 102 (ADFP 102)—Defence Writing Standards provides uniform conventions and standards for writing. These apply throughout the Defence Organisation for the preparation and presentation of administrative and operational documents.

1.2 In replacing the Joint Service Publication (JSP)(AS) 102—Service Writing, ADFP 102 incorporates Preparation of Correspondence and Committee Papers (ADMINMAN 1), and takes into account relevant administrative material including extracts from departmental and Service publications. The Style Manual for Authors, Editors and Printers, 5th edn1 (hereinafter referred to as the Style Manual) and The Macquarie Dictionary, 3rd edn2 (hereinafter referred to as the Macquarie) were also considered when defining Defence standards.

1.3 ADFP 102 is the first point of reference when preparing material, or when creating electronic and paper-based documents for promulgation and distribution within Defence. It provides detailed information on writing and publishing, and presents examples of standard formats and designs to aid both the writer and reader.

1.4 A team comprising Navy, Army and Air Force members has prepared ADFP 102 in conjunction with members of the Australian Defence Force Warfare Centre and the Defence Publishing Service (DPS).

SPONSOR

1.5 The Director, Defence Publishing Service is the sponsor of ADFP 102.

1.6 Background. The Heads of Defence Centres meeting, held in Sydney on 21–22 May 1994, identified a need for a Defence cross-Program printing and publishing consultancy service to provide Program Managers with practical advice relating to the production and dissemination of printed information. All Programs supported the proposal. The Defence Publishing and Visual Communications (DPUBS)3 organisation was subsequently appointed Chair of the Printing and Publishing Advisory Services (PPAS), membership of which included the Director of General Services, Defence Centre—Melbourne, and a number of representatives drawn from Programs, RAAF publishing and Australian Defence Headquarters.

1.7 In support of the premise that Defence should function as a single organisation, a number of global issues were highlighted by Programs for PPAS deliberations. These included the provision of a publishing consultancy service covering ‘core’ and ‘non-core’ publishing and printing activities, and the development of a corporate policy on writing and document standards for application throughout the Defence Organisation. With endorsement from the Assistant Chief of the Defence Force (Personnel)—the former sponsor of JSP(AS) 102—and the support of the Commandant, Australian Defence Force Warfare Centre, the then DPUBS assumed sponsorship of ADFP 102 in August 1995. The resultant document has been cleared through the Joint Operations Doctrine Group and circulated to all Programs for comment on, and support for, the standards.

1.8 Publishing services. Being the national publishing element within Defence, DPS has subsumed the responsibilities of PPAS deliberations. These included the provision of a publishing consultancy service covering ‘core’ and ‘non-core’ publishing and printing activities, and the development of a corporate policy on writing and document standards for application throughout the Defence Organisation. With endorsement from the Assistant Chief of the Defence Force (Personnel)—the former sponsor of JSP(AS) 102—and the support of the Commandant, Australian Defence Force Warfare Centre, the then DPUBS assumed sponsorship of ADFP 102 in August 1995. The resultant document has been cleared through the Joint Operations Doctrine Group and circulated to all Programs for comment on, and support for, the standards.

1 Published by the Australian Government Publishing Service, Canberra, 1994.
2 Published by The Macquarie Library Pty Ltd, Macquarie University NSW, 1997.
3 In July 1998 the DPUBS organisation was subsumed into DPS as a result of Defence Reform Program initiatives. Located within the Defence Corporate Support Program, DPS is the sole publishing element within Defence.
4 The term ‘publishing’ is a collective description of a range of management and production processes associated with the creation, manipulation, formatting and presentation of information as documents. Whether information is paper-based or in electronic form, it includes maintaining and facilitating access to that inventory of information on behalf of sponsors, authors, users and record managers.
REFERENCE MATERIAL

The Macquarie Dictionary

1.9 The Macquarie has been accepted as the standard for Australian language. Except for Defence-specific instances outlined in part 1, chapter 3—‘Presenting words’, the Macquarie is to be used by writers as the primary spelling and linguistic reference when preparing material for the Defence Organisation; other government departments, agencies and statutory authorities; and the general public.

Style Manual

1.10 In offering Defence-specific solutions, the writing team has considered the range of options presented in the Style Manual, along with guidance material from other sources.

Commonwealth Government Directory

1.11 When making reference to the structure of Commonwealth government departments, agencies and statutory authorities, or when identifying the various Acts that describe the functions of organisations within the Commonwealth sphere, writers should consult the Commonwealth Government Directory, published and updated regularly by AusInfo.5

SCOPE

1.12 ADFP 102 standards apply to administrative and operational Defence documents.

1.13 Administrative documents. Such documents provide information on administrative matters and are used to advise and inform, to record decisions, or to provide executive and procedural direction. Whether for correspondence, a briefing note, a report or a publication, the following chapters provide advice and assistance on their preparation. Subjects covered under the administrative document category include:

a. minutes,
b. letters,
c. agenda and minutes of meetings,
d. abridged documents,
e. briefs,
f. Defence essays,
g. Defence papers,
h. visit reports, and
i. publications.

1.14 Operational documents. Such documents support military operations to meet operational objectives. Subjects covered under the operational document category include:

a. messages,
b. staff process,
c. warning orders,
d. directives.

5 The Commonwealth of Australia Gazette, no PS 5 of 5 February 1998, carried a notice advising that the Australian Government Publishing Service had been restructured and renamed AusInfo. The organisation now disseminates government information. Additional detail on these changes is available from the DPS Manager Document Publishing on (02) 6265 6705.
Considerations

1.15 **Style, tone and level**. Administrative and operational documents should always be written with the formality of content and the status of the reader in mind. Poor tone will alienate or even anger the reader. Writing to a superior requires a style suited to the subject matter even if the superior is well known to the writer. For example, a request to be excused from a parade will demand a high degree of formality via a minute or letter, while an invitation to a superior to attend an evening function will require an informal tone via a semi-official letter.

1.16 **Consistency.** Grammar, spelling, punctuation, spacing, numbering and the like should be consistent within each document, as should the use of full and abbreviated forms. For example, if correspondence contains the full rank, title or appointment in the address block, the same information should be expressed in full throughout the document, including the signature block. Likewise if those items are abbreviated, such information is also to be abbreviated throughout the correspondence.

1.17 The remainder of this chapter deals with issues relating to the referencing, copyright, font selection, paper size and security of documents. Readers should familiarise themselves with these issues, and with the linguistic and layout conventions described in later chapters.

**REFERENCING DOCUMENTS**

1.18 **Identifying and referencing**. Defence uses standardised identification methods for file references, specific organisation references, and cross-references to other correspondence or communications.

1.19 **Reference to messages.** Messages are normally identified by the ‘message address’ of the originator, the Subject Indicator Code, and the number and date–time group used on the message by the originator.

1.20 **Reference to extracts and translations.** Extracts from documents are referenced by document number, document title, volume number, part number, section number, chapter number and paragraph number, in that order. Page numbers are not used. Two examples are ADFP 102—*Defence Writing Standards*, part 1, chapter 2, paragraph 2.4c, and Department of Defence 1998, *Defence Employees Industrial Agreement* 1998–99, part 2, paragraph 15.4, bullet 3. The paragraph numbering sequence of an original document is to be retained; this is particularly significant in translations from other languages.

1.21 **Reference to maps and charts.** Maps and charts are identified in the following sequence: map series (and country or area if required), sheet number (and name if appropriate), edition and date, and scale. Some examples are:

- 1501 Air, SC52–15, Bathurst Island, ED1, 8–84, 1:250 000
- TPC, R–13D, ED1, 7–83, 1:500 000

1.22 **Cross-references.** Cross-references are made in Defence writing by cross-referring to a paragraph number or its sub-elements. One exception is the Defence essay, which has a more flexible form. Cross-referencing in an essay may be made at the writer’s discretion, provided that it is clear. When paragraphs in the document are not numbered, as in a letter to the public, cross-referencing may be made by using words such as *previous*, *following*, *above* or *below*.

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6 See also part 1, chapter 2, paragraphs 2.13 – 2.20.
7 See also part 2, chapter 1, paragraphs 1.29 – 1.38.
1.23 **Electronic filename for draft, file or chronogram referencing**. In drafting documents on word processors, writers should place the electronic filename and directory path in the lower left-hand corner of the page for referencing purposes. A smaller point size (8-point is suggested) makes the addition less conspicuous. When documents are printed for dispatch, the electronic filename may be ‘hidden’, but should appear on filed copies. It must appear on all draft correspondence, for example:

C:\ADFWC\ADFP102\DRAFT3\CH_03.DOC
E:\KUTTABUL\CO_Sec\1996\Minutes\Request_for_LSL\Nelson
H:\DOCUMENT\TEST.DOC 3/4/97 10:22

**COPYRIGHT**

1.24 To safeguard Defence (and Commonwealth) claims to copyright, a copyright protection notice must appear in each publication. A copyright notice must display the symbol © and the year of first publication of each new edition.

1.25 For paper-based Defence publications, the notice is usually displayed on the verso title page (the reverse side of the title page). For compact disk – read only memory (CD–ROM), video or audio material, a copyright notice must appear on the covering label and sleeve, and in the work itself. The requirement to preserve copyright ownership also applies to material distributed via the Internet or Intranet using World Wide Web technology.

1.26 **Release of Defence information.** In addition to the copyright notice, Defence publications must carry a statement drawing attention to security constraints applying to the announcement and secondary release of Defence information. These statements follow the copyright notice and appear as outlined in the following paragraph (see the section on Assignment of announcement and release statements to Defence information in this chapter).

1.27 The following format is to be used for copyright protection notices and announcement and secondary release statements that appear in material published by the Defence Organisation:

© Commonwealth of Australia 1998

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without prior written permission from the Department of Defence.

**Announcement statement**—may be announced to the public.

**Secondary release**—may be released to the public.

All Defence information, whether classified or not, is protected from unauthorised disclosure under the *Crimes Act 1914*. Defence information may only be released in accordance with the *Defence Protective Security Manual* (SECMAN 4) and/or Defence Instruction (General) OPS 13–4—Release of Classified Defence Information to Other Countries, as appropriate.

Requests and inquiries should be addressed to the Director, Defence Publishing Service, K–G–02, Department of Defence, CANBERRA ACT 2600.

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8 A chronogram is a machine-driven mark to show the time of marking and may be automatically generated in some computer applications.

9 On computer systems with thousands of documents saved, productivity is greatly increased if a particular document can be located quickly.

10 While it is acceptable for a file reference to appear on internal correspondence, it is unacceptable on letters sent outside the Defence Organisation. Only the file copy of a letter should include word-processing file information.

11 This is an example from a computer operating system that allows longer file names than allowed in MS–DOS-based applications.

12 See paragraph 1.29 in this chapter.

13 For Defence publishers, the publisher’s appointment, room location, the department’s name and the postal address must be given. For external publishers a similar process applies. For example, if the material was published by AusInfo, the notice might then read ‘Requests and inquiries should be addressed to the Manager, Legislative Services, AusInfo, GPO Box 84, CANBERRA ACT 2601’.
1.28 The extent to which copyright notices appear in official Defence information is determined by the nature of that information. Where release outside the Australian Defence Organisation is not applicable the placement of a copyright notice, while retained in essence, is not necessary. In these situations the information is presented in an approved format where the requirements of the Copyright Act as well as other requirements pertaining to official Defence information are in effect as part of the official publishing process.

1.29 Year of issue. As indicated above, copyright notices in new publications contain the year of issue of the original document. For that reason, when an existing publication is revised significantly and then reissued as a separate edition, the copyright notice is always changed to reflect the year of the release of the revised edition. However, if the changes published comprise only minor amendments to an existing document (or if the document issued is merely a full reprint, without change, of an existing edition) the date of the original copyright notice is retained.

1.30 Chapter 12 of the Style Manual provides guidance on copyright matters relating to publications. Under rights conferred by the Copyright Act, copyright owners can prevent unauthorised use of their works.

ASSIGNMENT OF ANNOUNCEMENT AND RELEASE STATEMENTS TO DEFENCE INFORMATION

Introduction

1.31 All official information, whether classified or not, is protected from unauthorised disclosure under the Crimes Act 1914. There are also regulatory provisions contained within the Freedom of Information Act 1982 and the Archives Act 1983. Defence information may only be released in accordance with the Protective Security Manual (SECMAN 4) and/or Defence Instruction (General) (Di(G)) OPS 13–4—Release of Classified Defence Information to Other Countries, as appropriate.

1.32 Originators and/or sponsors of Defence information must utilise announcement and secondary release statements that reflect the policy relating to the release of such information. This is particularly relevant when the information is classified. Originators and/or sponsors must have an understanding of these policy requirements prior to the promulgation of Defence information to enable effective handling of that information.

Information release criteria

1.33 The classification of Defence information, including caveats, is a determining factor for the release of an information resource. Access by an individual to classified matter is to be no wider than is necessary for the efficient performance of the duties of an individual on behalf of, or to assist, the Commonwealth Government, or as part of an agreed international exchange of information. Individuals listed on the primary release or fitting the category described in the secondary release statement may have access to an item.

1.34 Where there is any doubt concerning the suitability for release of official information, due to its sensitivity or classification, the matter is to be referred to the originator and/or sponsor of the information. In all cases concerning the release of classified information outside Defence the advice of the appropriate security authority, either an approved ‘Releasing Authority’ or the ‘Exchange of Military Information Committee (Australia)’ (EMIC(A)) in accordance with Di(G) OPS 13–4, must be sought. The existence of official exchange agreements between Australia and other countries does not provide blanket approval for information release. Each request for access to information that is outside of the scope of the release of that information is subject to the prescribed security processes and procedures. Official information which is not sensitive or classified still requires appropriate authorisation prior to release outside the Defence Organisation.

1.35 Persons to whom classified information is to be released are to be security cleared to a level commensurate with the security classification of the information and must have a current ‘need to know’ for the information to be released. The passing of classified information to a person or an organisation is dependent upon the recipient having adequate storage facilities and other physical security measures to protect the information from unauthorised access.
1.36 The authority for the release of classified information by the Defence Intelligence Organisation and Defence Signals Directorate is vested within each of these agencies and their elements. Accordingly, such information is not to be referred to EMIC(A) for purposes of advice and/or approval.

Document originator and/or sponsor responsibilities

1.37 Originators and/or sponsors of Defence information are required to ensure that the information they publish or manage is protected against unauthorised disclosure. That responsibility should be conducted with consideration to the strategies available to protect documents. Such strategies include the classification of a whole document or components of that document (that is, the title or the abstract), the primary distribution list, the announcement statement and the secondary release statement. An understanding of the content of the information being presented and procedural security requirements contained in SECMAN 4, section 4, chapter 3 are essential regardless of the intended target audience.

1.38 The scope of Defence information subject to this requirement includes all publication types, whether electronic or paper-based, and extends to registered publication types and ad hoc Defence subject-related documents.

1.39 Form AL 149—Document Control Data Record has been developed to ensure the availability of standardised details of restrictions and limitations relating to Defence information. The form is to be completed by originators and/or sponsors of Defence information prior to promulgation. An example of Form AL 149, available in both preprinted and electronic formats, is provided in annex A.

1.40 Originators and/or sponsors must include either the completed form or the announcement and release statements derived from the completed form within their document. The completed form or statements derived from the completed form should preferably appear on the reverse of the title page of the document, in close proximity to the originator and/or sponsor details. The inclusion of this information is a mandatory requirement for the protection of Defence information.

Protection of documents from unauthorised disclosure

1.41 The assessment of the following document characteristics determine the level of protection to be granted to Defence information.

1.42 Classification of the document. Originators and/or sponsors may treat a document as a whole and assign a security classification appropriate to the subject matter covered. When assigning a level of classification to a document, careful consideration should be given to the extent that the originator and/or sponsor would like a document released. A single security classification may be assigned to the document as a whole or a discrete classification may be assigned to the title, the abstract and the body of a document. Further guidance regarding the assignment of a classification to a document is contained in SECMAN 4, chapter 5.

1.43 Classification of the title. Originators and/or sponsors may assign a lower-level classification to a title than that assigned to the document as a whole. For example, a classified document may have a title which is unclassified. The lower the classification of the title the more widely the information may be announced, in accordance with the groups defined in the announcement statement. When assigning a level of classification to the abstract of a document, careful consideration should be given to the extent that the originator and/or sponsor would like a document announced. Access to knowledge of the existence of a classified document by an individual should be at an appropriate level of security clearance. Further guidance regarding the assignment of a classification to the title of a document is contained in SECMAN 4, chapter 5.

1.44 Classification of the abstract. Originators and/or sponsors may assign a lower-level classification to a document abstract than that assigned to the document as a whole. For example, a classified document may have an abstract which is unclassified. The lower the classification of the abstract and title, the more widely the information may be announced, in accordance with the groups defined in the announcement statement. When assigning a level of classification to the abstract of a document, careful consideration should be given to the extent that the originator and/or sponsor would like a document announced. Access to knowledge of the existence of a classified document by an individual should be at an appropriate level of security clearance.
1.45 **Primary release.** The primary release represents the initial distribution list of those individuals or groups, for example, project teams and directorates, to whom a document is released at the time of publication. Compilation of the primary release is the responsibility of the originator and/or sponsor. Unless there is a secondary release statement, all those outside the primary release who request access, must be referred to the originator and/or sponsor.

1.46 Unclassified Defence publications (DPS published documents) are available to all Australian Defence Organisation personnel upon written request (even when such personnel are not included in the primary release). Publications within this category are also available to Australian Defence Organisation personnel via the Defence Intranet (DEFWEB) and the Defence Managers’ Toolbox. Publications that fall into this category are predominantly administrative by nature and are unlikely to be provided to outside bodies on a regular basis. Approval outside the primary release and secondary release statement is to be formally sourced through the originator and/or sponsor regardless of classification.

1.47 **Announcement statement.** Announcement defines who is permitted to know of the existence of a document and covers announcement by word of mouth, in bibliographies, as citations in other documents, and/or by recording the document on electronic databases, corporate Intranets and the Internet. Placing announcement limitations on a document provides a high level of security through the use of classified systems, passwords and secure environments. Proper use of announcement statements combined with careful consideration of the security classification given to the title of a document, will contribute significantly to the protection of a document from unauthorised disclosure.

1.48 The announcement of information falls into one of the following categories:

a. **May be announced to the public.** There are no limitations, security classifications, caveats or privacy markings preventing the announcement of the document to the widest possible audience.

b. **May be announced to the Australian Defence Organisation, its contractors and their equivalents in [countries as stated].** The announcement of the document is limited to permanent staff of the Australian Department of Defence, members of the Australian Defence Force, Defence contractors in Australia and their equivalents in the countries defined. It is the responsibility of the originator and/or sponsor to define the countries to which a document may be announced.

c. **May be announced to the Australian Defence Organisation and its equivalent in [countries as stated].** The announcement of the document is limited to permanent staff of the Australian Department of Defence, members of the Australian Defence Force and their equivalents in the countries defined. It is the responsibility of the originator and/or sponsor to define the countries to which a document may be announced.

d. **Not to be announced.** Announcement of the document is solely at the discretion of the originator and/or sponsor. The document is not to be verbally advertised, cited in other publications or recorded on any electronic medium.

1.49 **Secondary release statement.** Secondary release statements define the groups who are permitted to have access to a document in addition to those named in the primary release. The release of the document to any individual is still dependent on the person having an appropriate level of security clearance and ‘need to know’ as well as belonging to the group defined in the secondary release statement. The proper use of secondary release statements significantly contributes to the prevention of unauthorised disclosure of information.

1.50 The secondary release of a document is categorised by one of the following statements:

a. **May be released to the public.** There are no limitations, security classifications, caveats or privacy markings restricting the release of the document.

b. **May be released to the Australian Defence Organisation, its contractors and their equivalents in [countries as stated].** The release of the document is limited to permanent staff of the Australian Department of Defence, members of the Australian Defence Force, Defence contractors in Australia and their equivalents in the countries defined. It is the responsibility of the originator and/or sponsor to define the countries to which a document may be released. Any requests for access from persons or organisations not covered by the secondary release statement, and not included on the primary release, must be referred to the originator and/or sponsor.
c. **May be released to the Australian Defence Organisation and its equivalent in [countries as stated].** The release of the document is limited to permanent staff of the Australian Department of Defence, members of the Australian Defence Force in Australia and their equivalents in the countries defined. It is the responsibility of the originator and/or sponsor to define the countries to which a document may be released. Any requests for access from persons or organisations not covered by the secondary release statement, and not included on the primary distribution list, should be referred to the originator and/or sponsor.

d. **May be released to the Australian Defence Organisation.** The release of the document is limited to permanent staff of the Australian Department of Defence and members of the Australian Defence Force. Any requests for access from persons outside the Australian Defence Organisation must be referred to the originator and/or sponsor.

e. **The release is regulated.** The originator and/or sponsor requires the information in a document to be available only to a specified group or groups. Any request for access from groups, individuals or positions not included on the primary distribution list must be referred to the originator and/or sponsor.

f. **The release is controlled.** The originator and/or sponsor requires the document to be very rigidly controlled by making it available to individuals, for their use only, as specified in the primary distribution list. Any request for access from individuals or positions not on the primary distribution list must be referred to the originator and/or sponsor.

### BIBLIOGRAPHIC DATA

1.51 Publications intended solely for use within the Defence Organisation do not need to carry the identifiers or the type of cataloguing data outlined in the following paragraphs. However, high-profile publications intended primarily for issue outside Defence or for supplementary release (for example, Defence annual reports) are to contain identifiers and cataloguing data.

1.52 For these types of publications, international standards require that unique numbers be assigned to identify serials (journals, periodicals, newsletters) and monographs (discrete publications such as reports). Serials carry an International Standard Serial Number (ISSN), while monographs are given an International Standard Book Number (ISBN). Both the ISSN and ISBN can appear on some documents, for example, annual reports—which, being published annually, can be regarded as both serials and monographs. ISSN and ISBN information appears after the copyright information on the verso title page. For serials, however, the ISSN can be placed on the outside back cover or some other prominent position instead of the verso title page.

1.53 Cataloguing-in-Publication (CIP) provides bibliographic data for new publications. Records are compiled from information supplied by publishers. The CIP data appears on the verso title page and incorporates the ISSN and/or ISBN.

1.54 Publication sponsors are responsible for the provision of ISSN, ISBN and CIP information to the publisher. Information on the specific processes, including the allocation of numbers to publications and the methods to obtain cataloguing data and associated numbers, are provided in annex B.

### DOCUMENT DEPOSIT

1.55 **Library deposit.** The *Copyright Act 1968* and various State Acts require that a copy of any work published in Australia (that is, publications containing ISSN, ISBN and/or CIP information) be deposited with the National Library of Australia and the appropriate State reference library. These publications, referred to as legal-deposit publications, serve as the basis for the Australian National Bibliography (ANB) and other specialised bibliographies compiled by the National Library of Australia and State libraries.
Sponsor’s obligations

1.56 The AusInfo Library Deposit Scheme ensures that one copy of every publication is lodged with the National Library of Australia, State reference libraries and most university libraries (a list of the libraries participating in the scheme is in annex C). The scheme records details of publications lodged in the Australian Government Index of Publications (AGIP), and provides the basis for printed catalogues distributed through Government Info Shops and targeted mailouts.

1.57 In order to meet these statutory requirements and to ensure that government information is freely available to the Australian public through libraries, Defence publication sponsors are obliged to forward 41 copies of each eligible finished publication to:

AusInfo
Library Deposit Scheme
Finished Goods Store
GPO Box 84
CANBERRA ACT 2601
Telephone: (02) 6295 4836 or 13 2447

1.58 Deposit copies for Defence Information Services (DIS) libraries. To reduce distribution costs, all unclassified administrative publications published through the DPS organisation are electronically deposited in the DIS library network using CD–ROM technology in accordance with Defence Instruction (General) ADMIN 01–4—System for Promulgation of Information Throughout the Department of Defence and the Defence Force. This meets both archival and on-line research needs. To ensure the ready availability of a hard copy within regional libraries, DPS also supplies eight copies of each printed publication to the Defence Information Systems Network Office (DISNO)—Canberra for distribution to each region. Details of points of contact for the deposit of Defence documents are in annex D.

1.59 Defence administrative publications are available on Defence networks using the DPS electronic (CD–ROM) publication, the Defence Managers’ Toolbox. Defence personnel should be aware that the same material is published electronically on the Defence Internal World Wide Web Intranet DEFWEB—DPS home page (http://defweb.cbr.defence.gov.au). Material is posted daily on the Intranet, which delivers information ahead of that supplied on CD–ROM and in paper-based publications.

1.60 To ensure that Defence material is available to researchers and other library users, sponsors of material not published through DPS need to include DIS libraries in their distribution lists. DIS libraries require at least 14 copies of each publication for distribution to regional libraries, and for historical purposes. The actual number of copies required by DISNO may vary with the subject matter; publication sponsors should therefore establish specific requirements with DISNO—Canberra, before publication. Publications produced in non-paper media—such as microfiche, CD–ROM, video and audio cassettes—are included in the requirement for deposit copies.

1.61 Sponsors should ensure that documents submitted to DISNO are clearly marked Defence deposit copies.

1.62 Where a Defence document is considered suitable for offering to other countries as part of overseas document exchange commitments, the publishing agency is required to negotiate also with the Manager, Document Exchange Centre, DISNO—Canberra to establish the number of copies required.
PUBLICATIONS FOR PARLIAMENT

1.63 Presenting publications to Parliament\textsuperscript{16}. Government departments and agencies are financially responsible for providing the required number of copies when their publications are to be presented to Parliament. Such publications, known as tabled documents, must also meet stringent design and presentation standards; for example, documents presented to Parliament must be in the B5\textsuperscript{17} format. When Parliament (through the Joint Parliamentary Committee on Publications) considers that a tabled document is sufficiently significant, it directs that additional copies be included in the permanent parliamentary record for the future use of parliamentarians, the Government and the public. When numbered, indexed, and bound with other documents, these tabled documents constitute the Parliamentary Papers series.

1.64 The sponsor of each Defence publication is responsible for ensuring that there will be sufficient printed copies available to meet parliamentary requirements: 366 copies are presently required when a document is to be tabled; an additional 250 copies are required when the document is included in the Parliamentary Papers series.

1.65 Defence sponsors of documents to be tabled should contact the House of Representatives Table Office, telephone (02) 6277 4800, to discuss the significance of the document and establish the probability of it forming part of the Parliamentary Papers series. Major Defence tabled documents—for example, annual reports, Royal Australian Air Force Veterans’ Residences Trust Reports and Judge Advocate General Reports—have been included in the Parliamentary Paper series in previous years; sponsors can therefore anticipate that Parliament will require such publications to form part of the series.

PUBLICATIONS FOR THE PUBLIC

1.66 Publications intended for the public\textsuperscript{18}. Sponsors must meet any government needs for the public disclosure of Defence initiatives and for the general information needs of the Australian public. For example, material intended to be available to the public requires negotiations with the Information Access area of AusInfo, telephone (02) 6295 4934, before printing commences. This is necessary to determine the number of additional copies should the document be required for sale in the Government Info Shops.\textsuperscript{19}

1.67 Document sponsors should also consider as a means of distribution the presentation of a public version of Defence information on the Defence Internet Home Page, as this may provide sufficient public exposure or be used to complement other distribution processes. To ensure that Defence corporate initiatives achieve maximum effect, Defence sponsors of documents should liaise with the Director-General Public Information before any release of Defence information to the public.

DISCLAIMER

1.68 For some Defence publications such as final or discussion papers, essays and articles produced in conjunction with a Fellowship, a disclaimer is to appear at the end of the verso title page. The wording of the disclaimer is as follows:

The views expressed are the author’s and not necessarily those of the Department of Defence. The Commonwealth of Australia will not be legally responsible in contract, tort or otherwise, for any statement made in this paper.

\textsuperscript{16} DPS can assist sponsors with production specifications.

\textsuperscript{17} Commonwealth government material is printed in sizes recommended by the International Organization for Standardization (ISO). ISO paper sizes such as A4 (297 x 210 mm) and B5 (250 x 176 mm) are Australian standards, described in Australian Standard AS 1612–1974—\textit{Paper Sizes}.

\textsuperscript{18} DPS can assist sponsors with production specifications.

\textsuperscript{19} These were formerly called Commonwealth Government Bookshops when they formed part of the Australian Government Publishing Service.
STRUCTURES AND CONVENTIONS

1.69 When used consistently within documents, the following standard structures and conventions enable the clear presentation of information. By avoiding ambiguity and misunderstanding, they simplify the task of both writer and reader.

Typographical conventions

1.70 Previous Defence writing standards. Such standards were limited to the options available on manual typewriters. For that reason, underlining was accepted throughout Defence as the most convenient method of highlighting titles (formerly called headings) and when emphasising certain words within the text.

1.71 Typographical enhancements. When creating documents, typographical enhancements are used to differentiate types of information and provide visual prompts to the reader. Such enhancements include roman, italic and bold types in varying type sizes.

1.72 Use of bold type. Word-processing systems and electronic typewriters are now widely available throughout Defence and provide a broader range of typographical options for both publications and correspondence. Underlining is no longer needed: bold type replaces it in titles and for purposes of emphasis within the text. Constraints necessitated by manual typewriters are now the exception. Only in those instances where a writer has no access to electronic equipment should underlining be used for emphasis in Defence writing.20

1.73 Use of italic type. Italics are used when referencing Acts (but only where the year is stipulated) or when citing exactly the full titles of documents. Additional usages of italic type are outlined in part 1, chapter 3—‘Presenting words’.

Fonts and other embellishments

1.74 Choosing the typographical option. The availability of typographical options is a powerful tool to avoid confusion and assist the reader by providing visual emphasis. However, writers must exercise care in their selection of typographical options and restrict the number and mixture of typefaces, type sizes and other visual enhancements such as boxes and borders, as overuse will detract from the readability of the document.

1.75 Font selection. There are two distinct groups of typefaces: those with feet (serifs) on the ends of the characters (such as Times New Roman) known as serif typefaces, and those without (such as Arial) which are known as sans serif typefaces. Because of improved readability or general familiarity, serif typefaces are often the more popular group. However, a serif typeface can prove unsuitable in certain circumstances, for example, when the original is printed on coloured paper or is intended for output from a facsimile machine.

1.76 Authorised fonts. To overcome the problems outlined in the previous paragraph, improve readability and to interface with modern word-processing software, the 12-point Times New Roman font (or comparable serif font) is used for correspondence is recommended. The 12-point Arial font (or comparable sans serif font) is used for facsimile, email transmissions and in tables. The 10-point Arial font is used for the text in other Defence documents including administrative and operational publications, where the font size is smaller and the potential need to copy chapters and extracts is higher.

PAPER SIZE AND DOCUMENT–FORMATTING STANDARDS

1.77 All forms of correspondence, and the majority of other documents intended for internal circulation within Defence, are formatted and designed for production on A421 paper. This accords with Commonwealth government requirements.

1.78 Electronic templates. Word-processing template systems are often used in Defence when preparing correspondence. All such systems can be re-engineered to mirror ADFP 102 standards.

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20 Such an example is when documents need to be handwritten, or typed on a manual typewriter—whether for reasons of location or lack of suitable equipment.

21 See footnote 17.
For over five years the DPUBS organisation (now DPS) has supplied Defence elements with a range of Defence-specific templates. These are available in most of the major word-processing packages on the DPS authoring tool known as the Document Generator (DocGen). DocGen has allowed writers to improve productivity and readily conform to Defence standards, while removing the need to format documents individually. The recently upgraded version 7.0 of DocGen provides templates for Defence correspondence and for administrative publications. Its standards for font selection, document layout, margins and spacing reflect those outlined in this manual.

DocGen is not merely a word-processing template system. It has additional benefits to those available with other template systems. The most notable is the way DocGen separates the structure and text of a document from its appearance (or layout on a page), allowing data to be held in a format that is independent of the word-processing application on which it was created. This enables information to be retained on a database for ready transfer to other computer applications, or for subsequent reuse or long-term storage and archiving.

When used in publishing applications, this feature allows data captured on DocGen to be automatically embedded with typesetting commands and for the design of any publication to be changed with minimal manual intervention. When used for technical authoring, DocGen allows documents to be converted and tagged to meet the Standard Generalised Mark-up Language (SGML) Defence logistic requirements for documents within the Continuous Acquisition and Life-cycle Support (CALS) Program. In both instances DocGen significantly reduces the time taken to convert word-processed documents to typeset publications or to SGML-compliant documents.

Defence personnel who do not have access to DocGen or a comparable template system should forward inquiries to the Manager, Document Management and Electronic Bureau Services, I–G–18, Department of Defence, CANBERRA ACT 2600, telephone (02) 6265 6753, facsimile (02) 6234 0400.

SECURITY

Certain classification and caveat markings are used to identify the security classification of documents. These must accord with the guidelines in the Defence Protective Security Manual (SECMAN 4).

Publications containing Defence-specific sensitive information, such as handling instructions, are also to carry security classifications and caveat markings in both electronic and paper-based versions. Detailed advice is provided in the SECMAN series of Defence security manuals.

Extracts of SECMAN information are included in the following paragraphs to make writers aware of the nature of general constraints when dealing in matters of security. Writers should, however, be aware that SECMAN information is updated regularly and overrides any security advice contained in ADFP 102.

Numbering copies of documents

Copy numbering. When copies of a document are numbered for control or security considerations, the copy numbers—including the total number of copies distributed—appear only on the front (first page or front cover) of the document and supplementary documents, placed in the top right-hand corner. The copy identifier appears as Copy 1 of 15, Copy 3 of 17, and so on. If only one copy of a document is produced, it is numbered Copy 1 of 1.

In accordance with SECMAN 4, but excluding messages, certain Defence documents that are given copy numbers include:

a. TOP SECRET documents;

b. staff papers classified SECRET;

c. appreciations, operation orders and administrative orders;

d. annexes and appendixes to copy-numbered documents;
e. draft and final Cabinet submissions; and

f. any other document, at the discretion of the originator.

1.88 **Classified documents.** The first page of a document that is classified CONFIDENTIAL, SECRET or TOP SECRET must detail the total number of pages, for example, Page 1 of 15. The cover and subsequent pages, including blanks, must show each page number consecutively, for example, Page 2 of 15, Page 3 of 15 and so on.

**Security classifications, caveats and privacy markings**

1.89 Security and privacy markings (including caveats, where applicable) are to be the first lines placed at the top centre and the last lines placed at the bottom centre of each page of a document, including the front and back covers. The typeface used is **bold** upper case. Annexes to part 2, chapter 7—‘Briefs’ and part 2, chapter 8—‘Defence essays’ provide examples.

1.90 **Secure binding.** When a document is securely bound in a cover, the security classification or privacy marking appears as outlined in the above paragraph, but no binding should obscure the security marking.

1.91 **Coloured covers.** The approved Pantone Matching System (PMS) colour code for covers or binders to be used for classified documents is:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Colour</th>
<th>PMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>REstricted</td>
<td>light blue</td>
<td>291</td>
</tr>
<tr>
<td>Confidential</td>
<td>light green</td>
<td>361</td>
</tr>
<tr>
<td>Secret</td>
<td>salmon pink</td>
<td>1625</td>
</tr>
<tr>
<td>Top Secret</td>
<td>bright red</td>
<td>1797</td>
</tr>
</tbody>
</table>

1.92 **Covering documents.** These must be classified in their own right. If a covering document is classified lower than the document attached to it, the covering document is to be annotated accordingly, for example, **RESTRICTED COVERING SECRET**. As with other markings, the markings on covering documents are presented in bold upper case and centred at the head and tail of each page.

1.93 **Classifying material used in hypothetical operations.** There is no differentiation between classifications for actual operations and those that cover hypothetical ones. Regardless, if the classification is applied, the document is to be correctly handled according to its classification.

1.94 **Abbreviations used in grading indicators.** The following abbreviations are used as grading indicators and appear parenthesised in bold upper case.

- (TS) TOP SECRET
- (S) SECRET
- (C) CONFIDENTIAL
- (R) RESTRICTED
- (U) UNCLASSIFIED

1.95 **Title-grading indicator.** The security classification of a publication title or the subject of correspondence is to be indicated by the appropriate abbreviation inserted in parentheses after the last word of the title. Wherever possible, titles should be unclassified. To facilitate unclassified reference to documents with classified titles, either an unclassified title approved by the originator or the reference number and the date may be used.

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22 A document is deemed to be securely bound if it is produced in book form, or held in a:
- comb-type multi-ring binder
- 4–D ring binder
- plastic binder with heat-sealed staples
- perfect-bound book glued on the spine
- cover, fastened by staples placed along the left-hand margin of the document
1.96 **Paragraph-grading indicator.** All TOP SECRET and SECRET documents are marked using this system. SECMAN 4 contains guidance on other occasions when grading indicators are to be used in text. Broadly this can be:

a. on any type of document, when the document contains official matter of varied security classifications;

b. where the originator assesses that the content of the particular document is concerned with more than one principal issue; or

c. where the document will be included in, referred to, or quoted in, other correspondence or documents.

1.97 SECMAN 4 permits three different ways of marking paragraphs and subparagraphs to accommodate the way that various word-processing packages present such indicators, for example:

1. (U) This demonstrates a paragraph-grading indicator with text.

2. (U) This demonstrates a paragraph-grading indicator with text.

3. This demonstrates a paragraph-grading indicator with text.

1.98 If all single paragraphs on any one page of a document have the same security classification, individual paragraph-grading indicators are not needed as the overall classification of the page will suffice.

1.99 If a document with paragraph-grading indicators is printed on both sides of the paper and consists of more than one leaf, it is to be securely bound.

1.100 **Privacy markings.** These are used to ensure protective handling of matters that need to be safeguarded for administrative reasons as distinct from security reasons. The markings consist of the words IN–CONFIDENCE preceded by a suitable indication showing the nature of the subject involved. Examples of privacy markings are:

a. STAFF–IN–CONFIDENCE, for administrative personnel matters;

b. MEDICAL–IN–CONFIDENCE, for material concerning medical and dental matters of a personal nature; and

c. COMMERCIAL–IN–CONFIDENCE, for matters the disclosure of which would prejudice a private commercial interest, provided the national interest is not involved.

1.101 The examples in the previous paragraph are not exclusive. Privacy markings may be used whenever necessary to safeguard the material involved. Although IN–CONFIDENCE markings are privacy markings and not security classifications, the subject matter to which they apply is to be handled in such a way as to ensure that information is not divulged to persons who do not have a need to know. Guidance on the filing, storage, handling and dispatch of IN–CONFIDENCE material is contained in SECMAN 4. Privacy markings on messages are covered in part 2, chapter 4—‘Messages’.

1.102 **Order of markings and classifications.** If a document requires a privacy marking as well as a security classification, the security classification takes precedence, that is, it appears single-spaced above the privacy marking at the head of a page and below the privacy marking at the tail of a page.

1.103 **Caveats.** These indicators are placed on documents to restrict exposure to those without a definite need to know. Details of caveats are fully outlined in SECMAN 4. Some examples are:

a. AUSTEO—Australian Eyes Only (access requires the necessary security clearance and meeting the nationality criteria);

b. ANZEO—Australian and New Zealand Eyes Only (access requires the necessary security clearance and meeting the nationality criteria); and

c. EXCONEO—Exercise Control Eyes Only.
Annexes:
A. Form AL 149—Document Control Data Record
C. Library Deposit Scheme
D. Points of contact for the deposit of Defence documents
# FORM AL 149—DOCUMENT CONTROL DATA RECORD

## Document Control Data Record

### Document Details

<table>
<thead>
<tr>
<th>Title Classification</th>
<th>Sponsor and Address (If different from Corporate Author)</th>
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<td>Program</td>
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<th>Document Date</th>
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### Author Details

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### Contact Details

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<tr>
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<td>Appointment</td>
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### Privacy Markings

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<tr>
<th>Classification</th>
<th>Covering</th>
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International Standard Serial Number

1. An International Standard Serial Number (ISSN) is a universally recognised unique code for the identification of serial publications. It can be used wherever information on serials needs to be recorded or communicated. The ISSN system provides subscribers, booksellers, publishers and librarians with a simple and accurate method of identifying a particular serial, even where there is more than one serial with the same or a similar title.

2. For this purpose, a serial is defined as a publication intended to continue indefinitely, made up of a number of parts linked by a common title and issued in sequence. Serials are often subject to changes in title, frequency and format. This fact, together with the vast growth in serial publications, has necessitated an internationally used standard code for their identification.

3. Serials include periodicals, newspapers, newsletters, journals, memoirs, proceedings, and transactions of societies. Monographs in series—books that have their own titles as well as a collective or series title and which are normally issued by the same publisher in a uniform style and usually in a numerical sequence—are also included.

4. Serials can be published in printed form, or in a range of alternative formats including microfiche, microfilm, compact disk – read only memory (CD–ROM) and as on-line electronic publications. Serials in all formats are eligible for the allocation of individual ISSNs. An individual ISSN should be assigned to each serial title, continuing supplement of a serial or a book, or numbered monographic series.

5. Multi-volume books are not considered to be serials since they are planned to be published in a limited number of volumes, even if all volumes are not issued simultaneously.

6. ISSN allocation. Points to bear in mind are as follows:
   a. The supply of ISSNs to Australian publishers is a free service provided by the National Library of Australia. The full advantages of participation in the ISSN system are achieved only when the number is actually printed in the publication; therefore Australian publishers should apply to the National Library of Australia for an ISSN before the printing of each new serial title to ensure that the first issue of a new serial appears bearing its ISSN. The ISSN should also appear on all subsequent issues.
   b. Any significant change in the words or in the order of words in a serial title, or a change in the name of the institution or association responsible for the serial will necessitate the allocation of a new number.
   c. Australian publishers are requested to notify the National Library of Australia of any pending title change, and to avoid printing an old ISSN on a new title.

7. ISSN construction and printing. An ISSN is eight digits long, consisting of seven digits forming a unique number, followed by a computer check digit. If the check digit happens to be 10, the roman numeral X is used as the check digit (for example, ISSN 0810–199X). The ISSN has no significance other than the unique identification of a serial title. The ISSN should appear in the top right-hand corner of the front cover or some other prominent position of each issue. The number should always be printed in two groups of four digits separated by a hyphen. For monographic series the ISSN should appear with the International Standard Book Number (ISBN), usually on the verso title page, in the following order:

   ISSN 0813-4332
   ISBN 0644 34965 4

8. Obtaining an ISSN. The National Library of Australia has sole responsibility for assigning an ISSN to serial titles published in Australia. To enable an ISSN to be issued, the following details are required: the title of the serial; the numbering system used on the first issue; frequency; the publication date of the first issue; the name and address of the publisher; and a contact name, telephone number and facsimile number. ISSN application forms are available from the Australian ISSN Agency and the National Library of Australia (NLA) Information server, and can be forwarded by mail, facsimile or email to the following ISSN contact points.
9. ISSN Agency contact details. To obtain an ISSN or further information on ISSNs, the publisher should contact the following:

Australian ISSN Agency
National Library of Australia
CANBERRA ACT 2600
Telephone: (02) 6262 1213
Facsimile: (02) 6273 4492
Email: issn@nla.gov.au

International Standard Book Number

10. An ISBN is a unique code for the identification of books. It is used whenever information on books needs to be recorded or communicated. ISBNs are always 10 digits long and are divided into four parts—country group, publisher identifier, book number and check digit.

11. As a unique code assigned to a book, an ISBN:
   a. can be used to identify books in orders, stock control and library systems;
   b. simplifies processing of book orders and receipts through the identification of title, publisher, binding and edition required; and
   c. is incorporated in the bar code (bar codes are not mandatory).

12. ISBN assignment. When considering the assignment of an ISBN, publishers should take into account the following points:
   a. An ISBN should be given to printed books and pamphlets; book readings on cassette; electronic publications; microfilm publications; computer software; and multimedia kits containing printed material.
   b. An ISBN should be assigned the first time a book is published. A separate ISBN must be assigned to every edition of a book but not to a reprint of the same book. A reissued book is considered a different edition if, for instance, it has a different format or binding; the type has been reset; the title, author or publisher has changed; or there has been a change in size, text or illustrations.
   c. An ISBN should be assigned to the whole set of volumes of a multivolume work as well as to each individual volume in the set.
   d. Once an ISBN has been allocated, it should never be used again, even if the title to which it was originally allocated has been long out of print.
   e. ISBNs should not be given to:
      (1) ephemeral printed material such as posters, diaries, calendars, theatre and concert programs, advertising matter, and prospectuses;
      (2) sheet music—an International Standard Music Number (ISMN) is soon to be available from the NLA;
      (3) art prints and art folders without a title page or text; and
      (4) serial publications such as newspapers, magazines and annual reports—these receive an ISSN.
13. **Obtaining an ISBN.** The NLA transferred the ISBN Agency Australia to Thorpe Bibliographic Services in July 1997. There is now a fee when obtaining ISBNs; however, in order to minimise costs, Defence Publishing Service (DPS) has purchased a block of ISBNs for **free allocation** to Defence publication sponsors. To obtain a Defence-specific ISBN, sponsors should contact:

**DPS—Manager Document Publishing**
K–G–03
Department of Defence
CANBERRA ACT 2600

Telephone: (02) 6265 6705
Faxsimile: (02) 6265 6722

14. An ISBN must be obtained before making a request for Cataloguing-in-Publication (CIP) data. The ISBN is usually printed on the verso title page, but may also appear on the base of the spine or on the outside back cover of a book and any dust jacket.

**Cataloguing-in-Publication**

15. CIP is a free service offered by the National Library of Australia involving the preparation of a cataloguing entry for a book before the book is published. The CIP entry, which is derived from information supplied to the CIP Unit by publishers, appears in the publication.

16. CIP entries provide advance notice of forthcoming publications as they are included in monthly file transfer protocol (FTP) files entitled **Recent Australian Publications** available through the National Library’s web site. These files are downloaded and used for selection and ordering by Australian libraries. CIP entries are also listed on the Australian Bibliographic Network (ABN) database, which is used extensively by libraries throughout Australia. CIP entries provide cataloguing data, either in machine-readable form via the ABN or from the printed record in the book.

17. **Use of CIP.** Cataloguing data in the form of CIP is available for all new, revised or reprinted books and electronic publications published in Australia. CIP is not available for the following print or electronic materials:

   a. serials, including magazines, periodicals or annuals;
   b. books with less than 75 per cent printed text;
   c. calendars, diaries and other types of material not for permanent retention;
   d. single articles reprinted from magazines, periodicals or serials;
   e. expendable educational material such as workbooks, test sheets or stencil masters;
   f. multimedia or teaching kits;
   g. audio and video cassettes;
   h. wall charts;
   i. games; or
   j. sheet music.

18. **Applying for a CIP.** Publication sponsors should take into consideration the following points when applying for CIPs:

   a. CIP application forms are available from the CIP Unit or via the Internet using the form available on the CIP home page. Completed applications can be sent to the CIP Unit by mail, facsimile or email.
   b. Publication sponsors should send copies of, or include all information appearing on, the title page, table of contents, preface and introduction (if available) to help in the compilation of an accurate CIP entry. Sponsors should ensure that they record on the
CIP form, all information appearing on the title page, including author names. If, after receiving the CIP entry, the publication sponsor changes the title or authorship details, they should advise the CIP Unit so that the entry can be updated.

c. Publication sponsors may also send a proof copy to the CIP Unit if they feel that the book requires a more detailed subject analysis.

d. The National Library of Australia returns CIP entries by facsimile or priority-paid mail where such services exist.

19. Defence publication sponsors requesting CIP must obtain an ISBN from DPS and include the number on the CIP application form.

20. Location of CIP entry. The CIP entry should be printed in the book on the verso title page. It must include the entire entry as contained in the letter from the CIP Unit, with the exception of an author’s birth date, which is optional. The entry must appear under the heading ‘National Library of Australia Cataloguing-in-Publication entry’. The CIP entry may be centred or ranged left to suit individual design standards.

21. CIP Unit contact details.

Cataloguing-in-Publication
Australian Cataloguing
National Library of Australia
CANBERRA ACT 2600
Telephone: (02) 6262 1458
Facsimile: (02) 6273 4492
Email: cip@nla.gov.au
NLA Information Server:
LIBRARY DEPOSIT SCHEME

The following libraries participate in the AusInfo Library Deposit Scheme:

National Library of Australia
State Library Board of Western Australia
State Library of New South Wales
State Library of Queensland
State Library of South Australia
State Library of Tasmania
State Library of Victoria
State Reference Library of Northern Territory
Australian National University
Curtin University of Technology and Information Service
Deakin University
Edith Cowen University
Flinders University of South Australia
Griffith University
James Cook University
La Trobe University
Macquarie University
Monash University
Murdoch University
Northern Territory University
Queensland University of Technology
Royal Melbourne Institute of Technology
Swinburn University of Technology
University of Adelaide
University of Central Queensland
University of Melbourne
University of Newcastle
University of New England
University of New South Wales
University of Queensland
University of Southern Queensland
University of Sydney
University of Tasmania
University of Western Australia
University of Wollongong
University of Canberra
University of Technology Sydney
University of Western Sydney
Victoria University of Technology
AusInfo Library Services
POINTER OF CONTACT FOR THE DEPOSIT OF DEFENCE DOCUMENTS

Defence Corporate Support Centre—Canberra
Director, Defence Library and Information Services
Defence Regional Library
CP2–5–31
CANBERRA ACT 2600
Telephone: (02) 6266 4555
DNATS 866 4555

Defence Information Services Network Office
Manager, DIS
CP2–5–13A
CANBERRA ACT 2600
Telephone: (02) 6266 4315
DNATS 866 4315

Defence Corporate Support Centre—Sydney
Director, Library Services—NSW
Locked Bag 18
DARLINGHURST NSW 2010
Telephone: (02) 9377 2310
DNATS 825 2310

Defence Corporate Support Centre—Southern Victoria
Director, Library Services—VIC/TAS
GPO Box 873K
MELBOURNE VIC 3001
Telephone: (03) 9282 5011
DNATS 832 5011

Defence Corporate Support Centre—Southern Queensland
Director, Defence Library Services—QLD
Gallipoli Barracks
Locked Bag 4
ENOGERA QLD 4052
Telephone: (07) 3332 7998
DNATS 871 7998

Defence Corporate Support Centre—South Australia
Manager, Regional Library Services—SA
Keswick Barracks
KESWICK SA 5035
Telephone: (08) 8305 6514

Defence Corporate Support Centre—Western Australia
Manager, Library Services—WA
Leeuwin Barracks
Riverside Road
EAST FREMANTLE WA 6158
Telephone: (08) 9311 2282

Defence Corporate Support Centre—Northern Territory/Kimberley
OIC Defence Library
GPO Box 4746
DARWIN NT 0801
Telephone: (08) 8980 2160
CHAPTER 2

WRITING

IMPROVING COMMUNICATION

2.1 Within the Defence Organisation the separate and joint responsibilities of the Secretary, the Chief of the Defence Force (CDF) and the Service chiefs are reflected in a range of formal administrative and operational documents. These documents provide information, give direction or reinforce lines of control; they may also identify responsibilities. To enable decisions to be made and to achieve outcomes and objectives, these documents are sent to relevant areas or widely promulgated throughout the Defence Organisation.

2.2 As a form of communication, writing tends to be more formal than its spoken counterpart. The fundamental purpose of writing is to impart knowledge and enable informed decision making in accordance with defined responsibilities and functions. Correspondence is used to communicate between peers, subordinates and higher executives within Defence, and with the general public.

2.3 The more important the content of the communication, the more formal are the requirements concerning its transmission. When writing Defence policy or preparing material concerning higher administrative matters, authors should consult with other Defence agencies about issues of mutual interest, with a requirement that discussions and any clearances are fully, and formally, documented.

RESPONSIBILITIES OF A WRITER

2.4 When communicating, a writer should aim to:
   a. impart information succinctly,
   b. express intentions clearly,
   c. convey orders and instructions unambiguously,
   d. persuade and convince by logical argument, and
   e. record discussions and decisions accurately.

2.5 Plagiarism. One of the problems often encountered by writers in collecting information from multiple sources is when presenting that information in their own words. According to the Macquarie, plagiarism is ‘the appropriation or imitation of another’s ideas and manner of expressing them, to be passed off as one’s own’. It is therefore the writer’s responsibility not to use another’s ideas without acknowledging the source.1

CHARACTERISTICS OF EFFECTIVE WRITING

Accuracy

2.6 Unlike the spoken word, writing has a degree of permanence and ongoing usefulness. The written word must withstand scrutiny; therefore, not only the facts stated, but the meaning must be accurate. Knowledge of the precise meanings of words removes the possibility of ambiguity, vagueness or misunderstanding. Accuracy is therefore vital. Opinions, and any facts not likely to be widely known by potential readers, must be supported by suitably acknowledged information in the document.

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1 See also part 4, chapter 1, paragraphs 1.74 and 1.75.
Brevity

2.7 Writing must be succinct to achieve its purpose. Ideas should be stated fully but in as few words as possible. The rule is the same whether writing a sentence or thousands of words: be concise by choosing no more than the right word(s) for the occasion. Generally, the right words simplify the reader’s task as they require no elaboration.

Empathy

2.8 A degree of empathy—the ability to put oneself in another person’s shoes—is critical to getting an unambiguous message across to the reader. The way the writer structures the content of a document should leave the reader in no doubt as to the writer’s intentions.

Relevance

2.9 All essential ideas, words and phrases must be included in the text of a document; material that does not affect, or add to, the argument should be excluded. In some cases, it is appropriate to place material that amplifies information in annexes, appendixes and enclosures. This enables the writer to keep the main body of text to a manageable length and not to distract the reader’s attention from the main argument.

Logic

2.10 Deductions and conclusions must be logical and objective; care must be taken to ensure that conclusions are based on reasoning that is not fallacious, haphazard or prejudiced.

Completeness

2.11 The Defence Organisation produces a great deal of material in loose-leaf format. Copied in part, these loose leaves may be used in isolation from the main document. To retain the continuity and context of the original material with such use, writers must make every document complete in itself and ensure that supplementary documents identify the parent documents. The layout of a document or publication should enable the reader to identify its source readily.²

2.12 When shortened forms (that is, abbreviations, acronyms and contractions) are used,³ they should be spelt out in full the first time they appear in the text of a Defence document, such as a piece of correspondence or a publication. In documents with chapters, this process must be repeated for each chapter to ensure that readers understand the context of the shortened form in case chapters are read in isolation. The same applies to shortened forms in preliminary matter (such as the foreword and the preface), annexes and appendixes. A shortened form should not be used if the term appears only once in the text.

Style

2.13 The writing style must reflect the task requirement. For example, a lengthy discourse is inappropriate if a simple transmission of information is needed. On the other hand, sparse notes would be a poor substitute for the detailed analysis of a complex problem.

2.14 Authors write to communicate ideas or to improve the knowledge of others, and not for their own information. They must therefore present information in a form readily understood by the wider and probably less-informed audience, who may be unfamiliar with the subject matter, the shortened forms and the terminology.

2.15 Each writer has an individual style; however, there are some common features of writing style that can help achieve effective communication:

a. Maintaining interest. A simple, straightforward arrangement is desirable: writers should use familiar and precise words; uncomplicated, concise sentences; and short paragraphs of varying length. Writing should be sufficiently interesting to hold the reader’s attention.

² For example, the headers (or footers) used in a publication or the information provided in an annex header assists identification of the source document.

³ Shortened forms are not used in titles.
b. **Being direct.** Writers should say what they mean as directly as possible, but writing that is too direct may be interpreted as being rude or abrupt.

c. **Avoiding unnecessary repetition.** The use of repetition to emphasise a key point can be a powerful, persuasive device. However, its overuse wastes the time and effort of both writer and reader, and detracts from the impact of key points.

d. **Avoiding tautologies.** Writers should avoid tautologies such as *forward planning* (planning can only be forward!), *excess verbosity*, *to reuse again* and *to revert back*.

e. **Choosing the right word.** Precise communication demands the use of a complex word or phrase, but the selection should still be within the knowledge of an average reader, not a specialist. A writer’s failure to know the audience and write accordingly can confuse the reader. Generally familiar, uncomplicated words are preferable in most cases (for example, *try* rather than *endeavour*, *confuse* rather than *obfuscate*, *blood clot* rather than *venous thrombosis*).

f. **Avoiding officialese and jargon.** Official writing tends to develop certain styles in an attempt to add dignity or emphasis to a simple statement (for example, *give consideration to* instead of *consider*, *at this point in time* instead of *now*, *subsequent to* instead of *after*). These styles lead to complex, verbose and flowery language which can result in indirect and unclear communication. Similarly, jargon (words or phrases peculiar to a profession, such as *WYSIWYG*—*what you see is what you get*—in relation to a computer screen display and printed output) should be kept to a minimum as such shortened forms and words are unfamiliar to the average reader. Writers should avoid using such language.

g. **Avoiding contracted and colloquial expressions.** Contractions such as *can’t*, *won’t*, *we’ll*, *they’re* and colloquialisms such as *far out*, *with it*, *to fratch*, *muchly*, while often used in conversation, are out of place in Defence writing.

h. **Avoiding euphemisms.** Writers should aim to state precisely and directly what they mean and not use expressions that are unnecessarily vague or mild. For example, writers should use:

- subversion instead of *destabilisation*,
- retreat or defeat instead of *tactical redeployment*,
- dead or wounded soldiers instead of *inoperative combat personnel*, and
- unintended victims or incidental damage instead of *collateral damage*.

**Tone**

2.16 The key factors that determine the appropriate expression of a piece of effective writing are:

a. the relationship established between the writer and the reader, and

b. the presentation of the subject matter.

2.17 The tone of expression establishes the writer’s relationship to the reader by conveying mood, attitude and intent. Tone is influenced by the words used, and the length and complexity of the sentences. The tone of a piece of writing should always be appropriate for the occasion and of a level that is able to produce the intended result. For example, the tone of an instruction may be directive; of a letter, polite, informative and perhaps requesting; of a demi-official letter, friendly and informative; of a report, formal, informative and perhaps somewhat blunt.

2.18 **Emotion.** Language communicates more than information; it can be used to express emotion or feelings such as anger, frustration or urgency. Writers should therefore consider the feelings they wish to convey (and those they do not wish to convey) in their choice of language, using the reader’s perspective as a guide.
Level

2.19 Level can be considered in two ways: the status of both the writer and the intended reader, and the register of the language used:

a. **Status.** The rank or position of the writer in relation to that of the intended reader of the communication will very much determine the way the language is expressed. When writing to superiors, there is no need to ‘impress’ by using long words or long-winded, complicated sentences; the writing should always be at a level at which the recipient of the communication feels comfortable—neither condescending nor patronising.

b. **Register.** This concerns the choice of vocabulary used. It can be determined by the subject matter, and the reader’s background, education level, employment level or even employment type. Formal, executive writing demands the use of more sophisticated vocabulary; whereas another form of the communication—for example, using a demi-official letter in preference to a letter—will allow a change from a formal style to a less formal one.

2.20 The writer should ask questions such as ‘How well informed is the reader on the subject matter?’ ‘Will the reader require a detailed description?’ ‘Does the reader need to know specific details?’. The answers to such questions determine the style and expression that the writer will adopt.

**LANGUAGE—CONVENTIONS OF TERMINOLOGY**

Non-discriminatory language

2.21 In support of the Equal Employment Opportunity (EEO) and Equity initiatives, all writers are to prepare material for the Defence Organisation using non-discriminatory language.

2.22 **Gender-neutral language.** The principles and practices identified in the *Defence EEO Corporate Strategy 1993 to 1996* were endorsed as policy by the Secretary and the CDF. This support for EEO was re-emphasised in the Government Response to *Facing the Future Together*, December 1994, a report by the Senate Standing Committee on Foreign Affairs, Defence and Trade. Recommendation 33 from the report states:

The Committee recommends that as new instructions are promulgated, care is taken to ensure that all terminology is gender neutral. The Committee further recommends that as far as possible existing instructions are revised to reflect the new situation.

2.23 The then Headquarters Australian Defence Force, the Navy, Army and Air Force Programs, as well as the Australian Defence Force Academy, gave support to the recommendation. They agreed that, as joint policy or instructions are issued or revised, gender-neutral terminology is to be used.

2.24 To meet gender-neutral requirements, writers should avoid terms such as ‘man’ and ‘mankind’ to mean ‘men’ and ‘women’; terms to be used instead include ‘humankind’, ‘humanity’, ‘human race’, ‘humans’ and/or, preferably, ‘people’. The same principle applies to ‘man’ used as a verb; in such instances verbs such as ‘staff’ or ‘operate’ should be used instead.

2.25 **Generic terms:**

a. workmanlike—gender-neutral alternative: ‘efficient’, ‘capable’ or ‘skilful’; and

b. craftsmanship—gender-neutral alternative: ‘craft skills’ or ‘artisanship’.

2.26 **Gender-specific terms:**

a. career woman—gender-neutral alternative: ‘career officer’ or ‘career person’;

b. spokesman—gender-neutral alternative: ‘representative’ or ‘spokesperson’.
2.27 Occupational stereotyping:

a. alderman—gender-neutral alternative: ‘council member’ or ‘councillor’;
b. middleman—gender-neutral alternative: ‘agent’ or ‘intermediary’;
c. cameraman—gender-neutral alternative: ‘camera operator’ or ‘photographer’;
d. juryman—gender-neutral alternative: ‘juror’ or ‘member of the jury’; and
e. repairman—gender-neutral alternative: ‘repairer’.

2.28 Avoid suffixes ‘-ess’, ‘-ette’ and ‘-trix’:

a. authoress—gender-neutral alternative: ‘author’ or ‘writer’;
b. stewardess—gender-neutral alternative: ‘steward’ or ‘flight attendant’; and
c. executrix—gender-neutral alternative: ‘executor’.

2.29 Care needs to be taken with salutations in correspondence, for example, ‘Dear Sir’. An addressee cannot be assumed to be male, and in such instances writers should use the salutation ‘Dear Sir/Madam’ instead.

2.30 Similarly, pronouns ‘he’, ‘she’, ‘him’, ‘her’, ‘his’, or ‘hers’ should not be used unless referring to a particular known person. This is especially important in Defence, where titles of rank do not indicate the sex of the person. Writers are to consider alternative ways of referring to the subject or person. This can be done without distorting the style or message by:

a. recasting the sentence in the third person plural, for example, ‘they’, and pluralising the whole sentence;
b. recasting the sentence and using another pronoun: ‘you’, ‘I’ or ‘we’;
c. repeating the noun;
d. leaving out the pronoun; or

2.31 Other types of non-discriminatory language

2.32 Disability-neutral language. Physical or mental disability should not be portrayed in a negative manner in Defence writing. To protect the rights of people with disabilities, writers should make every effort not to use language that may be interpreted as discriminatory.

2.33 When referring to disabled people, writers should avoid:

a. using derogatory language,
b. stereotyping,
c. depersonalising,
d. emphasising a particular disability, and
e. using inappropriate euphemisms.

Derogatory language includes terms such as cripple(d), schizoid, paranoid, abnormal, retard(ed), cretin and mental case. These terms are not appropriate in Defence writing because they are offensive when used by able-bodied people to refer to people with disabilities.

4 Although considered by most to be a generic title, the term ‘chairman’ can be expressed in gender-neutral terms as ‘chair’ or ‘chairperson’. ‘Presiding officer’, ‘convenor’, ‘leader’ or ‘moderator’ may also be used where warranted.

5 This method is often the least disruptive, for example, removing the pronoun ‘his’ from ‘The Commander requires his information to be provided in some detail’ does not alter the meaning.
2.34 Writers must take every care not to concentrate solely on a person’s disability. They should present people with disabilities as individuals—not as stereotypes—and mention the qualities that these people possess.

2.35 Impersonal, collective references to disabled people have a dehumanising effect by presenting these people as a faceless mass and unduly emphasising their disability. Depersonalising references such as *quadriplegics*, *the physically handicapped*, *the mentally retarded*, *schizophrenics* and *the deaf* are seen as attracting unwarranted attention to people’s disabilities. Writers should instead use terms such as *quadriplegic person* (or a *quadriplegic*), *people with physical disabilities*, *people with intellectual disabilities*, *schizophrenic people* (or a *schizophrenic person*) and *deaf person* (or a *deaf person").

2.36 Writers should note that terms such as *a visually impaired person* and *a blind person* cannot be used interchangeably, just as the terms *a hearing-impaired person* and *a deaf person* are not interchangeable, as there are degrees of blindness and deafness.

2.37 Use of non-discriminatory language when referring to indigenous Australians. ‘Aboriginal’ is the preferred spelling for the noun ‘Aborigine’; the latter is not to be used unless it refers to the indigenous people of nations other than Australia. The same applies to the plural, that is, ‘Aboriginals’ not ‘Aborigines’.

The collective terms to refer to the indigenous people of Australia are the following:

- Aboriginal people and Torres Strait Islanders
- Indigenous Australians
- Indigenous peoples

Abbreviations for the names applied to indigenous people—for example, ATSI (meaning Aboriginal people and Torres Strait Islanders)—are not to be used. Individually, these groups should be referred to in the following way:

- Aboriginal peoples
- Aboriginal Australians
- Torres Strait Islanders

2.38 Race- or ethnicity-neutral language. The description of ethnic and racial minorities in a discriminatory fashion must be avoided by writers in all official Defence documents. Writers should not:

a. single out a particular ethnic or racial group by mentioning it gratuitously (for example, ‘The recruit, who was of Vietnamese descent, was disciplined immediately.’);

b. portray minorities in negative terms (for example, the environmentally irresponsible French);

c. represent several distinct ethnic or racial groups as one homogeneous group (for example, southern Europeans, Asians, migrants); or

d. use derogatory language (for example, Kraut, Dago, Nip) or stereotypical terms (for example, the murdering Turk killed three people) when referring to such groups.

Specific meanings of words and phrases

2.39 Certain words and phrases have specific meanings in Defence usage that may fall outside the *Macquarie* interpretation.6 Specialist or technical terms that may not be in general use should be included as footnotes; however, if such terms occur frequently, they are placed in a glossary in the end matter of a publication or manual dealing with the particular subject. For the meaning of all other words and phrases, the *Macquarie* is the authority.

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6 See Defence-specific spelling in part 1, chapter 3—‘Presenting words’.
Active versus passive voice

2.40 Clarity of expression in writing is essential. Use of the active voice over the passive voice is preferred in Defence writing as it clearly identifies who is doing what. The passive voice often omits the person doing the action and this can cause confusion to the reader. Compare the following two sentences:

CDF cancelled the course after deciding that it was of no benefit to the military. (Active)

The course was cancelled because it was decided that it would not have benefited the military. (Passive)

The first sentence is much clearer and easier to understand, as it clearly identifies the doer and is not impersonal.

As outlined above, the active voice is indispensable where it is important to state who carries out an action. For example, the passive sentence:

The soldiers were instructed to carry out the 1700 h operation.

is not as clear (despite being shorter) as the following active sentence:

The Major-General instructed the soldiers to carry out the operation at 1700 h.

2.41 Writers should take care to use the passive sparingly as its overuse can make writing unclear, thus creating confusion in the reader’s mind. The passive may be used in contexts which demand an objective, impersonal style, such as official publications of a technical or scientific nature. The passive is also a useful tool for ensuring a smooth flow of ideas and allowing objects to receive prominence within a sentence.

2.42 Writers cannot altogether dispense with the passive as its use is sometimes warranted, for example, where it is irrelevant who carries out an action. In the sentence, ‘Aluminium is used for aeroplane parts because it is a lightweight metal’, who does the using is unimportant; the use of the passive is therefore legitimate in this context. However, if the writer wished to emphasise that a certain company used only aluminium to manufacture its spare parts, then the use of the active would be appropriate: ‘Boeing uses only aluminium in the manufacture of the spare parts for its 747 aircraft to keep weight to a minimum’ (implying that some companies use an alloy).

Expression of orders and instructions

2.43 Orders and instructions in the Defence Organisation are the means by which a superior directs a subordinate to carry out specific duties. The originator of an order or instruction is to express it in the active voice as a complete sentence by including these three parts in the following sequence:

a. the identity of the individual or appointment responsible for the specified action,

b. the words is to or are to, and

c. the specific action that is required.

An example would be ‘CO 1 Avn Regt is to report to Comd 1 Div on 01 Feb 98’.

2.44 Verbs requiring action. In Defence the following verbs have specific meanings as listed below:

a. Intend. This verb is used by a subordinate to indicate an intention to carry out a certain course of action unless an order to the contrary is received from higher authority.

b. Should. This verb is used in directives and instructions to express requirements, but permits a degree of discretion.

c. Propose. This verb is used by a subordinate to suggest a course of action that will not be carried out unless a confirmatory order is received from higher authority. It is used particularly in messages.
d. **Request.** When used by a superior to a subordinate, ‘request’ is a polite form of an order.

e. **Will.** This verb conveys information or expresses the future tense; it is not used in the sense of an order.\(^7\)

### 2.45 Operative verbs

To explain Defence-specific usage, lists of key operative verbs generally appear in specific Defence Program training publications.

### Conjunctions not used to begin sentences

To ensure that Defence writing does not lack clarity or expression the conjunctions ‘and’, ‘or’, ‘nor’ and ‘but’ are not to be used to begin sentences. To draw a contrast, writers may replace ‘but’ by ‘however’ to begin a new sentence. If two sentences are so closely related that the use of conjunctions such as ‘but’ and ‘or’ at the beginning of the second sentence seems warranted, then the two sentences should be combined (or rephrased in cases where one sentence would be of an unacceptable length).

### Splitting infinitives

Infinitive splitting—the insertion of an adverb between the particle ‘to’ and the infinitive form of a verb (as in ‘to emphatically command’) is not generally acceptable in formal, official writing. In rare cases the split infinitive is, however, necessary for clarity, as in the following example:

> It is essential to promptly execute commands that superiors issue unexpectedly.\(^8\)

To adhere to the rule of never splitting infinitives would, in the above sentence, result in ambiguity or awkward expression, as in the following examples:

> It is essential to execute commands promptly that superiors issue unexpectedly.
> It is essential to execute promptly commands that superiors issue unexpectedly.

The rule of not splitting infinitives increases the difficulty of writing clearly, and makes for ambiguity by inducing writers to place adverbs in unnatural and even misleading positions. However, expression would be just as awkward if a text contained several split infinitives, for example:

> For commanders **to well supervise** their troops, the latter need **to always show** respect and **to be positively responsive**.

It would be preferable to recast the sentence in the above example in order to avoid splitting infinitives, for example:

> For commanders to supervise their troops well, the latter need to show respect at all times and to be responsive.

### 2.49 Under no circumstances should the particle be split from the infinitive form of the verb by more than one adverb, for example:

> To flagrantly, consciously and quite deliberately disobey an Admiral’s orders would be professional suicide.

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7 The word ‘will’ might, however, be used in association with a reprimand, for example, ‘you **will** escort the sergeant to the conference room’.

8 Note the sense of ‘officialalese’ created in this example.
2.50 Sometimes there may be a difference in meaning between a sentence that contains a split infinitive and one that does not, for example:

The Navy fails completely to recognise that all sailors require on-board training.

and

The Navy fails to completely recognise [or to recognise completely] that all sailors require on-board training.

In the second sentence, placing ‘completely’ after the verb would be preferable, as indicated in the square brackets.

**Ending sentences with prepositions**

2.51 In formal writing it is preferable not to place a preposition at the end of a sentence. For example, the sentence:

The Papua New Guineans were the allies we collaborated with.

This should be formally expressed as:

The Papua New Guineans were the allies with whom we collaborated.

2.52 In some cases, placing the preposition at the end of a sentence is unavoidable, as in the following example:

Environmental conservation is worth fighting for.

2.53 In many other cases, the use of the active voice instead of the passive enables the writer to avoid ending the sentence with a preposition. For example, compare the following sentences:

These issues have to be dealt with. *(passive)*

and

We have to deal with these issues. *(active)*

2.54 Another way of avoiding a preposition at the end of a sentence is by qualifying the verb. For example, by placing an adverb at the end of a passive sentence, the preposition falls within the sentence:

These issues have to be dealt with immediately.
CHAPTER 3

PRESENTING WORDS

Use of the Macquarie¹

3.1 Australian English—as distinct from American or British English—is reflected in the particular meanings Australians give to words and in the kinds of contexts in which they use them. There are different interpretations of words that reflect a separate Australian culture and identity. The Macquarie is accepted as the Defence standard for Australian language. Writers in the Defence Organisation are to use this dictionary as the spelling and usage reference when preparing documents. As a general rule, writers should use the first spelling given in the Macquarie, for example, judgment (not judgement) and acknowledgment (not acknowledgement).

3.2 Common Australian usage reflected in the Macquarie dictates that the ‘s’ spellings in certain words be used in preference to ‘z’ spellings, for example:

- computerise not computerize
- rationalisation not rationalization
- realise not realize
- familiarisation not familiarization

Defence-specific spelling

3.3 Most of the changes flowing from the adoption of the Macquarie as the standard have proven to have little effect on Defence usage. However, certain words that are in common use in military circles are not always found in the Macquarie, such words include: wargaming, warfighting and compellance. Writers should note that a number of words in general Defence use that were formerly spelt with a hyphen are now expressed as one word, for example, counterintelligence, counterinsurgency, counterattack, counterair, and airmobile. The most notable example of a Defence-specific word being at variance with the Macquarie interpretation is the differentiation in the spelling of the words fuse and fuze. The latter does not appear in the Macquarie but is used technically in Defence: fuze with a ‘z’ is to be used when describing ordnance.

3.4 Program. In Defence usage, the word program is spelt with a single ‘m’.² When program is used with reference to one of the prime ‘Program’ elements of the Defence Organisation, it starts with an upper-case ‘P’ since it is regarded as a proper noun in this context.

3.5 Sub-Program/subprogram. When reference is made within text to a sub-Program matter (a matter under the direct guidance of one of the main Defence Programs, for example, Executive sub-Programs of the Navy, Army and Air Force), the initial ‘s’ is to be lower-cased, with a hyphen between the two words; the upper-case ‘P’ is retained for Program following the hyphen. To differentiate between the above usage and where the reference is to a subprogram matter (such as financial expenditure within a financial program or a subelement of a computer program), the word has no hyphen, no capital ‘S’ and no capital ‘P’.

Electronic spellcheckers and grammar checkers

3.6 Most word-processing software programs provide spellchecking and grammar-checking facilities. These options are useful in identifying basic spelling errors or grammatical inconsistencies in a document. However, writers should be aware of the shortcomings of these electronic facilities.

3.7 In the case of spellcheckers, care should be taken to select an Australian–English dictionary when access to the Macquarie is not available electronically. Even so, some spellcheckers may still recommend changing, for example, analyse to analyze and organise to organize where that electronic dictionary accepts only z spellings. Such spelling is not acceptable in Defence usage.

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¹ The Macquarie Dictionary, published by The Macquarie Library Pty Ltd, Macquarie University NSW 2109.
² The exception to this rule is when citing an existing name, for example, Tripartite Technical Cooperation Programme Agreement. See also paragraph 3.13 in this chapter.
3.8 Spellcheckers do not identify correctly spelt words that appear in the wrong context, for example, sun/son, bear/bare/bar, drier/dryer, font/front, tyre/tire/tired, trough/through/throw, vein/vain/vane, see/sea, site/sight/cite, bit/bite/byte/bight, contract/contact, and Navel Support Command/Naval Support Command.

Readability

3.9 The readability of a document is determined by how easy it is to read. Readability scales and associated statistics measure the suitability of the writing as a ‘number’ or as a ‘grade level’. Readability scales are commonly available through grammar-checking options in word processors. Each statistical method measures the level of readability according to a formula to show whether the writing is appropriate for the readership: too simply constructed or too complex.

3.10 Examples of these are the Gunning FOG index, Flesche Reading Ease, and Bormuth Grade Reading level. The ideal range for the Gunning FOG index is 10–11; 14–15 is in ‘the difficult to read’ range; 8–9 is ‘too simply constructed’. The Flesche Reading Ease formula in Microsoft Word 6.0 provides different values: a good readability level would be in the range of 30–50 with higher values indicating that documents are more difficult to read.

NAMES

3.11 Reference to the Defence Organisation. When reference is made to the Department of Defence and to the Australian Defence Force as a single organisation, they are to be described either as Defence or as the Defence Organisation (or, if confusion is likely to occur with other Defence organisations, the Australian Defence Organisation), all with initial capitals. However, when the word ‘defence’ is used as a concept, such as in ‘Australia’s defence industry base’, the initial letter is not capitalised.

3.12 Redundant names. The use of terms such as ‘Defence Central’ and ‘Defence Centre—Canberra’ are now redundant. Terms such as ‘civilian’ or ‘non-Service’ and ‘Canberra-based’ provide the reader with more specific information.

Official names

3.13 The original spelling of the full name of an official body or political party is always retained. For example, when the word Organization appears in an official name, the ‘z’ should not be changed to an ‘s’; similarly words ending in ‘our’ or ‘or’ should be spelt in exactly the same way as they appear in the recognised official name regardless of the preferred Australian spelling:

International Labour Organisation but Australian Labor Party
World Trade Organization but International Standards Organisation

3.14 Close attention should also be paid to the use (or non-use) of capitals, hyphens and apostrophes in official names, for example:

Attorney-General’s Department
Copy-Qik Print Centres
Officers Mess
Cut-to-size Uniforms Ltd

3.15 The names of organisations or political parties in other English-speaking countries should be spelt in exactly the same way as they are in the country of origin:

Department of Defense or Defense Department (United States)

and

Labour Party (New Zealand)
USE OF CAPITALS, MODES OF ADDRESS AND PRESENTATION

3.16 The underlying principle in Defence writing is that initial capitals are given to proper nouns, and to adjectives that are derived from proper nouns, to distinguish them from common nouns. The use of too many capitals may detract from the appearance of the written or printed page; for example, common nouns such as ‘department’, ‘committee’, ‘board’, ‘petty officer’, ‘section’ and ‘regulations’ should not unnecessarily be given initial capital letters.

3.17 Note that reference to a specific institution does not need an initial capital if it has already been mentioned and is incomplete in a subsequent reference:

The Defence Production Committee is one of several Defence committees. The committee has certain tasks entrusted to it by the Government.

Descriptions of nationality and race

3.18 Initial capitals should always be used for descriptions of nationality and race, for example:

Australian, English, Thai, Eurasian

Names and titles of people and institutions

3.19 Initial capitals should always be used for the names and titles of specific persons or institutions, for example:

Lloyd George
Admiral Nelson
the Marshal
the Pope
the Treasury
the Speaker

When recording individual names, care needs to be taken to reproduce them accurately; encyclopedias or dictionaries are suitable spelling sources for the names of famous people.

3.20 The need to avoid misunderstanding between a general or common name and a specific or proper name also requires the use of initial capitals in words that have a different sense without a capital, thus:

an Act (of Parliament), a Bill (proposed legislation), a Proclamation, the Bench, the Bar, the Chair, the White House, the Senate, the House, Caucus, State and Territory (only when referring to the States and Territories of Australia).³

3.21 The following examples contrast the titles of specific appointments or institutions (which need initial capitals) with general references (which do not):

The Victorian Legislative Assembly is one of the State legislative assemblies.
Corporal Parkinson is the youngest corporal on the list, and will probably make the rank of major before retiring from the military.

Formal titles and offices

3.22 When an official title is cited in full, initial capitals should be given to each element except articles or prepositions, for example:

the Governor-General of Australia
the President of France
the Minister for Defence
the General Manager of Ansett Australia

3.23 However, when a title is not expressed in full, it does not need an initial capital, especially when confusion will not result, for example:

the Archdeacon of Christchurch
We saw the archdeacon attend the fete.
the Vice-Chancellor of the University of Adelaide
The vice-chancellors’ meeting will be held next Tuesday.

³ See also paragraph 3.40 – 3.42 in this chapter.
3.24 In Defence writing, the initial capitals are retained for certain titles, for example:

- the Prime Minister of New Zealand
- the Minister for Finance

3.25 Lower-case initial letters should be used when reference is made solely to a particular office, or to someone who no longer holds that office, for example:

- Menzies was the longest serving prime minister.
- The former president supported them.

Lower-case initial letters are also used in plural references:

- the auditors-general in successive governments ...
- several of the general managers of the companies ...

Titles and honorifics

3.26 There are three categories of title that require capitalisation: conventional, honorific and postnominal. Conventional titles include Mr, Mrs and Ms. These always have initial capitals and precede the person’s name, as do honorific titles, such as Sir and Lady. Titles in the third category are expressed in all upper case and, as the word ‘postnominals’ suggests, follow the person’s name. Honorific titles and postnominals indicate the rank, educational or professional qualifications, or the status of a person. Examples are QC (Queen’s Counsel) and AC (Companion of the Order of Australia).

3.27 Honours. The names of all civil and military honours, professional distinctions, academic degrees and awards should be given initial capitals when set out in full or given as abbreviations, for example:

- Susan Taylor, Order of Australia
- Brian Bader, Distinguished Service Cross

3.28 Postnominals. Postnominals are expressed without full stops and are separated from the surname by a comma; when several postnominals occur after a surname, commas are inserted between them:

- LTCOL J. Umbridge, AC, MBE
- VADM P.C. Penzance, CV, DSC, RAN

The order of postnominals is hierarchical, that is, the highest honour appears closest to the person’s name. In the case of the Victoria Cross, the George Cross and the Cross of Valour, the initials VC, GC and CV precede all others.

3.29 Postnominals are not used in the address or signature block of correspondence that is intended primarily for distribution within the Defence Organisation, for example, a minute, facsimile or message. However, at the discretion of the signatory, postnominals may be appropriate when sending correspondence to peers and colleagues outside the Defence Organisation, such as in a semi-official letter. They are particularly useful on those occasions when the writer’s postnominal would give authority to the correspondence.

3.30 Invitations and place cards. The title of the person invited is written on both the envelope and the invitation card, for example, ‘The Right Hon ...’, ‘Lady …’, ‘General …’, ‘Mr …’, or ‘Mrs …’. While all postnominals are written on the envelope, only those of VC, CV, MP or RAN appear on the invitation or place card.

3.31 Academic, military and civil honours, awards and distinctions. Examples of these are as follows:

- AO Officer of the Order of Australia
- BA Bachelor of Arts
- Diplomate Education
- DLitt Doctor of Letters
- DSO Companion of the Distinguished Service Order
- GM George Medal
- KCMG Knight Commander of the Order of St Michael and St George
- LLB or BL Bachelor of Laws
- OM Order of Merit
3.32 Honours and awards are shown in their order of precedence. Next follow abbreviations for Queen’s Counsel (QC) and Justice of the Peace (JP). Other awards are then given in the following order:

- University degrees and diplomas
- Membership of associations and societies
- Membership of Parliaments

The Australian order of precedence of honours and awards is set out in the *Commonwealth of Australia Gazette*, No. S 17 of 15 January 1993.4

3.33 When a person is promoted within an order, the letters indicating the honour previously held are no longer used. Thus when a member of the Order of Australia:

Ms Brenda Green, AM, is promoted to an officer of the Order, she becomes:

Ms Brenda Green, AO **not** AO, AM

3.34 **Formal address.** Initial capitals should always be used in formal address, for example:

Mr Justice the Reverend
His Honour the Right Honourable

**Names of organisations and similar entities**

3.35 All components of official names of organisations, institutions and similar bodies are given initial capitals when cited in full. Articles, prepositions and conjunctions occurring within such names are always lower-cased, for example:

- the Special Broadcasting Service
- the Department of Defence
- the Royal Australian Navy
- the Royal Society for the Blind

3.36 When names are referred to only by their generic element, a lower-case initial letter should be used, for example:

- the Department of Veterans’ Affairs — the department
- the Ford Motor Company of Australia Ltd — the company
- the Community and Public Sector Union — the union
- the Chiefs of Staff Committee — the committee

The full name should always be used if the generic name could lead to confusion with similar bodies appearing in the text.

3.37 Generic names often retain an initial capital, for example:

- the House of Representatives (of Australia etc) — the House
- the Australian (United States etc) Senate — the Senate

3.38 When referring to a specific entity, the word **government**, whether or not preceded by a qualifying word, is given an initial capital letter:

- the Commonwealth Government
- the South Australian Government

The Government will ...

The Government considers ...

An initial capital is also used in the plural of specific entities:

- the Italian and German Governments

When two levels of government are mentioned, the following plural form should always be used:

- the Federal Government and the Territory Governments
  **not** the Federal and Territory Governments

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4 The list is also provided in the *Style Manual*, and in *Australian Protocol Procedures* by Sir Asher Joel, 2nd edn, 1988.
3.39 The word *government* should be written with an initial lower-case letter when it does not refer to a specific entity or is used as an adjective, for example:

- State government agencies
- regional government
- various systems of government
- a difficult government
- government assistance

3.40 The word *parliament* is given an initial capital when referring to a specific body:

- the Tasmanian Parliament  —  the Parliament
- the European Parliament  —  the Parliament

The word *federal* should be written with an initial lower-case letter if not used to qualify the words *Government* or *Parliament*, for example:

- federal laws  federal jurisdiction

3.41 When referring to the States and Territories of Australia, an initial capital is used in the words ‘State’ and ‘Territory’. Apart from their Australian context, and apart from usage in names of countries (for example, the United States of America) these words are spelt with a lower-case initial letter (for example, five states of the American Union dissented).

3.42 In Defence writing the following words must be given an initial capital, whether or not a qualifying word precedes them:

- the Bar  the Bench  the Budget  the Cabinet
- the Chair  the Crown  the Constitution  the Treasury
- Defence (when the department is referred to in shortened form)

**Placenames**

3.43 Initial capitals should always be used for the names of places, whether they be real or imaginary, for example:

- Melbourne  the Far East  Utopia  South-East Asia  Kingdom Come

Note that this applies only when the reference is specific, for example:

- The blue mountains in the distance are not the Blue Mountains.

**Public buildings and places**

3.44 The official names of public buildings and public places should have initial capitals.

- Empire State Building  Eiffel Tower  Gladesville Bridge
- Melbourne Town Hall  Australian War Memorial  Australian National Gallery

3.45 Where the full name of a public building or place is not cited, initial capitals should not be used.

- the Tasman Bridge  *but* Was this bridge destroyed in the early 1970s?

3.46 If such names are not cited individually, only the names themselves are given initial capitals; if the type of building or place appears in the plural, it should be written with a lower-case initial:

- The Gladesville and London bridges
- The Adelaide and Brisbane town halls

**Addresses within text**

3.47 If it is necessary to express addresses within the text, they are treated as placenames and are spelt out, for example:

- Treasury Building  Bourke Street  Post Office Box 1

The same applies to telephone numbers, for example, telephone (02) 6265 6007.


**Geographical and political entities**

3.48 Initial capitals are used when referring to the officially recognised collective names of nations, for example:

- Middle East
- European Community

3.49 If the reference is to a particular geographical area that is not officially recognised, then lower-case initials are used in the qualifying word, for example:

- northern Australia
- southern Thailand

**Foreign geographical names**

3.50 Generally, English forms of foreign geographical placenames apply, for example:

- Rome
- Cairo
- Black Sea
- Cologne

Note that the English form is no longer used in some cases, for example:

- Beijing not Peking
- Sri Lanka not Ceylon

**Proper names and titles**

3.51 Proper names and titles should always be given initial capital letters. Many English words, once proper names, are now regarded as ordinary words. In some of these, the initial capital letter is retained; in others, it has changed to lower case, for example, *cardigan* and *wellington*. Individual entries in the *Macquarie* provide guidance on the treatment of these words.

**Specific defence usage**

3.52 Capitals often have specific uses within Defence writing which can vary from those suggested in the *Style Manual*. These are explained as follows:

- **a.** Equipment names are given an initial capital (but are not italicised), for example, Porter aircraft, Leopard tank. Note that the generic components are not given initial capitals.

- **b.** Names of exercises, plans, projects and operations appear entirely in capitals. Note that, unlike the treatment of equipment names outlined in the previous subparagraph, the generic components ‘exercise’, ‘plan’, ‘project’ and ‘operation’ precede the names and are given initial capitals only, for example, Exercise KINGFISHER, Project RAVEN, Plan BENEFACTOR and Operation OVERLORD.

- **c.** Names of specific ships, aircraft and vehicles are expressed entirely in capitals and are not italicised, for example, HMAS ADELAIDE, SOUTHERN CROSS and BLUEBIRD.

- **d.** When titles of appointments are abbreviated they are presented in capitals, for example, CDF, COPS and COMD 3 Trg Gp.

- **e.** Specific ranks, when abbreviated, are shown in capitals, without spaces and without any punctuation, for example, LCDR, COL and GPCAPT.

- **f.** The word *Service(s)* is shown with an initial capital if it refers to Navy, Army and/or Air Force. The use of upper case or lower case for the initial ‘s’ in this word varies in other circumstances, for example, Public Service, Secret Service but social services.
Description of formations, units and detachments

3.53 The full and abbreviated titles of a formation or unit are written in the form decided by the parent Service, for example:

a. AUSCDT ONE (Australian Clearance Diving Team One);

b. 2 Cav Regt (RECON) (2nd Cavalry Regiment (Reconnaissance)); and

c. 11SQN (No 11 Squadron).

3.54 A formation or unit from which a portion is excluded is described in the form:

3 RAR less two companies.

A full list of abbreviations and their capitalisation is found in ADFP 103—Abbreviations and Military Symbols.

3.55 Quantitative numbers of formations, units and detachments are always written in full to prevent ambiguity, for example:

‘one armoured regiment’ or ‘one armd regt’ means a single armoured regiment. whereas ‘1 Armd Regt’ means ‘the 1st Armoured Regiment’.

Holidays

3.56 The names of holidays and periods of religious significance are given initial capitals:

- Proclamation Day
- Labour Day
- Easter Monday
- Australia Day
- Ramadan
- New Year’s Day

3.57 Names of cultural, sporting and religious events are also given initial capitals:

- the Biennale
- the Melbourne Cup
- Epiphany

Days of the week, months of the year, feasts and ceremonies

3.58 Initial capitals should always be used for days of the week, months of the year, feasts and ceremonies, for example:

- Thursday
- Thanksgiving
- April
- Hari Raya Aidal Fatri
- Easter Sunday
- the Sabbath

Historical and cultural events

3.59 Initial capitals are required for historical or cultural events:

- the Great Depression
- the Spanish Inquisition
- the Eureka Stockade
- the Iron Age
- the Gulf War
- the Renaissance

3.60 When such events are not referred to in full, initial capitals are not used:

World War II but The war threatened the annihilation of whole nations.

3.61 Initial capitals should not be used for historical periods that do not represent specific events:

- the seventeenth century
- the fourteen hundreds

3.62 Similarly, cultural designations or historical events of a generic nature are usually not spelt with initial capitals:

- the military of the colonial era

---

5 Abbreviated forms can have varying degrees of capitalisation depending on the particular title.
Legislation, treaties and government programs

3.63 The titles of Acts, Bills and Regulations are expressed with initial capitals (except prepositions, conjunctions and articles):

*Defence Forces Retirement Benefits Fund (Distribution of Surplus to Pensioners) Act 1976* 6
Electromagnetic Interference Bill
Control of Defence Areas Regulations

3.64 References to international treaties, conventions and protocols, as well as those to government programs, are always given initial capitals when cited in full (except articles, conjunctions and prepositions):

General Agreement on Tariffs and Trade
National Reference Group
Protocol for the Protection of Cultural Property in the Event of Armed Conflict

Conferences, congresses, seminars and the like

3.65 Each main word in a conference or congress title should be given an initial capital (except articles, conjunctions and prepositions):

1998 Chief of Army History Conference
Commonwealth Heads of Government Meeting

Astronomical terms

3.66 Initial capitals are given to the names of planets, stars, constellations and other astronomical configurations:

Uranus     Great Bear     Canis Major

3.67 In astronomical names that consist of both a particular and a generic component, the latter component has a lower-case initial letter:

the Andromeda galaxy     Hyakutake’s comet     Trifid nebula

3.68 The words ‘earth’, ‘sun’ and ‘moon’ are given initial capitals only when mentioned in combination with other planets:

The Earth is further away from the Sun than Mercury.

Cyclones, hurricanes and typhoons

3.69 According to the *Macquarie*, the names given to cyclones, hurricanes and typhoons are written with initial capital letters.

Cyclone Mahina     Hurricane Bathurst Bay

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6 In internal Defence documents, the jurisdiction identifier does not need to be cited after the full names of Commonwealth Acts. However, when it is necessary to identify the jurisdiction, such as in the case of State or Territory legislation, the appropriate identifier should be included in parentheses after the date, but not in italics. See also paragraphs 3.109 and 3.111 in this chapter.
Maximal and minimal capitalised forms

3.70 Maximal capitalised forms have capitalised initial letters of all major words in the title (not articles, conjunctions and prepositions), for example:

- The Wit and Wisdom of Sir Henry Bolte
- The Army and the Future: Land Forces in Australia and South-East Asia

3.71 Minimal capitalised forms have only the first letter of the first word of a title as a capital, as well as words that would normally bear an initial capital, such as proper nouns and adjectives that are derived from proper nouns. These forms are used in all titles (headings) below section level and in chapter titles, and in acknowledging articles and unpublished materials in footnotes or bibliographies, for example:

- Conclusions for doctrine from the air war in the Gulf
- A critical dependence—Providing logistics support to air operations
- Air Force intelligence: Imperatives and initiatives towards 2010

Bible

3.72 Note that the names of the books of the Bible always appear in maximal capitalised form (and not italicised), as are various divisions and sections, for example:

- the Acts of the Apostles
- the Book of Genesis
- the New Testament

Articles

3.73 Minimal capitalisation is applied to the titles and subtitles of articles, which are enclosed in quotation marks, for example:

- ‘From peacekeeping to peace enforcement: The UN operation in Somalia’

Components of a publication

3.74 In text, words referring to the structural components of a publication (and of correspondence, where applicable) should have a lower-case initial except where the first word occurs at the beginning of a sentence:

- part two
- reference A
- appendix 4 to annex C
- page 111
- chapter 3
- section 9
- figure 44
- paragraph 16c

3.75 Components such as ‘index’, ‘contents’, ‘glossary’ and ‘bibliography’ should bear an initial capital when used in cross-references, but should have a lower-case initial character when used as a general term, for example:

- The Bibliography is on page 212.
- but
- The bibliography is missing in this publication.

Newspapers, journals and periodicals

3.76 When newspapers, journals and periodicals are mentioned in text, their titles are given maximal capitalised forms (and are italicised). The definite article at the beginning of a title is neither capitalised nor italicised. Examples are:

- the Advertiser
- the Courier Mail
- the Australian
- the Defence Force Journal
- New Society
- the Telegraph

The only time such articles are given an initial capital is at the beginning of sentences.

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7 Minimal capitalised forms are used in Defence writing.

8 When a colon appears within the title, the subtitle is also to be set in italics. If the subtitle appears on a separate line, the subtitle is separated from the main title by an em rule and is also set in italics.
Musical compositions

3.77 Maximal capitalisation is used for the titles of musical compositions such as operas, symphonies, concertos and operettas, for example:

*The Pearl Fishers*
*Liszt’s Piano Concerto No 1*
*Fantasia in E Minor, Hungarian Rhapsodies*

**PLURALS**

3.78 Many words have plural forms derived from Greek, Latin and other languages. The plurals of the following words are not normally anglicised:

- criterion (criteria)
- phenomenon (phenomena)
- radius (radii)
- stratum (strata)

3.79 However, some plurals of foreign words are not used in the form of the original language but are anglicised, for example:

bureaus not bureaux
plateaus not plateaux

In other instances the anglicised plural has a different meaning from the original plural, for example:

- appendixes (used in Defence publications to refer to the component of a book)
- appendices (used in anatomy)
- media (used in communications)
- mediums (used in parapsychology and mathematics)
- indexes (used in publications)
- indices (used in mathematics and accountancy)

3.80 Some words have an anglicised as well as a foreign plural. In many, usage clearly favours the anglicised form, as in:

- aquariums
- asylums
- premiums

In others, where both plurals are in use, the anglicised form is preferred, as:

- apexes (not apices)
- syllabuses (not syllabi)

3.81 In compound titles and words, it is the principal noun that usually takes the plural, for example:

- attorneys-general
- major generals
- lieutenant commanders
- courts martial\(^9\) (although ‘court martial’ is equally acceptable)
- listeners-in
- passers-by

3.82 However, when there is no noun in the compound word, the second word takes the plural:

- also-rans
- go-betweens

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\(^9\) According to the *Macquarie* this unhyphenated noun means ‘a court constituted by officers of one of the armed forces to try offences against military law’. Also according to the *Macquarie* the verb *court-martial* is hyphenated and means ‘to arraign and try by court martial’. 

3.83 **Other plurals.** The plural of money deserves special mention: in Defence usage it should always be spelt *moneys* (not ‘monies’) as in *Collector of Public Moneys* or *Receiver of Public Moneys*.

**Plurals of shortened forms**

3.84 Such plurals are formed by adding ‘s’ without an apostrophe to the end of the abbreviation, irrespective of where it appears in the full term.

- POWs (prisoners of war)
- NCOs (noncommissioned officers)
- vols (volumes)
- MPs (Members of Parliament)
- VDUs (visual display units)
- nos (numbers)

However, when the shortened form is in the possessive case, the apostrophe appears before the ‘s’ if the noun is in the singular, and after the ‘s’ if the noun is in the plural, for example:

- RAN’s ships
- POWs’ rights

3.85 Some well-known Defence abbreviations indicate both singular and plural and have no need for the addition of an ‘s’, for example:

- DI(G)—Defence Instructions (General)  **not** DI(G)s or DI(s(G)
- DI(AF)—Defence Instructions (Air Force)  **not** DI(AF)s or DI(s(AF)

**SHORTENED WORD FORMS**

**Definition**

3.86 Abbreviations, contractions, acronyms and symbols are shortened forms of words.

**Use of shortened forms**

3.87 In Defence, shortened forms are used for core words and phrases in order to save space and make reading easier by eliminating cumbersome repetition. Only well-known shortened forms should be included in a document where they are not referred to subsequently in the text, (for example, CDF, RAAF).

3.88 Shortened forms are **not** to be used in formal letters to non-Defence recipients and are restricted to specific Defence documents including technical, scientific and specialist publications.

3.89 Conventional practice is that when an abbreviation is to be used it is given in full the first time it appears, with the shortened form in parenthesis immediately following, for example:

- Defence International Training Centre (DITC)
- Australian Defence Force School of Languages (LANGS)
- The Land Warfare Centre (LWC) gave its approval to ...
- The Chief of the Defence Force (CDF) directed that ...

3.90 **Shortened forms in publications.** To ensure that the accurate meaning of the shortened form is in context and that each chapter can stand alone if separated from the main document, without leaving the reader in confusion as to what the shortened form means, the writer must include the spelt-out form the first time it appears in each chapter followed by the shortened form in parentheses.

3.91 Only after this treatment is it appropriate to use the shortened form in a particular piece of correspondence or the specific chapter in which it is mentioned. The same applies to shortened forms in preliminary matter (such as the foreword and the preface), annexes and appendixes.

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10 As the characters of a shortened form could be duplicated, but with a different meaning for other usage in the Defence Organisation or in elements external to Defence, specific reference is needed to ensure clarity in each context—a factor critically important in operational writing, for example:

- CDS—Chief Defence Scientist and CDS—Career Development Scheme
- DCS—Director Corporate Services and DCS—Defence Cataloguing System
- GPO—General Post Office and GPO—general purpose outlet.
Use of ‘a’ or ‘an’ before a shortened form

3.92 Using an ‘a’ or ‘an’ before a shortened form follows the same principles as their use before words—the guide is the spoken sound:

an RAAF instructor but a Royal Australian Air Force instructor
She was an NCO but She was a noncommissioned officer
an RSL campaign but a Returned Services League campaign

3.93 In the preceding examples, RAAF, NCO and RSL are abbreviations (not acronyms) as they are read and spoken letter by letter, although RAAF can also be pronounced R, double A, F.

3.94 To avoid confusion, writers must pay attention to the capitalisation of widely accepted acronyms, for example:

UNICEF ANZUS Qantas

Abbreviations

3.95 An abbreviation is a shortened form of a word or words that consists only of the initial letter or of the initial letter and other letters but not the final letter of the word. In Defence writing, no abbreviations—whether written only with lower-case letters, having an initial capital or all capitals—have full stops:

Fri Nov vol no (for number) eg am
NSW ADFWC RAN MD PO NZ

3.96 Indicating military equivalents. The term ‘equivalent’ can be used in conjunction with a military rank to indicate equivalent ranks in other Services. When used in its abbreviated form, the upper-case ‘E’ is presented in parentheses after the rank, for example, major (E).


3.98 Contraction. This shortened form always includes the first and last letter of the word. A full stop is not used in a contraction.

Dr (Doctor) Pty Ltd (Proprietary Limited) St (Street)

Acronyms

3.99 A shortened form that is always pronounced as a word is called an acronym. It is usually formed from the initial letters of several words and does not contain full stops, for example:

NATO—North Atlantic Treaty Organisation
Qantas—Queensland and Northern Territory Aerial Services Ltd
ANZAC—Australian and New Zealand Army Corps
laser—light amplification by stimulated emission of radiation

Writers should always verify the form and spelling of acronyms by consulting ADFP 103 or the Macquarie.

3.100 Acronyms can also be formed from a number of letters in the phrase being shortened, for example:

sonar—sound navigation and ranging
radar—radio detection and ranging
DRAM—dynamic random access memory

The last example is part acronym; it is pronounced ‘dee ram’.

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11 The acronym ANZAC always appears in capitals.
Beginning a sentence

3.101 Acronyms and abbreviations of the names of organisations, Services, bureaus and so on are not used in titles or headings but may be used at the beginning of a sentence (provided that the name has been given in full earlier in the text), for example:

DEET initiated ... UNESCO programs have benefited ...

3.102 Abbreviations in text are cited in full when beginning a sentence, for example:

Figures 2 and 3 show ... not Figs 2 and 3 show ...
Volume 5 in the set ... or The fifth volume in the set ... not Vol 5 in the set ...

Compass points

3.103 Each point of the compass is abbreviated to its first letter or letters, and full stops are not used, for example:

N (north) NE (north-east)
S (south) SSW (south-south-west)

3.104 Textual references to standard statistical or geographical areas should be spelt out but may be abbreviated in associated tables and figures, for example:

northern Victoria—N Victoria, N VIC
southern China—S China
South-East Asia—SE Asia, SEA

Direct speech

3.105 Where the speaker uses shortened forms in transcripts or other printed matter, the shortened forms should be retained, for example:

The Aboriginal elder said, 'ATSIC performs a very important role in representing Aboriginals in Government'.

'The DipEd is a highly useful qualification to have', declared the pilot.

Latin abbreviations

3.106 When Latin abbreviations are used in Defence writing, perhaps to cite a reference in a note or footnote, they are set in roman type because they are regarded as being thoroughly anglicised. Full stops are not used in any of these abbreviations. Those most commonly used include:

\[
\begin{align*}
\text{c} & \quad \text{circa} & \quad \text{about a certain date} \\
\text{cf} & \quad \text{confer} & \quad \text{compare} \\
\text{eg} & \quad \text{exempli gratia} & \quad \text{for example} \\
\text{et al} & \quad \text{et alii} & \quad \text{and others} \\
\text{etc} & \quad \text{et cetera} & \quad \text{and so forth} \\
\text{ibid} & \quad \text{ibidem} & \quad \text{in the same work} \\
\text{ie} & \quad \text{id est} & \quad \text{that is} \\
\text{NB} & \quad \text{nota bene} & \quad \text{take careful note} \\
\text{op cit} & \quad \text{opere citato} & \quad \text{in the work cited} \\
\text{v} & \quad \text{versus} & \quad \text{against}^{12} \\
\text{viz} & \quad \text{videlicet} & \quad \text{namely}
\end{align*}
\]

A more extensive range of Latin abbreviations and their meanings is contained in the Style Manual.

3.107 Abbreviations should be used sparingly in text. If a writer uses abbreviations such as ‘etc’ frequently, readers may get the impression that the writer is being careless. Writers should take care not to use the abbreviation ‘etc’ if they have already used the words ‘such as’ or ‘including’ in the same sentence.

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12 In general text ‘versus’ is not abbreviated except when quoting the titles of legal cases. In those instances both the title of the legal case and the abbreviation appear in italics, for example, Andrews v Howell (1941) 65 CLR 255 at 278.
Legislation

3.108 All titles of Commonwealth Acts, Ordinances and Regulations should be cited exactly.

3.109 Most legislation includes a short title by means of which the Act or Ordinance may be cited. First references to legislation should always cite this short title—in italics—exactly and in full; in subsequent references a shorter, descriptive title—presented in roman type and without the date—is sufficient, for example:

*Defence Housing Authority Act 1987* becomes *Defence Housing Authority Act*

*Classification (Publications, Films and Computer Games) Enforcement Act 1995* (NSW) becomes *Classification (Publications, Films and Computer Games) Enforcement Act*

3.110 Regulations and Bills are not italicised, for example:

Defence (Prohibited Wharves and Buildings) Regulations

Regulation 2 of the Air Navigation (Aircraft Noise) Regulations

Computers Bounty Bill 1984

3.111 Defence writers should not cite the jurisdiction identifier (Cwlth) when referring to Commonwealth Acts, the assumption is that in Defence documents the legislation is of the Commonwealth unless otherwise stated in the text. If the jurisdiction is not clear from the context, then the jurisdiction identifier—other than Commonwealth—is to be cited in roman typeface (in parentheses) after the full title of the Act, for example:

*Casino Control Amendment Act 1995 (NSW)*

*Environmentally Hazardous Chemicals Act 1985 (NSW)*

Victoria is governed by different rules as the *Statute Law Revision Act 1937* states that ...

The *Statute Law Revision Act 1937* (VIC) states that ...

3.112 Legislation is usually identified by calendar year, number or both. When both are cited, the number (in roman) follows the date, for example:

*Sales Tax Act 1930 (No. 1)*

3.113 The titles of Acts of the Parliaments of other countries are not italicised; the jurisdiction follows the title in parentheses if the context does not provide any clues as to the country of origin, for example:

*Environmental Protection Act 1990 (UK)*

3.114 The basic unit of division of an Act or Ordinance is the section, while that of a Statutory Rule is the regulation.

3.115 In any text with many shortened forms or references to legislation, the abbreviated singular and plural forms of the units of division—s and ss or r and rr—might be used by a writer in association with a number or numbers. Sentences in text do not begin with the abbreviations.

3.116 Abbreviations may be used in notes:

*Naval Defence Act 1910, s 4* ss 2–5 *Income Tax Regulations, r 4(5)*

However, abbreviations are not used to begin sentences in notes; the full word is needed:

Section 10

Regulation 151

---

13 Although a full stop is not used after the abbreviated form of ‘number’ in Defence writing, an exception applies when preparing material for legal documentation or quoting material from other sources.
3.117 Reference to subordinate components of legislation is made in the following manner:

- Section 7 or s 7
- Subsection 7(12) or ss 7(12)
- Paragraph 7(12)(c) or para 7(12)(c)
- Subparagraph 7(12)(c)(vi) or subpara 7(12)(c)(vi)

Electronic mail and telephone numbers

3.118 Electronic mail is abbreviated to email or Email, telephone number to tel or Tel, and facsimile number to fax or Fax.

ITALICS

Titles

3.119 Italics are used to highlight the titles of journals, books, magazines and plays. They are also used when citing the names of long poems; musical works; films and videos; paintings, sculpture and the like, for example:

Journals, books and magazines

- Defence Force Journal
- New Idea

Plays

- The Merchant of Venice
- The Emerald City

Long poems and musical works

- The Rape of the Lock
- Canterbury Tales
- Jesus Christ Superstar
- 42nd Street

Films and videos, paintings, sculpture

- Doctor Zhivago
- Lord of the Dance
- Mona Lisa
- Venus de Milo

Italics are not used for the titles of chapters, articles, essays, lectures, short poems, and radio and television programs. These are enclosed in single quotation marks.

Names of newspapers

3.120 Italics are used for citing the names of newspapers, for example:

- Daily Telegraph
- Air Force News

3.121 Where the definite article precedes the name, it is not italicised and appears with a lower-case initial letter (unless it begins a sentence), for example:

- There is an interesting article in the Age.
- The Australian is a reputable newspaper.
- The article on Defence recruitment policy appeared in the Canberra Times.
Scientific names of plants and animals

3.122 Italics are always used for citing the names of genera, species, subspecies and varieties. If abbreviations are used to describe ‘variety’ (var) and ‘species’ (sp, plural spp), these are set in the text font (not italicised), for example:

*Dendrocnide moroides*

*Agaricus arvensis var iodoformis*

*Canavalia spp*

*Ornithorhynchus anatinus*

3.123 Italics are not used when citing the common or vernacular names of botanical and zoological species:

ironbark    veldt grass    ghost gum    tarantula    red-back

Enemy formations

3.124 In military histories the names of enemy formations are italicised, for example:

On the Kokoda track Australia’s Maroubra Force which included the 39th Infantry Battalion faced the Japanese Nankai Shitai (or South Seas Force) including the 1 Battalion of the 144th Regiment. The Nankai Shitai was formed mainly from units of the Japanese 55th Division.

However, when a word or phrase is used in a sense other than its normal one, it may be italicised if that sense is likely to be mistaken or if its tone seems discordant in its context. This is often the case with archaisms, misused words and neologisms, for example:

The ceremony was carried out with much *estate*.

*Effluent* people are unaware of the plight of the homeless.

We took an *alternate* route to get to the base on time.

*Download* is a relatively new word in computer terminology.

Prefatory, introductory or subsidiary material

3.125 In many types of external publications and specialised reports, prefatory, introductory or subsidiary material appears in italics to distinguish it from the main text. Such material includes quotations at the beginning of chapters; dedications; short verse quotations; and the words *continued, see* and *see also* in cross-references.

3.126 Quotations. When an introductory quotation is used in Defence writing to set the theme of a Defence essay, a chapter of a publication or any other written material, it appears immediately below the primary (Defence essays) or the chapter title (publications) and before any text. A line space is left above and below it. The quotation is italicised one-point smaller than the text font, and is not enclosed in quotation marks. The name of the author and/or the publication from which the quotation emanates appear at the end of the example:

*A prince or general can best demonstrate his genius by managing a campaign exactly to suit his objectives and his resources, doing neither too much nor too little.*

Major General Carl von Clausewitz

Foreign words and phrases

3.127 These should be used only if there is no adequate English equivalent. Such words or phrases are set in italics unless they are considered to be anglicised. Only if such a word is not anglicised is it expressed in italics. Examples are:

*je ne sais quoi*    *bête noire*    *but*    *schmaltz*    *kitsch*
3.128 If a word or phrase is italicised, it is logical to include any diacritical marks (and, in the case of German, to capitalise any nouns) with which the word or phrase is written in the source language. When words or phrases are set in roman (not italicised), diacritical marks (if any) are frequently omitted. However, if omission would substantially alter pronunciation, the marks should be retained, for example:

\[
\text{blasé} \quad \text{frappé} \quad \text{rosé}
\]

**Emphasis**

3.129 While italics are generally used to designate full Latin or other foreign expressions, book titles and various words which must be ‘set apart’, emphasis in Defence writing is indicated by the use of bold type, for example:

**Keys must** be locked away in blisters every night.
CHAPTER 4

PUNCTUATION

4.1 The purpose of punctuation is to make the writer’s meaning as clear as possible. Inadequate punctuation can lead to ambiguity and confusion; unnecessary punctuation distracts the reader and makes text tedious to read.

4.2 Spacing after punctuation. In text one space is left between a full stop, comma, colon, semicolon, question mark or exclamation mark, and the next word, clause or sentence. When a full stop is used after the initial of a person’s name, there is no space between the full stop and the next initial; however, one fixed space\(^1\) is left between the full stop following the initial and the person’s family name.

PUNCTUATION MARKS

Full stop

4.3 Full stops mark the end of statements. A full stop is used:

• at the end of a sentence, except where an exclamation or question mark is needed\(^2\)

• after the initials in a person’s name (which are followed by a fixed space before the family name)

• at the end of first-, second- and third-level paragraph titles

• as a decimal marker

• as a design element in paragraph identifiers, for example, 4.3\(^3\)

4.4 A full stop is not used after the following:

• titles of publications and articles

• titles of chapters

• primary, section and group titles (but is used in paragraph titles)

• running headers and footers

• reference lists

• titles of supplementary documents and enclosures listed at the end of a document

• dates or signatures

• contractions, abbreviations and acronyms, for example, Mr, Dr, Dept, Cwlth, no (number), eg (for example), ie (that is), ANZAC\(^4\)

• symbols or abbreviations of units of measurement, for example, cm, mg

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1 A fixed space prevents excessive word spread between items during justification. It can be created under a Microsoft Windows® operating system either by depressing, (Ctrl+Shift+space) or using the ‘Insert Symbol’ feature from the menu.

2 Sometimes a full stop and an exclamation or question mark may occur together, for example: The question on everyone’s lips was ‘Why did the helicopters crash in broad daylight?’.

3 A full stop used as a design element is not needed to separate items in a reference. For example, paragraph 2.b.(1) when quoted in a reference may be displayed as 2b(1).

4 See part 1, chapter 3, paragraphs 3.95 – 3.98.
• abridged forms of titles, for example, COL, LCDR, PLTOFF
• symbols of currency, for example, $, ¥, £, ¢

Colon

4.5 The colon marks off a main portion of a sentence and indicates that a pause with a degree of separation shorter than a full stop follows. The colon announces to the reader a change in tonal emphasis.

4.6 A colon is used:
• in titles:
  
  *Serving Australia: The Australian Defence Force in the Twenty-first Century*
• to introduce important material:
  ‘When I was at the Academy my conduct was shaped by two simple principles: the Commandant’s word was law, and a cadet’s only duty was unquestioning obedience.’
• to introduce a number of subordinate paragraphs or any list of items in the text, or to precede an example
• after ‘list titles’ that introduce itemised information, such as, ‘For information’, ‘References,’ ‘Enclosures’, ‘Annexes’, and ‘Appendixes’
• to indicate a ratio, for example, 1:50 000 map

Semicolon

4.7 A semicolon marks off a greater pause between parts of a sentence than that made by a comma, but one that is shorter than a colon. The semicolon announces to the reader a change in tonal inflection.

4.8 A semicolon is used:
• to show greater linkage where two sentences are closely related (the semicolon replaces the full stop after the first sentence):
  ‘The Administrative Officer is notoriously inaccurate; you should therefore check all drafts carefully.’
• to separate parallel clauses where the connecting conjunction is omitted, compare:
  ‘To be healthy and wealthy is a blessing but to be sick and poor is a curse.’
  ‘To be healthy and wealthy is a blessing; to be sick and poor is a curse.’
• to separate phrases or clauses that already contain commas:
  ‘The Navy is a career, not a profession; a lifestyle, not a pastime.’
• at the beginning of clauses that start with words such as however and therefore—such words are followed by a comma in the second clause. For example:
  ‘The Colonel ordered the troops to cross the bridge; however, they could not obey the Colonel’s orders as the bridge had been destroyed.’

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5 See part 1, chapter 3, paragraph 3.52e.
6 If, however, they fall within the clause, they are both preceded and followed by commas (as in this clause).
as punctuation at the end of an item in a complex paragraphed list,\textsuperscript{7} for example, when the listing contains commas, parentheses, dashes or other forms of punctuation.\textsuperscript{8}

**Comma**

4.9 Commas enhance clarity. A comma is used:

- to mark off an introductory adverbial clause or phrase from the rest of the sentence to avoid ambiguity:
  
  ‘When the sailors finished eating, the leading writer handed out the mail.’

- to mark off a non-defining relative clause:
  
  ‘The Air Marshal, who will be 54 in November, is contemplating retirement next year.’

- between adjectives preceding and qualifying a noun:\textsuperscript{9}
  
  ‘long, wooden barracks’

- before ‘and’ in a list only when necessary to avoid ambiguity or momentary misunderstanding:
  
  ‘The menu in the Officers Mess comprised cream of cauliflower soup, roast pork and vegetables, crème brûlée, and coffee and petits fours.’

- between coordinate (main) clauses linked by simple conjunctions such as ‘and’, ‘but’, ‘for’, ‘or’, and ‘nor’:
  
  ‘The pilot commenced “engine start”, but he could only start one of the two engines.’
  
  ‘The courier driver felt ill, and the private had to drive the vehicle.’

- to mark off nouns in apposition, provided they are non-defining:
  
  ‘Leading Seaman Henderson, the sailor you met, is a qualified linguist.’

- to distinguish parenthetical words and phrases:
  
  ‘The question, Minister, is that we either agree to the contract or we do not.’

- to indicate the omission of one or more words common to two parts of a sentence:
  
  ‘In 1990 there were 14 000 cases of the disease; in 1980, 120; and in 1970, seven.’

- to separate words or numbers that might be misunderstood:
  
  ‘The Colonel said that, in 1998, 500 additional troops would be needed.’

- to avoid ambiguity or momentary misunderstanding; compare:
  
  ‘The Flying Officer, said the Pilot Officer, was incompetent in preparing the proposal for the purchase of the new lead-in fighter.’

  ‘The Flying Officer said the Pilot Officer was incompetent ... ’

- to provide subtle emphasis:
  
  ‘The architects of the Australian Constitution looked upon their work, and saw that it was done well.’

\textsuperscript{7} See the section Punctuating lists in this chapter.

\textsuperscript{8} In this context apostrophes are considered to be ‘word punctuation’ elements as they apply to individual words within sentences not ‘sentence punctuation’ elements which apply to whole sentences.

\textsuperscript{9} When the last adjective is closely related to the noun, the comma should be omitted, for example, ‘a distinguished Thai general’.
4.10 Depending on the context, commas need not always be used after such words and phrases as ‘meanwhile’, ‘however’, and ‘no doubt’. Compare the following pairs of sentences:

‘However, that may be impossible.’
‘However that may be, life will go on.’

Question mark

4.11 This mark indicates a question.

4.12 A question mark is used:

- at the end of a sentence that asks a direct question:
  ‘How many copies will you need?’

- in parentheses to indicate the writer’s doubt:
  ‘There were 200 (?) refugees trampled to death in the rush for food handouts.’

4.13 Question marks are not used:

- after indirect and reported questions:
  ‘The Minister’s press agent asked the Flight Lieutenant why the aircraft was not operational.’

- after a statement that is a request rather than a question:
  ‘Would you please advise the Commanding Officer how many copies are required.’

Parentheses

4.14 Parentheses should be used to enclose expressions that either are not essentially connected with the rest of the sentence but expand or clarify its meaning, or may be considered as an aside:

The Magistrate was lenient in sentencing the defendant because the defence lawyer’s mitigation (as many in the courtroom observed) was very strong.

4.15 Parentheses are also used to enclose the identifier for subordinate (sub-subparagraph) numbers in Defence writing, for example, paragraph 5a(3), and subsection numbers in legislation, for example, s 11(7).

Punctuation within parentheses

4.16 Punctuation within parentheses is dictated by the grammatical requirements of the enclosed expression:

The topic of the seminar (‘Pilot error under stress: Who is to blame?’) was irrelevant to the Army officers.

The need to rebalance and strengthen the capabilities of Australia’s Defence Force is paramount and pressing (Future Directions for the Management of Australia’s Defence—Report of the Defence Efficiency Review 1997, p 57).

4.17 A comma after the closing parenthesis should be used only if the comma would have been used in the absence of parentheses:

Whatever the Lieutenants did (and this was yet to be confirmed by the court martial), it seems that they could not avoid the accident.

10 Em rules are another form of punctuation that can be used for this purpose.
The punctuation mark of a complete sentence in parentheses falls within the parentheses:

Trim all the proofs to remove the excess paper at the sides of the galleys and around illustration proofs. (Pulls of blocks should be trimmed close to (within one or two picas) but not into the edges of the blocks.) (You have been warned!)

Parentheses can be used within parentheses where necessary, for example,

Preliminary pages (for example, title page (page i—unnumbered), verso title page (page ii—unnumbered), foreword (page iii) and list of contents (pages iv onwards)) should always appear in formal publications.

Square brackets

Square brackets are used to indicate that:

a. the writer (or editor) has inserted information in another’s work, for example, ‘The aircraft was piloted by CAS [AM L.B. Fisher] to mark his retirement’;

b. specific information needs to be inserted at the point where the square brackets appear, especially when preparing material to a common format such as an operations plan, for example, [File reference];

c. the writer has provided a comment such as advice to the reader that there is an error in a quotation by inserting [sic];

d. the editor has made a personal comment in a quotation followed by [ed]; and

e. the writer has emphasised a portion of a quotation from another source by bolding certain words or sentences within that quotation followed by [Emphasis added].

Solidus or diagonal

The solidus is used to:

• indicate alternatives:
  yes/no  male/female  books and/or magazines

• form certain abbreviations:
  a/c (account)  c/o or c/- (care of)

• denote fractions:
  1/8  3/5

• indicate the words ‘per’, ‘a’ or ‘an’:
  200 m/s  50 mg/L

The solidus should not be used to replace other marks of punctuation. Doing so might cause ambiguity or confusion, for example:

the male:female ratio in the military, not the male/female ratio ...

the Melbourne–Adelaide train, not the Melbourne/Adelaide train

the financial year 1997–98, not financial year 1997/98

apprentice (engine fitter), not apprentice/engine fitter

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11 See multiple examples in part 3, chapter 4, annex A.
12 See also paragraph 4.26 in this chapter.
Quotation marks

4.23 Single quotation marks are used:
- when enclosing exact words when quoting from a speaker or writer, for example:
  ‘All units must report to me at 1700 hours’, said the Captain.
  
  In a letter to Colonel Cann the Major wrote, ‘Sexual harassment is the act of a coward’.

- when citing titles of essays, articles, chapters and the like, for example:
  Over the weekend I wrote an essay entitled ‘What the publication clerk does’.
  There was an article called ‘Budget surprises’ in the Sydney Morning Herald.

4.24 Double quotation marks are only used when a quotation is within a quotation, for example:

  She said, ‘He asked me, “What time will the Minister’s party arrive?” and left without waiting for a reply’.

  The Officer-in-charge told the section, ‘This afternoon in the conference room you will be briefed on “The impact of the Defence Reform Program on lower ranks” and I want you all to be there’.

4.25 Long quotations are usually set as separate passages known as block quotations. In publications these are usually set in a size one point smaller than that used for the text, but the amount of indent differs according to the document design (in the following example the quotation is indented 15 mm from the left-hand margin but this would be 10 mm in a Defence essay, which uses a different tab setting for paragraphs). Quoted matter indented in this way should not be enclosed within quotation marks and appears as a block with a line space above and below.

  Australian defence industry is exhibiting at the Defence Asia ’95 exhibition in Thailand. The products and services are those developed for the Australian Defence Force and are thus specially selected as suitable for use in the region and tropical climates. These range from warships and submarines, through surveillance, intelligence, command and control communications equipment and services to soldiers’ uniforms.¹³

4.26 Quoted matter should be reproduced exactly as it appeared in the original text, even when the quoted matter contains errors. Such instances of error should be followed by the word sic in square brackets¹⁴ to indicate that the writer is aware of the error, for example:

  ‘The Minister’s part [sic] will arrive late’ was the message on the fax.

Apostrophe

4.27 In punctuating words, apostrophes are used to:
- indicate possession:
  the Admiral’s barge
  the Majors’ uniforms

- avoid confusion in sentences of the following type:
  ‘The u’s and the v’s are not distinguishable in the scanned document.’

¹⁴ See also paragraph 4.20—Square brackets in this chapter.
- indicate the omission of letters in contractions such as:
  
  cannot  
  I will  
  we are
  
  can’t  
  I’ll  
  we’re

4.28 Apostrophes should not be used in plural forms, for example, 1970s (not 1970’s), PTIs (not PTI’s), MOUs (not MOU’s).16

4.29 The pronouns ‘hers’, ‘its’, ‘theirs’ and ‘yours’ are already possessive and do not require apostrophes.

4.30 To form the possessive of collective nouns that end in any letter except ‘s’, the apostrophe is placed before the ‘s’, for example, the people’s choice; however, to form the possessive of collective nouns that end in ‘s’, the apostrophe is placed after the ‘s’, for example, the indigenous peoples’ customs.

4.31 In the case of irregular plural nouns that do not end in ‘s’, the possessive is formed by adding an apostrophe and an ‘s’ to the end of the word, for example, the children’s games, the mice’s tails.

4.32 To form the possessive of plural nouns that end in ‘s’, the apostrophe is placed after the ‘s’, for example, the sailors’ hats.

4.33 To form the possessive of singular nouns that end in ‘s’, an apostrophe and an ‘s’ are added in the same way as for singular nouns ending in other letters, for example, Yeats’s poems. The only exceptions are ancient and biblical names where the ‘s’ after the apostrophe is not used, for example, Achilles’ heel, Jesus’ parables.

4.34 The apostrophe is added to the last word of a multi-word position or office, organisational name, title or phrase to form the possessive:

  the Premier of South Australia’s salary
  the Australian Defence Force’s weapons
  the Lieutenant Colonel’s car
  the Defence Library Network’s books

Similarly, only the last name has the apostrophe in statements of joint ownership:

  the Secretary and CDF’s directive
  CPL and Mrs Jones’s house

However, if the ownership is not joint, each name has the apostrophe:

  CPO Smith’s and LS Lee’s kitbags
  Shakespeare’s and Donne’s poems

4.35 When the sense of a noun is adjectival rather than possessive, the apostrophe is not always used:

  Officers Mess visitors book
  Raiders guernsey

4.36 Where the sense is clearly possessive the apostrophe should be used. Contrast ‘the Queen wrote her name in the visitors book’, with ‘the visitor’s book was stolen from the spare room’. The second sentence refers to a book belonging to a visitor.

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15 The use of contractions such as can’t, don’t, shan’t is not appropriate in Defence documents and is confined to informal writing.

16 See part 1, chapter 3, paragraph 3.84.
Types of lists

4.37 Lists are regularly used in Defence writing to provide examples, offer alternatives or simply to list items. Lists may be presented in a numbered paragraph, as an unspaced list, or in a dot-point (bulleted) format.

4.38 There are two types of written lists in Defence usage: complex and simple; the difference lies in the form of punctuation used at the end of each list item. A list is considered complex when a comma or semicolon is used to ‘join’ list items together to create a long and complex sentence. A simple list is formed when a full stop completes each list item, or when punctuation is not used at the end of each list item.

Complex lists

4.39 This type of list is punctuated with a comma or semicolon to join list items together; resulting in one complete but heavily punctuated sentence. The form is one of:

a. using an introductory stem followed by a colon;

b. presenting list items that are separated by commas or semicolons;

c. conjoining the last-but-one list item by an ‘and’ or ‘or’ after its comma or semicolon—depending on whether the list is all-inclusive or one of a number of choices; and

d. ensuring that the last list item finishes with a full stop.

The form shown in this paragraph is an example of a complex list. 17

4.40 Commas or semicolons. Confusion often arises as to when commas or semicolons should be used to delimit items in a list. One simple rule to follow is that, where items are neither internally punctuated nor form ‘stand alone’ clauses, commas are used. Conversely, if punctuation (parentheses, commas, hyphens, en or em rules) is present within any of the list items, a semicolon is used at the end of each item. 18

Simple lists

4.41 These are presented as vertical lists without a comma or a semicolon to ‘join’ list items together. Each list contains discrete items, for which there are two punctuation styles:

a. A ‘sentence’ form—where an initial capital begins each item and where the sentence ends in a full stop.

b. A ‘word’ or ‘phrase’ form—where an initial capital is not required to begin the item and where there is no end punctuation.

4.42 Numbered-paragraph format. This method is often used to present information in longer Defence documents such as reports or papers where detail about each of the list items is required. If one list item is a sentence, all are to be sentences. The numbering process gives writers the ability to present items as an ordered listing. When used in conjunction with the ‘sentence’ form, the paragraph format is a useful means of delivering the information required to carry out a sequence of steps, for example:

To save an image file, follow these steps:

a. Select ‘Export Image’ from the ‘File’ menu; the ‘Export Image’ dialog box appears.

b. Select the location where the file is to be saved.

17 The often-quoted ‘rule’ of ‘no comma before and’ does not apply in a list presented vertically; punctuation before ‘and’ is mandatory in this case. Commas are sometimes used before conjunctions, see paragraph 4.9, fourth and fifth dot points.

18 Note that, where internal punctuation is a full stop, exclamation mark, or question mark, each of the list items must be rewritten as a full sentence. The form then changes to that of a simple list as commas or semicolons are no longer used to ‘join’ the list items together.
c. Type a name for the file in the ‘File Name’ edit box.

d. Select an appropriate file format from the ‘Save Files as Type’ drop-down list box. (See the Installation and Release Notes for a list of supported image file formats.)

e. Select appropriate save and image options.

f. Press ‘OK’ to save the file as specified.

4.43 Unspaced list format. Items presented by this method are not separated by clear vertical or line spaces. When used in conjunction with the ‘word’ or ‘phrase’ form, the unspaced format is ideal for randomly listing the items in a small inventory such as a recipe or even a kitbag. The list items are indented from their introductory stem, for example:

The duty officer of the watch insisted that each sailor was to carry:

- identification tag
- waterproof watch
- comb
- stainless steel pocket knife

4.44 Not all unspaced ‘non-sentence’ lists consist of single word items. Each item can also consist of a short phrase and contain internal punctuation. However, as with a list of single-word items, end punctuation (a full stop, comma, or a semicolon) is not required in an unspaced list, for example:

A document is deemed to be securely bound if it is produced in book form, or held in a:

- comb-type multi-ring binder
- 4–D ring binder
- plastic binder with heat-sealed staples
- perfect-bound book glued on the spine
- cover, fastened by staples placed along the left-hand margin of the document

4.45 Dot-point (bulleted) format. This format, like the unspaced format, allows items to be randomly listed, not in any particular order. The use of en rules or asterisks after a bulleted item offers the advantage of inserting sub-items within the list—such as may be used in an inventory, for example:

The Defence Library Network offers the following:

- long opening hours
  - Mon–Thu 0700–1900 h
  - Fri 0700–1500 h
- reference services
- large range of books on a variety of subjects, including
  - general science
    * biology
    * physics
    * chemistry
    * astronomy
  - military science
    * biological warfare
    * chemistry of stealth products
- technical publications
• trade test inquiries
• access to every book within the Defence Library Network

4.46 As illustrated in the previous paragraph, when the list items are not sentences in a dot-point list, neither initial capitals nor punctuation at the end of each dot point is required for list items. However, where list items do consist of sentences, each item in the dot-point list starts with an initial capital and finishes with a full stop. The differences to note are that, as a consequence of dot-point listing, items do not need to be hierarchically, alphabetically or otherwise ordered.

BREAKING EXPRESSIONS

4.47 The following rules apply to the breaking of expressions:

a. Do not break a figure or separate it from its associated word or abbreviation (such as at the end of a line) when it forms part of a quantity, weight, distance and the like. Examples of expressions that should be kept intact and never separated are:

   25 000 000        10 km        13 kg        12 V

b. Do not break abbreviations, acronyms or contractions.

c. Splitting a person's name and title is not acceptable; any break that separates the initials, or the name from the initials should be avoided. Never break letters representing an order, decoration or professional qualifications.

d. A date may be broken if necessary after the month, but never before it. For example a date never appears as:

   September 1995.

USE OF DASHES

4.48 Dashes. The word 'dash' covers several different typographical marks whose appearance and usage in published material differ. These are known as:

- hyphen
– en rule
— em rule

4.49 Comparison of different forms of dashes. In a typeset page, the misuse of hyphens and en and em rules is the most common mistake in desktop publishing. In typesetting terminology a hyphen is a short horizontal line (or rule); an en rule is longer than a hyphen; and an em rule is twice as long as an en rule. The difference in size is based on a compositor’s unit of measurement. An em is based on the square around a capital M of a given type size, for example, 8-point em, 12-point em.

4.50 While hyphens are familiar to most writers, many writers needing a dash or an em rule to provide visual emphasis incorrectly use a hyphen or two hyphens for that purpose. In Defence the unspaced en and em rules are preferred ways to indicate a dash other than a hyphen.

Hyphen

4.51 Dividing words. Defence documents are created justified or, when justification is not available, material is set as ragged text. It is not necessary to divide words by hyphenating.

4.52 The hyphen is used in complex words and compound words.

19 Ragged text means the text, while flush-left, is unjustified to the right-hand margin.
Complex words

4.53 A complex word consists of two or more components; it is a single-root word to which a prefix or suffix is attached. Sometimes a word may be modified by both a suffix and a prefix, for example, unacceptable, which can be broken down to un-accept-able.

Prefixes

4.54 The most common word-forming prefixes include:

- anti-
- de-
- extra-
- intra-
- post-
- semi-
- bi-
- dis-
- hyper-
- mis-
- pre-
- sub-
- co-
- en-
- in-
- non-
- pro-
- super-
- counter-
- ex-
- inter-
- neo-
- re-
- un-

4.55 In general, a hyphen is required only in the following cases:

a. **Doubling of a vowel.** A hyphen is usually inserted in a complex word when the prefix ends in a vowel and the root word starts with a vowel.\(^{20}\) For example:

- hypo-allergenic
- re-establish
- anti-oxidant
- anti-inflammatory
- semi-industrial

The insertion of the hyphen is especially important in the case of a complex word consisting of a prefix and a short monosyllabic word so that it does not give the impression of being a single-syllable word, for example, re-earn, re-ice.

b. **Prefix plus date.** A hyphen should be used when the element following a prefix is a date:

- pre-1789
- post-1956

c. **Prefix plus initial capital.** A hyphen should always precede the second element of a complex word where this element starts with a capital letter:

- pro-Sandinista
- un-Australian
- anti-Semitic
- pre-Aristotelian
- sub-Program

d. **Presence of italics or quotation marks.** When an italicised word or one enclosed in quotation marks follows a prefix, the two elements are separated by a hyphen:

- pro-Solidarność\(^{21}\)
- post-‘pasteurism’

e. **‘Ex’ meaning ‘former’.** A hyphen is always inserted after the prefix ‘ex’ when this means ‘former’, for example:

- ex-soldier
- ex-chaplain
- ex-Service

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\(^{20}\) When such a word is particularly common, the hyphen is not inserted and the word is set solid. This is the case, for example, with cooperate (and its derivatives) and coordinate (and its derivatives). Socioeconomic is another exception.

\(^{21}\) Foreign words that are not in common usage should be italicised.
4.56 A hyphen is inserted to distinguish the separate meanings of root words with the same prefix, for example:

re-act (to act or to perform again) but react (act in response to stimulus)
re-collect (collect again) but recollect (recall to mind)
re-cede (to cede back) but recede (to move or go back)
re-claim (demand the return) but reclaim (bring back or recover)

Note the change in emphasis when some of these words are spoken.

Suffixes
4.57 Word-forming suffixes are always set solid with the root word. The most common include:

-able (acceptable) -ent (dependent) -ment (retirement) -y (rainy)
-ful (fruitful) -ly (costly) -ness (boldness)

4.58 When suffixes are used with a number that is not spelt out, a hyphen must be inserted between the number and the suffix, for example, 30-ish, 77-fold, 20-odd.

Compound words
4.59 A compound word is one that consists of two or more separate words and has a meaning different from that of its components.

4.60 Verb compounds. Verb compounds may consist of adjective plus noun; adverb plus verb; or noun plus verb. Compounds in all three categories are usually unhyphenated, with few exceptions:

to hotfoot to oversee to nitpick
but to cold-shoulder

4.61 Adverb compounds. Most adverb compounds are set solid:
downstream upriver bareback

4.62 Adjective compounds. These consist of adjective plus adjective; adverb plus adjective; or noun plus adjective. Those in the first and third categories mostly have a hyphen, while those in the second category are usually set solid:
greeny-blue overconfident stone-deaf but seaworthy

Hyphens are always retained in words belonging to the first and third categories, whether the words are used attributively (preceding the nouns they modify), for example:

‘the stone-deaf person’
or predicatively (asserting something about the subject itself), for example:

‘the person was stone-deaf’.

4.63 Hyphens are always used in adjective compounds consisting of a noun preceded by a cardinal or ordinal number (whether expressed as a word or a figure) and adjective compounds containing a fraction:

the One-star Officer 2-star officers a 21-gun salute a one-fifth share
one-star level

4.64 Hyphens are generally inserted in adjective compounds that have a present or past participle as the second component, whether the compounds are used attributively or predicatively:

colour-coded patches The military patches are colour-coded.

However, commonly used compounds in this category are set as one word, while others are hyphenated, for example:

airborne but muscle-bound but ever-increasing but narrow-minded
When an adjective compound consists of a past participle preceded by an adverb ending in -ly, a hyphen is **never** used, for example:

- a highly decorated officer
- The officer is highly decorated.

However, when a compound consists of a present or past participle preceded by an adverb not ending in -ly, the compound is generally hyphenated when used attributively, but unhyphenated when used predicatively:

- a well-intentioned person
- That person is well intentioned.

If such a compound is modified—for example, by the word **extremely**—a hyphen is not used:

- an extremely well intentioned person

When a compound consists of a present or past participle preceded by the comparative or superlative of an adjective or adverb, a hyphen is not used, for example:

- better organised programs
- These programs are better organised.
- the most used software applications
- Word is the most used software application.
- the less developed nations
- Some African countries are less developed.

For clarity a hyphen is sometimes necessary even when an adverb or adjective is in the comparative or superlative, for example:

- The Navy needs more-competent sailors.
  (That is, sailors who are more competent **not** more sailors who are competent.)

Some adjective compounds consist of short phrases:

- heart-to-heart
- up-to-date
- surface-to-air

These are always hyphenated when used attributively (before the noun) in order to avoid ambiguity, but are unhyphenated when used predicatively (after the noun).

Compound adjectives containing italics, initial capitals, numbers or quotation marks are not normally hyphenated:

- *laissez faire* system
- Training Command policy
- Word 7 course participants
- ‘live and let live’ mentality

When compound adjectives consist of two nouns or an adjective followed by a noun, they are not hyphenated when they form by themselves an institutionalised phrase, for example:

- Western fleet response
- human rights issues

However, a hyphen is inserted when the compound adjective is qualified:

- second Western-fleet response
- complex human-rights issues

Compounds in which the second element consists of more than one word are hyphenated, for example:

- non-English-speaking background
- pre-colonial-era stories

Noun compounds. Many new expressions consist of noun compounds. Paragraphs 4.73 – 4.79 illustrate the diverse range of these compounds.
4.73 **Adjective plus noun.** Most such compounds are written as two words without a hyphen—for example, hot air, last post, cold sore, cold store and red herring—but there are many exceptions:

- blueprint
- flat-top
- free-range
- flathead
- hard-hat
- holbed

4.74 **Adverb plus verb or verb plus adverb.** These compounds are almost always set solid, particularly if each element has one syllable:

- buyout
- countdown
- overpass
- overrule
- comeback

However, they are mostly hyphenated if the absence of a hyphen would give rise to unusual spellings, for example:

- mark-up
- love-in
- leg-up
- cover-up
- but takeaway

The hyphen in the above examples enhances clarity as it allows the placement of each adverb with its verb in the sentence in which it appears, and not with other words.

4.75 **Verb plus noun or noun plus verb.** Such compounds are usually, but not always, expressed as one word when the verb does not bear suffixes such as -er, -ing, -s, for example:

- killjoy
- scatterbrain
- rattletrap
- but screw-top
- mass-produce

4.76 Where the verb is inflected, the setting of the compound depends to a large extent on whether the verb comes first or second. If it comes first, the compound is generally written as two words without a hyphen:

- flying saucer
- helping hand
- revolving door
- filing clerk
- shredded wheat
- fitted sheet

4.77 If the inflected verb is the second component and its root is monosyllabic, the compound is set solid:

- shoplifting
- typesetting
- headhunting
- weedkiller
- globetrotter

4.78 If either of the elements of the compound contains more than one syllable, the compound will usually be set with a hyphen:

- problem-solving
- record-player
- timber-framing
- time-sharing
- fire-extinguisher

4.79 **Noun plus noun.** Hyphenation in this category of compounds is particularly variable. However, hyphens are regularly used in at least three types of compounds: those containing prepositions; those in which each element has equal status; and rhyming compounds, for example:

- commander-in-chief
- city-state
- owner-occupier
- author-critic
- parents-in-law
- hanky-panky
- fighter-bomber
- soldier-statesman

- but

- codename
- hodgepodge
- code word
- lie detector
- notebook
- mishmash
- check list
- box office

**En rule**

4.80 An unspaced en rule is used in expressions relating to temperature, time or distance, and in spans of figures:

- September–November
- 1970–80 business plan
- Brisbane–Townsville–Cairns buses
- chapters 7–17, pages 212–15
- 30–45°C
- 103–105 Collins Street

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22 An en rule can be created under a Microsoft Windows® operating system either by depressing ‘Alt’ and keying in 0150 on the numeric key pad, or using the ‘Insert symbol’ feature from the menu.
4.81 An unspaced en rule is also used between words that retain their separate identity but which are associated in a particular context:

- cost–benefit analysis
- State–Territory borders

4.82 To avoid confusion, a spaced en rule—one that has a space on either side—should be used to link terms that have more than one element, for example:

- 7 November – 12 December
- sections 10.9 – 10.26

4.83 The en rule cannot link elements that are not parallel or in series. Numbers in figures must be linked with numbers in figures; nouns must be linked with nouns; adjectives must be linked with adjectives; and so on, for example:

- Australia–Japan military cooperation not Australian–Japan military cooperation
- Australian–Italian exchange programs not Australia–Italian exchange programs

4.84 If there is a prefix in the elements being linked, a hyphen is used, not an en rule:

- Anglo-Australian Telescope (compare Australia–China Association)
- the Franco-Prussian war (compare the France–Germany train route)

4.85 An en rule should never be used with the words from and between:

- the wars between 1939 and 1945 not the wars between 1939–45
- cars that range in price from $15 000 to $70 000 not cars that range in price from $15 000 – $70 000

4.86 En rule instead of a hyphen. An en rule is inserted in expressions such as pre–World War II planes instead of a hyphen which cannot perform the function required, that is, to attach the prefix to the whole of the expression that follows.

4.87 An en rule should be used in a line of even capitals instead of a hyphen. This practice applies particularly in primary titles, section titles and so on, for example:

- ATROCITIES IN THE FRANCO–PRUSSIAN WAR (1870–71)

Em rule

4.88 The em rule points ‘backwards’ in the text, reflecting or amplifying previous text. The em rule should be used sparingly; used too often within a particular text, it can give readers the impression of carelessness on the part of the writer. A parenthetical element may be marked off by using a pair of em rules when amplification is needed within a sentence rather than at the end of it, for example:

- Any commander who suggests that a civilian target—a hospital, a five-year-old girl, a mother, a boy kicking a football—was interchangeable as a target system with barracks or a front line, is to be regarded as insane, and unfit to hold command.

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23 An em rule can be created under a Microsoft Windows® operating system either by depressing ‘Alt’ and keying in 0151 on the numeric key pad, or using the ‘Insert symbol’ feature from the menu.
4.89 An em rule is used to amplify the preceding clause when a word or phrase is repeated after the em rule, for example:

The history of failure in war can almost be summed up in two words: too late—too late in preparedness, too late in comprehending the need to be united against a potential enemy, too late in uniting all possible forces of resistance, too late in standing with one’s friends.

4.90 The em rule is often used in titles where an explanation of the main title is given or when the main title is amplified, for example:

‘Independence or alliance—A view of regionalism and its influence on air power’.

4.91 An em rule is also used to gather up the subject or object of a sentence when either consists of a long list, for example:

How could the troops survive—by eating grass and weeds? by hunting the few animals they could find? by engaging in cannibalism?

4.92 An em rule is also used to mark an abrupt change in the structure of a sentence:

Some limited troop lift would be necessary for the reconnaissance and surveillance operation: the Caribou is ideal for this task. Some logistic support would also be needed—but that is another matter.

Use of em rules with other punctuation

4.93 Only a closing parenthesis, a question mark or an exclamation mark may precede the em rule:

Shoes (all sizes, all black)—why would they need so many?—arrived at the command headquarters.

4.94 If a parenthetical element is in apposition to a word or phrase, and the appositive already contains commas, a pair of em rules should be used to prevent ambiguity:

The Asia-Pacific region—North-East Asia, South Asia, South-East Asia and the South-West Pacific—is really a collection of subregions, each with different geostrategic circumstances.

4.95 Only one pair of em rules should be used in a sentence in order to prevent confusion; parentheses should be used instead if there is a danger that this limit will be exceeded:

The small containers (375 mL) will be more useful than the large (1 L).

not The small container—375 mL—will be more useful than the large—1 L.

4.96 When elements marked off by em rules contain further parenthetical elements, parentheses should be used inside the em rules:

The security officer asked too many personal details—details that were not pertinent to a security check (sexual practices, physical attributes, personal hygiene, and so on)—and then proceeded to make detailed notes.

Bibliographies and indexes

4.97 Two em rules set together are used in bibliographies to avoid repeating an author’s name when more than one work by the same author is listed:


They are also used in indexes to avoid unnecessary repetition of words.
Breaking off

4.98 Two em rules set together mark a sudden break in direct or reported speech:

The General cried, ‘Shoot or we’ll all be——’.

4.99 Two em rules indicate the omission of letters or words, for example:

Extensive investigations revealed that H—— had seriously breached security on many occasions.

Readers should note that the em rule is set close up to any letters that are retained. If no letters of the missing word are retained, word space is required either side of the two-em rule to signify that a word has been removed, for example:

‘What the —— have you done to that helicopter.’ exclaimed the captain.
CHAPTER 5

NUMBERS, LOCATIONS AND SYMBOLS

DATE AND TIME

Sequence

5.1 Date. Such information is written in the sequence of the day, date, month and year. When the name of the day is designated, a comma is used to separate the day from other information whether the date is presented in full or abbreviated, for example:

Wednesday, 14 November 1998 or Wed, 14 Nov 98

5.2 When the day or its date is not designated, the month is written in full, with all four digits used for the year, for example, October 1998. If the date is added, it always appears as two digits, for example, 08 October 1998.1

5.3 In correspondence and publications, dates that are incomplete can be expressed as follows:

The Group Captain answered the semi-official letter of 20 December immediately.
The June 1996 report provides valuable quantitative data.

Days, months and times

5.4 The names of the days are abbreviated as follows:

Sun Mon Tue Wed Thu Fri Sat

5.5 The names of the months are abbreviated thus:

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

5.6 Abbreviated date. In an abbreviated form, the date is always expressed as two digits, followed by the first three letters of the month (an initial capital is used for the month followed by its next two characters in lower case) and the last two numbers of the year, for example, 06 Aug 98.

5.7 As a concession to computer programming difficulties, all year 2000 dates are to be expressed in full in all Defence documents. In the year 2001 abbreviated forms of dates may be resumed, as appropriate.

5.8 Time. Defence uses the 24-hour clock system. However, for communication with those likely to be unfamiliar with this system, as in the case of formal letters to the general public, the conventional 'am' and 'pm' notations are appropriate.

5.9 The forms 'am' and 'pm' appear in lower case, without full stops, not as AM and PM, for example:

The committee will adjourn at 4.30 pm and reconvene at 8.00 am on Monday.

5.10 A night is described using both dates over which it extends, for example, night 29–30 September (29–30 Sep) or night 30 September – 01 October2 (30 Sep – 01 Oct).

5.11 Abbreviated time. In accordance with the standards of the International System of Units (SI),3 a lower case ‘h’ is used as the symbol for hour (and hours) in Defence.

---

1 To ensure that the date is clearly stated, the two-digit standard also applies when dates are handwritten.

2 When the date spans over two months, a spaced en rule is used between the parts to avoid ambiguity or confusion. See part 1, chapter 4, paragraph 4.82.

3 More information on this system, and additional symbols, appears in annex B to this chapter.
5.12 The term **midnight** is not officially used in Defence. Midnight may be identified as 2400 hours; for example, 2400 h 15 Nov is midnight 15–16 November. However, where appropriate, it is preferable to express exact times, for example, 2359 h 15 Nov or 0001 h 16 Nov to avoid possible misunderstanding.

5.13 **Date–time groups.** These are used in messages and certain orders, and consist of two figures indicating the date, four figures indicating the time, and a time-zone suffix; the abbreviated month and year are added, the month being expressed in all capitals. Unless otherwise specified, date–time groups are in universal time coordinated (UTC), ZULU (Z), or Greenwich Mean Time (GMT); for example, 2359Z on 06 January 1997 is written as 062359Z JAN 97.

5.14 Time zones are abbreviated to initial capitals. Those within Australia are as follows:

<table>
<thead>
<tr>
<th>Time Zone</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST—Central Standard Time</td>
<td></td>
</tr>
<tr>
<td>EST—Eastern Standard Time</td>
<td></td>
</tr>
<tr>
<td>WST—Western Standard Time</td>
<td></td>
</tr>
</tbody>
</table>

These abbreviations are often preceded by the letter ‘A’ to denote Australian, for example, ‘ACST’, ‘AWDT’, contrasting with, for example, NZT meaning New Zealand Time.

**Standard method for numbering prime times in operations**

5.15 **Standard method.** The following system of indicating days and times for particular operations is known as the standard method.

5.16 **Prime times.** These are the commencing times of an operation and include days, hours and minutes.

5.17 **Identifying days in operations.** The day on which an operation starts will be known as D Day, the day before as D minus one day, and the day after as D plus one day, and so on. When necessary the code word of the operation should be added, for example, OVERLORD D Day. The symbols ‘+’ or ‘-’ may be used instead of the words ‘plus’ or ‘minus’. When the symbols are used, all numerals are to be expressed as digits; when using the words ‘plus’ or ‘minus’, the numbers should be expressed as words, for example, D +3 h or D plus three hours.

5.18 When several operations are being mounted in the same theatre, and confusion may arise from the use of the same-day designation for two or more of them, any other upper-case letter of the alphabet may be used, with the exception of the following letters:

- a. **M**—used only for general mobilisation;
- b. **H**—used only for numbering prime hours;
- c. **P**—used only for airborne operations; and
- d. **N**—reserved for nuclear operations.

5.19 **Identifying hours.** The system used for identifying hours and minutes in connection with an operation is the same as that for days, but the upper-case letter **H** or **P** is used to designate the prime or commencing hour of the operation:

- a. **H** minus one hour, H -30 min, H hour;
- b. **H** plus thirty minutes, H +1 h; and
- c. **P**, which is used only to indicate the time of drop of the first stick of the main body in an airborne operation.

---

4 To ensure that there is no confusion, no space should appear between the symbol and the numeral that follows it, for example, **D +1 h** or **D -2h** not **D + 1h** or **D - 2h**.

5 When the commencing time of an operation is designated with an upper-case letter of the alphabet, the word ‘hour’ is always expressed in full (all in lower case), for example, **H hour**. Not **‘H h’** or **‘H hr’**.
5.20 When several operations or phases of an operation are being mounted in the same theatre, and confusion may arise from the use of the same-hour designation for two or more of them, any other letter of the alphabet may be used, with the exception of the following letters:

- a. M—used only for general mobilisation; and
- b. D—used only for numbering days.

NUMERICAL EXPRESSIONS

Figures

5.21 These are used to indicate:

- a. ages, for example, 60 years;
- b. latitude and longitude, for example, 35°42′ N;
- c. measurement of angle, for example, 45°;
- d. percentages, for example, 7 per cent or 7%;
- e. reference to chapters, pages, paragraphs, lines and other divisions of publications, for example, chapter 5, page 2, paragraph 5.76, line 6;
- f. sums of money, for example, $10.75, $0.87;
- g. temperature, for example, 37°C;
- h. times, for example, 2310 h, 4.20 pm; and
- i. weights and measures, for example, 13 kg, 45 mm.

5.22 Figures are not used in text to start a sentence—words are preferred:7

‘First come, first serve’ is our motto.
Twenty-six tanks were added to the regiment.

5.23 Numbers in text. Numbers 10 and above are written in figures when they appear in text. Figures are always used when numbers are separated by a multiplication sign, for example, 12 × 8-tonne trucks.

5.24 Except in the cases outlined in paragraph 5.21, numbers one to nine are usually expressed in words. However, when adjacent numbers in text might be confusing, the first should be expressed as a word even when both are less than nine, for example, eight 5-tonne trucks. The repetition of figures in brackets after words—for example, six (6)—is unnecessary.

5.25 When two sets of figures follow each other in text matter, they should be separated by a comma and a space.8

In 1997, 120 officers will participate in the exercise.

It would, however, be preferable to recast the sentence:

One hundred and twenty officers will participate in the 1997 exercise.

---

6 The symbol % is used only in tables or figures where space is a consideration. In text the words ‘per cent’ are to be used at all times.

7 See also paragraph 5.28 in this chapter.

8 See part 1, chapter 4, paragraph 4.9.
5.26 **Spacing figures**. Numbers consisting of up to four digits are expressed without spaces (except in tables where consistent spacing is essential for clarity and for the purpose of totalling). However, numbers in the ten thousands, hundred thousands, millions, billions and trillions (millions of millions) have separators that are represented by fixed spaces and *not* commas, for example:

\[
\begin{align*}
7 & \\
24 & \\
351 & \\
6000 & \\
70124 & \\
123456 & \\
1000000 & \\
6500000000 & \\
\end{align*}
\]

5.27 When using figures, the decimal marker is represented by a full stop (not a raised or true decimal point as this is not readily available in most software programs), for example, 0.73, 11.28. When decimal numbers are less than unity, a zero is placed in front of the decimal point: thus 0.35, not .35.

5.28 If a number opening a sentence is accompanied by a symbol (for example, a dollar sign) and therefore cannot be expressed in words, the sentence should be recast so that it does not start with the symbol:

$9320 was collected in one ship alone.

could be rewritten as:

In one ship alone, $9320 ..., or

A total of $9320 ...

5.29 When a sentence ends in the date, the latter may be spelt out or used in the shortened ordinal form (ending in a ‘th’, ‘st’, ‘nd’ or ‘rd’):

The lecturer told the students that tutorials were on 3, 8 and 15 June; that lectures were on 5, 10 and 19 June; and that the final exam was on the thirtieth [or on the 30th].

**Spans of figures**

5.30 An en rule, not a hyphen, should be used to link spans of figures. References to spans should use as few figures as possible:

pp 402–5 (*not* 402–405 or 402–05), 410–16, 421–39, 440–553

For clarity an exception is made for numbers between 10 and 19 in each hundred:

10–11 *not* 10–1

115–18 *not* 115–8

5.31 The use of as few figures as possible also applies to references, pages, plates, appendixes and so on, but not to spans of years before Christ (for example, 68–66 BC *not* 68–6 BC) or certain spans of dates (for example, 12–18 Dec *not* 12–8 Dec), where the smaller figure could be misleading.

5.32 For street numbers in addresses, the figures should be shown in full, for example:

120–124 Main Street

5.33 The aim should always be to avoid ambiguity.

---

9 The use of spaces instead of commas is endorsed by the Australian Standards Association of Australia ([see Australian Standard AS 1000–1979—The International System of Units and its Application](https://www.auststandards.com.au/)).
Temperature

5.34 In shortened forms of temperature, no space appears before the symbols C for Celsius or F for Fahrenheit, but there is a space before K for Kelvin. The degree symbol (°) is used in shortened forms for Celsius and Fahrenheit, but it is not used for Kelvin, for example:

\[34^\circ F \quad -5^\circ C \quad 7000 \text{ K} \quad 216.40 \text{ K}\]

5.35 For temperatures below one degree, a zero is always used before the decimal point:

\[0.07^\circ F \quad -0.0039^\circ C\]

5.36 Ranges of temperature are expressed with an unspaced en rule\(^{10}\) used to separate the figures:

from 15° to 35°C becomes 15–35°C

Spacing in figure–symbol expressions

5.37 No space should appear between the figure and the symbol (or letter), or between the symbol and the letter or figure, in expressions such as:

\[24^\circ C \quad 12.5\% \quad 3\text{rd} \quad 10\text{c} \quad $100\text{m}\]

However, a fixed space should follow the figure in expressions such as:

\[10.30 \text{ am} \quad 0750 \text{ EST} \quad 75 \text{ mm} \quad 50 \text{ ha} \quad 28 \text{ kg} \quad 15 \text{ per cent}\(^{11}\) \quad 25 \text{ L} \quad 70 \text{ tonnes}\]

Roman numerals

5.38 These and their arabic equivalents appear in text in the following way:

<table>
<thead>
<tr>
<th>Roman Numerals</th>
<th>Arabic Equivalents</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>II</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>III</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>IV</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>V</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>VI</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>VII</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>VIII</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>IX</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>X</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>XI</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>XII</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>XIII</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>XIV</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>XV</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>XVI</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>XVII</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td>XVIII</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>XIX</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>XX</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>XXI</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>XXII</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>XXIII</td>
<td>23</td>
<td>23</td>
</tr>
<tr>
<td>XXIV</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>XXV</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>XXVI</td>
<td>26</td>
<td>26</td>
</tr>
<tr>
<td>XXVII</td>
<td>27</td>
<td>27</td>
</tr>
<tr>
<td>XXVIII</td>
<td>28</td>
<td>28</td>
</tr>
<tr>
<td>XXIX</td>
<td>29</td>
<td>29</td>
</tr>
<tr>
<td>XXX</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

If Roman numerals appear in columns, they are always aligned on the right-hand side.

5.39 The use of Roman numerals should be avoided in general text; they are unwieldy and difficult to read after thirty (XXX). In publications, lower-case Roman numerals are used for numbering preliminary pages of a book such as the foreword and the contents.

5.40 As with Arabic numerals, the en rule is used in spans of Roman numerals. However, unlike Arabic numerals, all Roman numerals in the span should be expressed fully:

\[\text{Ixxi–lxvii} \quad \text{not} \quad \text{lix–vii}\]

Fractions

5.41 When a fraction is expressed in words, a hyphen is used to link the two elements of the fraction:

one-quarter \quad three-eighths \quad four and four-fifths

\(^{10}\) See part 1 chapter 4, paragraph 4.80.

\(^{11}\) Note the space between the words ‘per’ and ‘cent’. This expression is not written as one word. If a text contains many references to percentages such as in tables and figures, and the context is clear, then the symbol % may be used instead.
References, notes and lists

5.42 Figures should be used in references, notes and lists where space is a consideration, for example:

7th edn a 1st century BC trinket

Military formations

5.43 These are described in the following way:

3rd Brigade Administrative Support Battalion
5th Aviation Regiment
No 81 Wing

MONEY

Former Australian currency

5.44 Australian currency was expressed in pounds, shillings and pence (£ s d) until 14 February 1966, for example:

£9 19s 11d (without full stops)
£125
3s 6d not 3/6 or £0 3s 6d

Australian decimal currency

5.45 Like the United States of America, Canada and New Zealand, among others, Australia uses decimal currency, with the dollar as unit.

5.46 Symbols. The following symbols are used for Australian decimal currency:

a. **Dollar.** The single-stroked ($) or double-stroked symbol indicates the main monetary unit. It precedes the amount and is set without a space between it and the figure (when the figures are written in full, the symbol is not used; instead the word ‘dollar’ or ‘dollars’ appears after the amount).

b. **Cent.** The dollar is divided into 100 cents, which are shown as a lower-case ‘c’ (without punctuation) set close to the figure.

c. **Decimal point.** The decimal point separates dollars and cents. A full stop is used for the decimal point. In tabulating monetary amounts, the decimal points are vertically aligned.

5.47 The $ symbol and a figure must precede the decimal point (if the amount is less than one dollar, the figure preceding the decimal point will be 0), for example:

$0.05 not $.05
$0.95 not $.95
$17.75

5.48 At least two figures must follow the decimal point:

$0.05 (5 cents)
$0.50 (50 cents) not $0.5 (which could be mistaken for 5 cents)

Writers should note that, for statistical purposes or other special works and for sophisticated financial calculations, more than two figures after the decimal point may be used, for example:

$0.1234 $4.725
5.49 Expressing monetary amounts. Examples of the various forms used to express monetary amounts in dollars and/or cents are as follows:

In exact dollars:

6 dollars or six dollars  56 dollars
$1 or $1.00  $10 or $10.00  $100  $1000  $10 000  $100 000

When large figures are used:

$1m or $1 million  $2.34m  $12.345 million  $300m  $1b  $3.45 billion

In cents only:

2c  15c  60c  99c

In dollar format, where there is no dollar figure (in which case a zero is inserted before the decimal point):

$0.05  $0.69  $0.95

When there are dollars and cents:

$6.67  $1.01  $1.05  $1234.56  $76 543.21

Money in tables

5.50 As a general rule, styles that separate dollars from the cents with a space should be avoided, although separate columns may be used for accounts books where the entries are handwritten. Decimal currency should be set in tables in the following style:

<table>
<thead>
<tr>
<th>Amounts in dollars and cents</th>
<th>Amounts in exact dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2.34</td>
<td>12</td>
</tr>
<tr>
<td>2 345.00</td>
<td>4 000</td>
</tr>
<tr>
<td>10 000.00</td>
<td>25 678(^{12})</td>
</tr>
</tbody>
</table>

Dollar-based currencies in text

5.51 When the Australian dollar appears in text, the letter ‘A’ is to appear after the dollar sign. To identify the origin of other dollar-based currencies, the appropriate symbol (consisting of a letter(s) of the alphabet for each country) is to be included before the dollar sign, for example:

$A7000\(^{13}\)  NZ$29 000  US$1750

5.52 For non-dollar currencies, the internationally accepted abbreviation or symbol\(^{14}\) is placed before the sum of money, for example:

FF 7500  ¥ 800 000  DM 49 000

Writers should note that a fixed space appears between the non-dollar currency symbol and the amount.

---

\(^{12}\) A space, not a comma, is used for alignment purposes in tables. See paragraph 5.26 in this chapter.

\(^{13}\) This format is recommended by the Reserve Bank of Australia to avoid confusion between dollar-based currencies.

\(^{14}\) See annex A in this chapter for further information on symbols for currencies.
LOCATIONS

Cardinal points

5.53 The four cardinal points of the compass can be either expressed in full or abbreviated, for example, south or S. Intermediate points are separated with a hyphen when written in full, but not when abbreviated:

a. in full, for example, south-east, south-south-west; or
b. in abbreviated form, for example, SE, SSW.

Locations and directions

5.54 Specific places. These are identified by any of the following methods:

a. stating its latitude and longitude;

b. using the World Geographical Reference System (GEOREF);

c. using a placename—when accuracy is required, the first mention of the placename should also include its position in grid, latitude and longitude or GEOREF;

d. using a grid reference—the map sheet name or number is to be stated when quoting a grid reference; or

e. giving its bearing and distance from a reference point:

(1) Bearings may be given in degrees or mils: when given in degrees, three figures are always used together with a letter suffix indicating the reference datum; for example, ‘007M’ is seven degrees from magnetic north and ‘235T’ is 235 degrees from true north.

(2) Distances may be given using the system that is most appropriate, either metres, kilometres or nautical miles; an example of this method of description would be ‘315T Canberra 31 km’.

5.55 Locations, features, directions and boundaries. The following conventions apply to the description of locations, features, directions and boundaries:

a. Names of places and features. To avoid confusion, these must be spelt exactly as indicated on the map in use. If a placename is expressed in the original language on a map, it should be expressed identically in the text, for example, Köln, not Cologne.

b. Roads, tracks and railways. These are described using the names of the places located on them followed by the word ‘road’, ‘track’ or ‘railway’ as appropriate, for example, ‘Mittagong–Goulburn–Canberra road’.

c. River banks. These are identified as right or left from the point of view of an observer facing downstream. If this is not practicable, cardinal points are used, for example, north or east (or when abbreviated, N or E).

d. Routes. These are indicated using a sequence of points on the route named in the direction of movement.

e. Directions. These are indicated with the northernmost point first, followed by other points in clockwise order.

f. Positions. These are described from left to right and front to rear facing the enemy. To avoid confusion, cardinal points may be used to describe flanks, rather than using left or right.

15 The Macquarie denotes a mil as: ‘Military units of angle used in artillery, equal to the angle subtended by an arc 1/6400 of a circumference’ [cf a circle, or 360°]. Milis are used to measure the angles, for example, for artillery and mortar fire.
g. **Boundaries.** Such locations are indicated through easily distinguishable terrain features listed in the sequence in which they occur on the ground, using the following conventions:

1. Features are described from rear to front in advance and attack, and from front to rear in defence or withdrawal.
2. Features generally parallel to the front are described from left to right facing the enemy.
3. Boundaries between units and formations include the words ‘inclusive’ or ‘exclusive’ before the place to which they refer, together with the unit to which the feature is inclusive or exclusive.

**SYMBOLS**

5.56 A symbol is an internationally recognised representation of a unit of measurement or of a concept, such as **km** for kilometre and **g** for gram. SI may be used as a reference when including such symbols in Defence writing.

5.57 Australian Standards, published by the Australian Standards Association of Australia,\(^{16}\) should also be consulted as there are symbols falling outside the range of SI, which are authorised within the Australian metric system and are used in Defence writing.

5.58 In primary and section titles, and in messages, where only the upper-case font is available, SI units are always expressed in upper case.

5.59 Annex B provides a brief listing of SI units used within Defence writing.

Annexes:
A. Symbols for currencies
B. Standard international units of measurement

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\(^{16}\) See AS 1000–1979 (cited in footnote 9).
# SYMBOLS FOR CURRENCIES

<table>
<thead>
<tr>
<th>Country</th>
<th>Basic monetary unit</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albania</td>
<td>Lek</td>
<td>L</td>
</tr>
<tr>
<td>Australia</td>
<td>Dollar</td>
<td>$A</td>
</tr>
<tr>
<td>Austria</td>
<td>Schilling</td>
<td>S</td>
</tr>
<tr>
<td>Belgium</td>
<td>Franc</td>
<td>BF</td>
</tr>
<tr>
<td>Bosnia–Herzegovina</td>
<td>Dinar</td>
<td>Din.</td>
</tr>
<tr>
<td>Brazil</td>
<td>Cruzeiro Real</td>
<td>CR$</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>Lev (pl Leva)</td>
<td>Lv</td>
</tr>
<tr>
<td>Burma (officially Myanmar)</td>
<td>Kyat</td>
<td>K</td>
</tr>
<tr>
<td>Canada</td>
<td>Dollar</td>
<td>Can$</td>
</tr>
<tr>
<td>China, People’s Republic of</td>
<td>Yuan Renminbi</td>
<td>Y</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>Koruna</td>
<td>Kč</td>
</tr>
<tr>
<td>Denmark</td>
<td>Krone (pl Kroner)</td>
<td>Dkr</td>
</tr>
<tr>
<td>Fiji</td>
<td>Dollar</td>
<td>F$</td>
</tr>
<tr>
<td>Finland</td>
<td>Markka (pl Marks)</td>
<td>Fmk</td>
</tr>
<tr>
<td>France</td>
<td>Franc</td>
<td>F or FF</td>
</tr>
<tr>
<td>Germany, Federal Republic of</td>
<td>Deutsche Mark</td>
<td>DM</td>
</tr>
<tr>
<td>Greece</td>
<td>Drachma</td>
<td>Dr</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>Dollar</td>
<td>HK$</td>
</tr>
<tr>
<td>Hungary</td>
<td>Forint</td>
<td>Ft</td>
</tr>
<tr>
<td>India</td>
<td>Rupee</td>
<td>IR</td>
</tr>
<tr>
<td>Indonesia</td>
<td>Rupiah</td>
<td>Rp</td>
</tr>
<tr>
<td>Ireland</td>
<td>Irish Pound</td>
<td>IR£</td>
</tr>
<tr>
<td>Italy</td>
<td>Lira (pl Lire)</td>
<td>Lit</td>
</tr>
<tr>
<td>Japan</td>
<td>Yen (pl Yen)</td>
<td>¥</td>
</tr>
<tr>
<td>Korea, People’s Republic of</td>
<td>Won (pl Won)</td>
<td>Wn</td>
</tr>
<tr>
<td>Korea, Republic of</td>
<td>Won (pl Won)</td>
<td>W</td>
</tr>
<tr>
<td>Lebanon</td>
<td>Pound</td>
<td>££</td>
</tr>
<tr>
<td>Malaysia</td>
<td>Ringgit</td>
<td>RM</td>
</tr>
<tr>
<td>Netherlands</td>
<td>Guilder</td>
<td>f</td>
</tr>
<tr>
<td>New Caledonia</td>
<td>Franc</td>
<td>CFP Fr</td>
</tr>
<tr>
<td>New Zealand</td>
<td>Dollar</td>
<td>NZ$</td>
</tr>
<tr>
<td>Norway</td>
<td>Krone (pl Kroner)</td>
<td>NKr</td>
</tr>
<tr>
<td>Pakistan</td>
<td>Rupee</td>
<td>PR</td>
</tr>
<tr>
<td>Papua New Guinea</td>
<td>Kina</td>
<td>K</td>
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<td>Philippines</td>
<td>Peso</td>
<td>ØE</td>
</tr>
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<td>Poland</td>
<td>Zloty</td>
<td>Zl</td>
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<tr>
<td>Portugal</td>
<td>Escudo</td>
<td>Esc</td>
</tr>
<tr>
<td>Romania</td>
<td>Leu (pl Lei)</td>
<td>L</td>
</tr>
<tr>
<td>Russia</td>
<td>Ruble</td>
<td>Rbl.</td>
</tr>
<tr>
<td>Singapore</td>
<td>Dollar</td>
<td>S$</td>
</tr>
<tr>
<td>South Africa</td>
<td>Rand (pl Rand)</td>
<td>R</td>
</tr>
<tr>
<td>Spain</td>
<td>Peseta</td>
<td>Pta</td>
</tr>
<tr>
<td>Sri Lanka</td>
<td>Rupee</td>
<td>SL Re</td>
</tr>
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<td>Sweden</td>
<td>Krona (pl Kronar)</td>
<td>SKr</td>
</tr>
<tr>
<td>Switzerland</td>
<td>Franc</td>
<td>SFr</td>
</tr>
<tr>
<td>Taiwan</td>
<td>New Taiwan Dollar</td>
<td>NT$</td>
</tr>
<tr>
<td>Tanzania</td>
<td>Shilling</td>
<td>Sh T</td>
</tr>
<tr>
<td>Thailand</td>
<td>Baht</td>
<td>฿</td>
</tr>
<tr>
<td>Turkey</td>
<td>Lira (pl Lira)</td>
<td>LT</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>Pound</td>
<td>£ or £stg</td>
</tr>
<tr>
<td>United States of America</td>
<td>Dollar</td>
<td>US$</td>
</tr>
<tr>
<td>Vietnam</td>
<td>Đồng</td>
<td>D</td>
</tr>
</tbody>
</table>

STANDARD INTERNATIONAL UNITS OF MEASUREMENT

1. The majority of units of measurement used in Australia, and hence throughout the Department of Defence, are based on the International System of Units (SI). The functionality of the system rests on seven base and two supplementary units of measurement. All other SI units are derived as functions of the base and supplementary units.

Base and supplementary units

2. The base SI units are:

<table>
<thead>
<tr>
<th>Name of unit</th>
<th>Quantity</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>metre</td>
<td>length</td>
<td>m</td>
</tr>
<tr>
<td>kilogram</td>
<td>mass</td>
<td>kg</td>
</tr>
<tr>
<td>second</td>
<td>time</td>
<td>s</td>
</tr>
<tr>
<td>ampere</td>
<td>electric current</td>
<td>A</td>
</tr>
<tr>
<td>kelvin</td>
<td>thermodynamic temperature</td>
<td>K</td>
</tr>
<tr>
<td>mole</td>
<td>amount of substance</td>
<td>mol</td>
</tr>
<tr>
<td>candela</td>
<td>luminous intensity</td>
<td>cd</td>
</tr>
</tbody>
</table>

3. The supplementary units are:

<table>
<thead>
<tr>
<th>Name of unit</th>
<th>Quantity</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>radian</td>
<td>plane angle</td>
<td>rad</td>
</tr>
<tr>
<td>steradian</td>
<td>solid angle</td>
<td>sr</td>
</tr>
</tbody>
</table>

Derived units

4. The other class of units within the SI system are classified as derived units. Derived units are represented through the algebraic association of the base or supplementary symbols from which a particular unit is derived. This includes instances where special names are used to represent such units. For example, the unit for the physical quantity frequency is hertz (Hz). Derived units of measurement are expressed either:

   a. in terms of base and/or supplementary units;
   b. as derived units with special names; or
   c. as units derived from other derived units with special names, and from base and/or supplementary units.

Non-coherent units

5. There are also specific units of measurement outside the SI system, but decimally based on SI units, that are retained because of their practical importance: they are simple and easily understood. For example, hectare (ha) is the unit for area (rather than 10 000 square metres), and tonne (t) is the unit for mass (rather than 1000 kilograms).

Other non-international system of units

6. Certain units of measurement outside the SI system are also retained due to their use within specialised fields. For example, degree Celsius (°C) is the unit for temperature.

Multiples of international system of units

7. Names and symbols for multiples of SI units are formed by using prefixes. A prefix is combined with the unit name, and the resultant multiple is written as one word, for example, ‘millimetre’ (mm). Only one prefix should be used when forming a multiple of a derived unit; compound prefixes should not be used. This is of particular relevance for the base mass unit kilogram where resultant mass unit multiples are formed by adding prefixes to the word ‘gram’. The use of prefixes representing 10 raised to a power
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<td>m</td>
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<tr>
<td>kilogram</td>
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<td>kg</td>
</tr>
<tr>
<td>second</td>
<td>time</td>
<td>s</td>
</tr>
<tr>
<td>ampere</td>
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<td>A</td>
</tr>
<tr>
<td>kelvin</td>
<td>thermodynamic temperature</td>
<td>K</td>
</tr>
<tr>
<td>mole</td>
<td>amount of substance</td>
<td>mol</td>
</tr>
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<td>cd</td>
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<td>plane angle</td>
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which is a multiple of 3 is recommended, although convenience in the use of units sometimes necessitates other multiples. SI unit prefixes are as follows:

<table>
<thead>
<tr>
<th>Value</th>
<th>Prefix</th>
<th>Symbol</th>
<th>Value</th>
<th>Prefix</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>10^{18}</td>
<td>exa</td>
<td>E</td>
<td>10^{-1}</td>
<td>deci</td>
<td>d</td>
</tr>
<tr>
<td>10^{15}</td>
<td>peta</td>
<td>P</td>
<td>10^{-2}</td>
<td>centi</td>
<td>c</td>
</tr>
<tr>
<td>10^{12}</td>
<td>tera</td>
<td>T</td>
<td>10^{-3}</td>
<td>milli</td>
<td>m</td>
</tr>
<tr>
<td>10^{9}</td>
<td>giga</td>
<td>G</td>
<td>10^{-6}</td>
<td>micro</td>
<td>µ</td>
</tr>
<tr>
<td>10^{6}</td>
<td>mega</td>
<td>M</td>
<td>10^{-9}</td>
<td>nano</td>
<td>n</td>
</tr>
<tr>
<td>10^{3}</td>
<td>kilo</td>
<td>k</td>
<td>10^{-12}</td>
<td>pico</td>
<td>p</td>
</tr>
<tr>
<td>10^{2}</td>
<td>hecto</td>
<td>h</td>
<td>10^{-15}</td>
<td>femto</td>
<td>f</td>
</tr>
<tr>
<td>10</td>
<td>deka (deca)</td>
<td>da</td>
<td>10^{-18}</td>
<td>atto</td>
<td>a</td>
</tr>
</tbody>
</table>

Rules for using unit names and symbols

8. Units of measurement are expressed in lower case, the exceptions being when:
   a. the unit is degree Celsius (°C); and
   b. the multiple prefix used is exa (E), peta (P), tera (T), giga (G) or mega (M), for example: megajoule (MJ) gigawatt (GW) terahertz (TH)

9. When expressed in full, names of units of measurement take a plural ‘s’ if the value is greater than 1, for example, 1 kilometre and 5 kilometres (such is not the case with symbols, see paragraph 10c below).

10. Symbols representing units of measurement:
   a. must be written without a full stop;
   b. must not break from the value across lines (that is, the value and the symbol should be kept together);
   c. do not take a plural ‘s’ when the unit value is greater than 1, such as 3 km not 3 kms;
   d. must have the initial letter in upper case when derived from a proper name, the unit hertz (Hz) being one example; and
   e. must be placed after the figure, with a fixed space between the figure and the unit, with the exception of degree Celsius (°C), for example:

<table>
<thead>
<tr>
<th>Value Prefix</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 metres</td>
<td>(1000 m)</td>
</tr>
<tr>
<td>1000 watts</td>
<td>(1000 W)</td>
</tr>
<tr>
<td>200 pascals</td>
<td>(200 Pa)</td>
</tr>
<tr>
<td>must be represented as</td>
<td>1 kilometre</td>
</tr>
<tr>
<td>must be represented as</td>
<td>1 kilowatt</td>
</tr>
<tr>
<td>must be represented as</td>
<td>2 hectopascals</td>
</tr>
</tbody>
</table>

List of commonly used units

11. The following table provides unit names and associated physical quantities and symbols for a range of commonly used units of measurement. The table is not exhaustive and does not include all derived, multiple and combination units.

<table>
<thead>
<tr>
<th>Name of unit</th>
<th>Quantity</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ampere</td>
<td>electric current</td>
<td>A</td>
</tr>
<tr>
<td>ampere hour</td>
<td>electric current per hour</td>
<td>A.h</td>
</tr>
<tr>
<td>ampere per metre</td>
<td>magnetic field strength</td>
<td>A/m</td>
</tr>
<tr>
<td>becquerel</td>
<td>activity (radioactive)</td>
<td>Bq</td>
</tr>
<tr>
<td>byte</td>
<td>unit of information</td>
<td>B</td>
</tr>
<tr>
<td>candela</td>
<td>luminous intensity</td>
<td>cd</td>
</tr>
<tr>
<td>candela per square metre</td>
<td>luminance</td>
<td>cd/m²</td>
</tr>
<tr>
<td>Celsius</td>
<td>temperature</td>
<td>°C</td>
</tr>
<tr>
<td>coulomb</td>
<td>electric charge</td>
<td>C</td>
</tr>
<tr>
<td>coulomb per kilogram</td>
<td>electric charge mass</td>
<td>C/kg</td>
</tr>
<tr>
<td>cubic metre</td>
<td>volume</td>
<td>m³</td>
</tr>
<tr>
<td>cubic metre per kilogram</td>
<td>specific volume</td>
<td>m³/kg</td>
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<tr>
<td>day</td>
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</tr>
<tr>
<td>------------------------------------------</td>
<td>-------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>electronvolt</td>
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</tr>
<tr>
<td>farad</td>
<td>electric capacitance</td>
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<td>magnetic flux density</td>
<td>G, Gs</td>
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<td>gram</td>
<td>weight</td>
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<td>gravity</td>
<td>acceleration of free fall</td>
<td>g</td>
</tr>
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<td>gray</td>
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<td>Gy</td>
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<td>hour</td>
<td>time interval</td>
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</tr>
<tr>
<td>hectare</td>
<td>area</td>
<td>ha</td>
</tr>
<tr>
<td>henry</td>
<td>inductance</td>
<td>H</td>
</tr>
<tr>
<td>henry per metre</td>
<td>permeability</td>
<td>H/m</td>
</tr>
<tr>
<td>hertz</td>
<td>frequency</td>
<td>Hz</td>
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<td>joule</td>
<td>energy</td>
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<td>joule per kelvin</td>
<td>heat capacity</td>
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</tr>
<tr>
<td>joule per kilogram</td>
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<td>kg</td>
</tr>
<tr>
<td>kilogram per cubic metre</td>
<td>density (mass)</td>
<td>kg/m³</td>
</tr>
<tr>
<td>kilowatt</td>
<td>power</td>
<td>kW</td>
</tr>
<tr>
<td>kilowatt hour</td>
<td>power per hour(^{(a)})</td>
<td>kW.h</td>
</tr>
<tr>
<td>knot</td>
<td>speed</td>
<td>kn</td>
</tr>
<tr>
<td>litre</td>
<td>volume(^{(b)})</td>
<td>L or (\ell)</td>
</tr>
<tr>
<td>lumen</td>
<td>luminous flux</td>
<td>lm</td>
</tr>
<tr>
<td>lux</td>
<td>illuminance</td>
<td>lx</td>
</tr>
<tr>
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<td>m</td>
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<td>acceleration</td>
<td>m/s²</td>
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</tr>
<tr>
<td>minute</td>
<td>time interval</td>
<td>min</td>
</tr>
<tr>
<td>minute</td>
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<td>°</td>
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<tr>
<td>mole</td>
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<td>mol</td>
</tr>
<tr>
<td>nautical mile</td>
<td>length(^{(c)})</td>
<td>n mile</td>
</tr>
<tr>
<td>newton</td>
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<td>N.m</td>
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<td>Ω.m</td>
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(c) One international nautical mile = 1.852 km.
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<thead>
<tr>
<th>Name of unit</th>
<th>Quantity</th>
<th>Symbol</th>
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<td>electric capacitance</td>
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<td>gauss</td>
<td>magnetic flux density</td>
<td>Gs or G</td>
</tr>
<tr>
<td>gram</td>
<td>weight</td>
<td>g</td>
</tr>
<tr>
<td>gravity</td>
<td>acceleration of free fall</td>
<td>g</td>
</tr>
<tr>
<td>gray</td>
<td>absorbed dose (radiation)</td>
<td>Gy</td>
</tr>
<tr>
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</tr>
<tr>
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</tr>
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<tr>
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<td>J/K</td>
</tr>
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<td>molar energy</td>
<td>J/mol</td>
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## Conversion table for common measurements

The following table provides some commonly used conversion factors for imperial and metric measurement units. The conversion factors have been rounded off; exact conversion factors are available in *Australian/New Zealand Standard, Conversion Factors*, AS/NZ 1376–1996.

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<tr>
<th>Imperial unit</th>
<th>Metric unit</th>
<th>Conversion factor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Length</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>inch (in)</td>
<td>millimetre (mm)</td>
<td>1 in = 25.4 mm</td>
</tr>
<tr>
<td>foot (ft)</td>
<td>centimetre (cm)</td>
<td>1 ft = 30.5 cm</td>
</tr>
<tr>
<td>yard (yd)</td>
<td>metre (m)</td>
<td>1 yd = 0.914 m</td>
</tr>
<tr>
<td>furlong (fur)</td>
<td>metre (m)</td>
<td>1 fur = 201 m</td>
</tr>
<tr>
<td>mile</td>
<td>kilometre (km)</td>
<td>1 mile = 1.61 km</td>
</tr>
<tr>
<td><strong>Mass</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ounce (oz)</td>
<td>gram (g)</td>
<td>1 oz = 28.3 g</td>
</tr>
<tr>
<td>pound (lb)</td>
<td>gram (g)</td>
<td>1 lb = 454 g</td>
</tr>
<tr>
<td>stone</td>
<td>kilogram (kg)</td>
<td>1 stone = 6.35 kg</td>
</tr>
<tr>
<td>ton</td>
<td>tonne (t)</td>
<td>1 ton = 1.02 t</td>
</tr>
<tr>
<td><strong>Area</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>square inch (in²)</td>
<td>square centimetre (cm²)</td>
<td>1 in² = 6.45 cm²</td>
</tr>
<tr>
<td>square foot (ft²)</td>
<td>square centimetre (cm²)</td>
<td>1 ft² = 929 cm²</td>
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<tr>
<td>square yard (yd²)</td>
<td>square metre (m²)</td>
<td>1 yd² = 0.836 m²</td>
</tr>
<tr>
<td>perch (p)</td>
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</tr>
<tr>
<td>rood (rd)</td>
<td>hectare (ha)</td>
<td>1 rd = 0.101 ha</td>
</tr>
<tr>
<td>acre (ac)</td>
<td>hectare (ha)</td>
<td>1 ac = 0.405 ha</td>
</tr>
<tr>
<td>square mile</td>
<td>square kilometre (km²)</td>
<td>1 square mile = 2.59 km²</td>
</tr>
<tr>
<td><strong>Volume</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>cubic inch (in³)</td>
<td>cubic centimetre (cm³)</td>
<td>1 in³ = 16.4 cm³</td>
</tr>
<tr>
<td>cubic foot (ft³)</td>
<td>cubic metre (m³)</td>
<td>1 ft³ = 0.0283 m³</td>
</tr>
<tr>
<td>cubic yard (yd³)</td>
<td>cubic metre (m³)</td>
<td>1 yd³ = 0.765 m³</td>
</tr>
<tr>
<td>bushel (bus)</td>
<td>cubic metre (m³)</td>
<td>1 bus = 0.0364 m³</td>
</tr>
<tr>
<td>fluid ounce (fl oz)</td>
<td>millilitre (mL)</td>
<td>1 fl oz = 28.4 mL</td>
</tr>
<tr>
<td>pint (pt)</td>
<td>millilitre (mL)</td>
<td>1 pt = 568 mL</td>
</tr>
<tr>
<td>gallon (gal)</td>
<td>litre (L)</td>
<td>1 gal = 4.55 L</td>
</tr>
<tr>
<td><strong>Force</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>pound force (lbf)</td>
<td>newton (N)</td>
<td>1 lbf = 4.45 N</td>
</tr>
<tr>
<td>ton force (tonf)</td>
<td>kilonewton (kN)</td>
<td>1 tonf = 9.96 kN</td>
</tr>
<tr>
<td><strong>Pressure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>pound-force/square in (lbf/in²)</td>
<td>kilopascal (kPa)</td>
<td>1 lbf/in² = 6.89 kPa</td>
</tr>
<tr>
<td>atmosphere (atm)</td>
<td>kilopascal (kPa)</td>
<td>1 atm = 101 kPa</td>
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<td>ton-force/square inch (tonf/in²)</td>
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<tr>
<td><strong>Speed</strong></td>
<td></td>
<td></td>
</tr>
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</tr>
<tr>
<td><strong>Temperature</strong></td>
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<tr>
<td>degree Fahrenheit (°F)</td>
<td>degree Celsius (°C)</td>
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<td></td>
</tr>
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<td>gram/cubic centimetre (g/cm³)</td>
<td>1 lb/in³ = 27.7 g/cm³</td>
</tr>
<tr>
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<td>tonne per cubic metre (t/m³)</td>
<td>1 ton/yd³ = 1.33 t/m³</td>
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<td><strong>Energy</strong></td>
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<td>megajoule (MJ)</td>
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<tr>
<td>kilowatt hour (kW.h)</td>
<td></td>
<td>1 kW.h = 3.60 MJ</td>
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</tbody>
</table>

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(a) Although this is a metric-to-metric conversion, it is provided to allow a conversion between ‘therm’ (100 000 BTU) and kilowatt hour.
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<td>1 mph = 1.61 km/h</td>
</tr>
<tr>
<td><strong>Temperature</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>degree Fahrenheit (°F)</td>
<td>degree Celsius (°C)</td>
<td>°C = 5/9 (°F–32)</td>
</tr>
<tr>
<td><strong>Density</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>pound per cubic inch (lb/in³)</td>
<td>gram/cubic centimetre (g/cm³)</td>
<td>1 lb/in³ = 27.7 g/cm³</td>
</tr>
<tr>
<td>ton per cubic yard (ton/yd³)</td>
<td>tonne per cubic metre (t/m³)</td>
<td>1 ton/yd³ = 1.33 t/m³</td>
</tr>
<tr>
<td><strong>Energy</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>British thermal unit (Btu)</td>
<td>kilojoule (kJ)</td>
<td>1 Btu = 1.06 kJ</td>
</tr>
<tr>
<td>therm</td>
<td>megajoule (MJ)</td>
<td>1 therm = 106 MJ</td>
</tr>
<tr>
<td>kilowatt hour (kW.h)</td>
<td>kilowatt (kW)</td>
<td>1 kW.h = 3.60 MJ</td>
</tr>
</tbody>
</table>

**Note**

(a) Although this is a metric-to-metric conversion, it is provided to allow a conversion between ‘therm’ (100 000 BTU) and kilowatt hour.
<table>
<thead>
<tr>
<th>Imperial unit</th>
<th>Metric unit</th>
<th>Conversion factor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Power</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>horsepower (hp)</td>
<td>kilowatt (kW)</td>
<td>1 hp = 0.746 kW</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>cycle per second (c/s)</td>
<td>hertz (Hz)</td>
<td>1 c/s = 1 Hz</td>
</tr>
<tr>
<td><strong>Angular velocity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>revolution per minute (r/min)</td>
<td>radian per second (rad/s)</td>
<td>1 r/min = 0.105 rad/s</td>
</tr>
</tbody>
</table>
CHAPTER 1

CONVENTIONS OF CORRESPONDENCE

1.1 Correspondence forms an integral part of the range of documents created by the Defence Organisation. This chapter provides guidance on how to apply the standard conventions of layout and structure when setting out correspondence. Such conventions seek to ensure that there is consistency and familiarity in the way material is presented to a reader, so that information can be readily absorbed. The most common forms of correspondence used within the Defence Organisation are:

a. internal:
   (1) minutes

b. external:
   (1) letters
   (2) demi-official letters

c. electronic:
   (1) facsimiles
   (2) email

1.2 Information on preparing these forms of correspondence, other administrative documents (which include agenda and minutes of committee meetings, abridged documents, Defence papers, essays and briefs) and operational documents (which include messages, orders, instructions and directives) are provided in subsequent chapters. The same conventions are relevant to these forms of Defence documents.

FUNDAMENTALS

1.3 Defence presentation standards are designed to make efficient use of A4 paper.

1.4 Actioning correspondence. When a piece of correspondence is received for action, an addressee indicates the date of receipt by striking through the appointment or name in the address block and annotating with initials (or a signature) and the date. When actioning, further annotations of acknowledgment may include ‘Agreed’ or ‘Noted’. Such markings, comments or observations may preclude the need for another minute in reply, or give direction to those formulating a response.

1.5 Tone, style and level. Correspondence should always be written with the required degree of formality of content and the status of the reader in mind. Poor tone will alienate or even anger the reader. Writing to a superior requires a style and level suited to the subject matter and the rank of the recipient, even if the superior is well known to the writer. For example, a request to be excused from a parade demands a degree of formality in the form of a minute, while an invitation to a superior to attend an evening function requires a less formal tone in the form of a demi-official letter.

1.6 Letters written to addressees outside the Defence Organisation usually require a formal tone and presentation; therefore rank, title or appointment and date are always given in full. Shortened forms should be avoided in letters unless they are so common that they would be familiar to the vast majority of readers, for example, Dr, Mr and Mrs. When a shortened form cannot be avoided it is first introduced into the document by placing the abbreviation in parentheses following the full form, for example, Defence Science and Technology Organisation (DSTO) or guided-missile frigates (FFG).

1 Electronic correspondence may be both internal and external. Further information on treatment of electronic correspondence is provided in part 2, chapter 2—‘Internal correspondence’.

2 Messages that have a defined format are detailed in part 2, chapter 4—‘Messages’.

3 The dimensions of A4 are 297 x 210 mm.
1.7 Consistency. A document containing the full rank, title or appointment in the address block must have such information expressed in full in the signature block and throughout the text. Likewise, where the rank, title, appointment and date are abbreviated, such information is also to be abbreviated throughout the document. The abbreviated forms are typically used in minutes, where brevity is important.

1.8 As a concession to probable computer-programming difficulties, all year 2000 dates are to be expressed in full in all Defence documents. In the year 2001 abbreviated forms of dates may be resumed, as appropriate.

CONSTRUCTION

1.9 Correspondence is constructed using particular segments of information within set design parameters. Each segment has its own structure and standards. The segments are:

a. stationery—on which the correspondence is printed;

b. the file (or organisational) reference—for records management purposes;

c. address block—signifies the addressee;

d. references to related documents, meetings, conversations and events—identifies related material;

e. titles (headings)—the subject and any sub-components within the correspondence;

f. paragraphs—subdivide ideas into manageable bits;

g. signature block—identifies the document’s sponsor and their authority;

h. information accompanying the signature block—dates, telephone, facsimile and email; and

i. supplementary documents—annexes, appendixes and enclosures.

STATIONERY

1.10 Defence stationery. To present a professional image of the Defence Organisation, preprinted stationery of an approved letterhead design is recommended for external correspondence with:

a. the public,

b. other Commonwealth government departments and their statutory authorities, and

c. State and local governments.

1.11 The procurement and design of preprinted stationery must conform to guidelines approved by the House of Representatives Standing Committee on Expenditure and to standards set by AusInfo. Departmental Administrative Instruction No 2/94—Guidelines on the Supply of Stationery of 23 August 1994 provides additional information.

1.12 Defence Programs are individually responsible for financing preprinted stationery requirements for their Program. A limited supply of Department of Defence letter stationery for Canberra-based elements is available from the Boise Cascade store in Canberra in a preprinted format using two colours, PMS 132 (bronze) and PMS 3025 (blue). Preprinted stationery is only intended to be used for high-level correspondence and for letters addressed to the public.

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4 The date would also be written in full.

5 Requests for advice on the suitability of Defence stationery can be made through the Defence Publishing Service, K–G–02, Department of Defence, CANBERRA ACT 2600 (facsimile (02) 6265 6722).
1.13 **Electronically generated letterheads.** Template systems that allow correspondence to be generated electronically incorporate letterhead designs. For example, when using the DPS Document Generator (DocGen)\(^6\) application, writers are able to produce such letterheads in black print at the same time as they prepare text; thereby precluding the need for preprinted letterheads. The letterhead design allowance applied to preprinted stationery—25 mm for minute paper and 40 mm for letters—also applies to electronically generated stationery.\(^7\)

**USING COMMONWEALTH ARMS, EMBLEMS AND CRESTS**

1.14 As appropriate, Defence Programs are to incorporate either the Commonwealth Arms,\(^8\) the Joint-Service Emblem\(^9\) (also referred to as the Australian Defence Force Emblem, or incorrectly as the Joint-Service Crest), the Navy, Army, or Air Force Crest in the designs of stationery. Approved exceptions when designing stationery are the specialised emblems of the Defence Community Organisation and the Defence Security Branch.

1.15 **Usage in stationery.** Where a Defence Program is predominantly civilian or a joint element—such as Intelligence, Acquisition, Corporate Support, Corporate Information or Science and Technology, or provides corporate services within the Australian Defence Headquarters, such as the Defence Person nel Executive and Joint Education and Training—the Commonwealth Arms are used. For joint military Programs—such as the Australian Theatre, Support Command Australia, and the military components of Australian Defence Headquarters—the Joint-Service Emblem is used. Navy, Army, and Air Force Programs, and components falling within their organisational structures are to use their respective Service Crests.

**PRESENTATION STANDARDS**

**Page numbering**

1.16 Except for page 1 (which is not numbered), consecutive arabic numerals commencing with 2 are placed at the top centre of each page in a main document immediately below any security marking or caveat (when included).\(^10\)

1.17 Supplementary documents are numbered separately from their parent document. For example, numbering in an annex A appears as A–2, A–3 and so on; numbering in an annex B appears as B–2, B–3 and so on; and numbering in an annex C appears as C–2, C–3 and so on.

1.18 The page numbers of an appendix would be as follows: appendix 1 to an annex A would bear the page numbers A1–2, A1–3 and so on; appendix 2 to an annex B, B2–2, B2–3 and so on; and appendix 3 to an annex C, C3–2, C3–3 and so on.

1.19 The page numbers of an extract from another publication or a document used as an enclosure remain exactly as they are in the original document. For example, an enclosed copy of pages taken from a textbook might begin on page 93; it should not then be renumbered as page 1 in the enclosure.

**Font selection**

1.20 To improve readability and to make documents consistent throughout Defence, specific typefaces are used in correspondence:

   a. the 12-point Times New Roman font (or similar serif typeface) for administrative correspondence and operational documents; and

   b. the 12-point Arial font (or similar sans serif typeface) for facsimile transmissions.

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6 See part 2, chapter 2, paragraph 2.15.
7 See part 2, chapter 2, annex A, and part 2, chapter 3, annex A for additional information.
8 See Di(G) ADMIN 19–1—Display of the Commonwealth Arms in Official Publications.
9 See Di(G) ADMIN 04–1—Use of the Australian Defence Force Emblem.
10 See paragraphs 1.21 – 1.24 in this chapter.
SPACING

Vertical spacing

1.21 Allowance for security classification or privacy marking. This information, when required on correspondence, is centred at the head and tail of every page. Writers should allow approximately 10 mm clear space from the upper and lower edges of the paper for the marking.

1.22 Allowance for letterhead. The letterhead designs on stationery are not to extend beyond 40 mm from the head of the paper for letters or 25 mm for minutes and other Defence documents.

1.23 Where to start typing. When creating a piece of correspondence on headed paper, the first line of typing (usually the file reference) occurs one clear line after the lowest extremity of any symbol or line of type used to form the letterhead, and any sender’s address incorporated in the design. To allow a ‘balanced appearance when a very short piece of correspondence falls on a single page, additional blank lines can be inserted between the file reference and the recipient’s address block so that the text is situated about halfway down the page.

1.24 Plain (non-headed) paper. On plain paper, which is used for second and subsequent pages, the first line of correspondence falls after any allowance for security classification or privacy marking, and the allowance for any page number. When a security classification or privacy marking is not required, the page numbering falls within that allowance of 10 mm and the text commences after one clear line. When a number is required, both the security classification and the privacy marking and the number do not extend beyond 20 mm from the paper’s top edge.

1.25 Single spacing. Apart from the exceptions listed in the following paragraph, single spacing is used throughout Defence writing.

1.26 Double spacing. This requires that one horizontal clear line is left between lines of text. It is used:

a. as an option throughout a draft[12] of a document when submitting it for consideration, comment and correction;

b. for speeches (to assist the reader);

c. as an option in the text of briefs;[13]

d. between paragraphs, second-level paragraphs and the like;

e. preceding the salutation in a letter, for example, Dear ..............,[14]

f. preceding closures in a letter, for example, Yours faithfully; and

g. before and after the:

   (1) security classification or privacy marking, except that, where both are required, single spacing is used between them;

   (2) page number;

   (3) list block;[15]

   (4) recipient’s address block;

   (5) primary title of a piece of correspondence;

[11] To allow a ‘balanced appearance when a very short piece of correspondence falls on a single page, additional blank lines can be inserted between the file reference and the recipient’s address block so that the text is situated about halfway down the page.

[12] Double spacing can be achieved automatically in word-processing applications without the need for the writer to key additional hard returns when drafting. This format change is obtained by using the double-space option in the line-spacing setting when creating the draft. For the final document, the single-space option is then selected.

[13] Not all briefs are double-spaced. The spacing is decided by the person requiring the brief or the sponsor.

[14] There is no punctuation after a salutation (or complimentary close). Where a handwritten salutation is used, five clear lines should be left to allow for any handwriting.

[15] A list block consists of any list title and its listed information, for example, ‘For information’ and ‘Enclosures’. Where a ‘local reference’ is used in a file reference list, a single space applies between the two as it essentially becomes a list of references; the extra clear line would then be left following the local reference number.
Horizontal spacing

1.27 Margins. The left- and right-hand margins are set at 25 mm respectively from the paper’s edge. This ensures comfortable reading because lines of text are not too long; it also allows sufficient space for binding purposes (for example, when drilling holes and stapling).

1.28 Text justification. Text in correspondence is to commence on the left-hand margin and, except for the last lines of paragraphs, should be justified. Only where the justification option is not available—for example, on a manual typewriter—is an unjustified (ragged) right-hand margin acceptable. However, a minute may also be handwritten if circumstances demand, such as when writing a minute in the field or when a typewriter or computer and printer is not available in the vicinity.

REFERENCING

1.29 File reference. The number allocated by the central registry to the file used to store a copy of the correspondence (and other papers on the same subject) is known as the file reference. It is the first item of information appearing on correspondence and begins on the left-hand margin, one clear line below the letterhead. There is no title preceding the file reference.

1.30 File reference list. In cases where the piece of correspondence relates to more than one central registry file, all file references should be quoted in the form of a list.

1.31 Organisational reference. Such references are used by an originating area to keep track of the correspondence it produces. This information consists of the abbreviated name of the area, followed by a sequential number denoting the registration order of that piece of correspondence in that particular year, followed by a solidus and the last two digits of the year, for example, DPS 124/99 (for the year 2000 this would be DPS 124/2000) —see paragraph 1.8 in this chapter. The organisational reference always appears on the line immediately below the file reference(s). A clear line (two hard returns) follows the reference.

1.32 References to related documents. This information is given in a ‘reference’ list (as opposed to the ‘file reference’ list described in paragraph 1.30 in this chapter). A reference list is used in a minute as a means of describing and identifying documents, meetings, events, email, and telephone conversations that have direct relevance to the content of the correspondence.

1.33 Where there is only one related document, a reference list is not used; the document is mentioned in the text (for example, I refer to HDCS 169/97 of 20 February 1997). Writers should also note that a reference list is not used in letters; such references are always to be described in the text.

1.34 The reference list bears the title References followed by a colon, all in a bold typeface. The word References is positioned on the left-margin (25 mm from the paper’s edge), one blank line (two hard returns) below the primary title (the subject title of that piece of correspondence). The list itself is not in a bold typeface. An upper-case alphabetical character is used as an identifier (A, B, C and so on) for each reference, and begins on the left-hand margin followed by a full stop. Details of the reference begin after the alphabetical character on a tab point 10 mm from the margin. Each reference in the list starts on a new line and is single-spaced. A full stop is not used at the end of each reference, for example:

---

16 Five clear lines precede the signature block to allow for the signature.

17 Wherever possible, copies of multi-page minutes and letters should be printed or copied on both sides of the page to conserve paper; equal margins for the text enable each page to be printed back-to-back.

18 Justified setting, as exampled in this manual, occurs when the line of text is flush left and flush right with the margins or to the indent of paragraphs, such as is the case with dot-point paragraphs.
References:
A. RAAF COL WAZ ADMIN 190/96 of 090201Z SEP 96
B. HQTC 115/1/Air pt 3 (24) of 08 Sep 96

and so on, for remaining references.

1.35 In all cases, the title, any identifying reference, and the date of issue are included as reference information; the originating authority is identified when necessary. Only references that directly relate to the subject matter should be listed, items not referred to within the text are not needed. So that the reasons for using the reference are fully understood, writers must include a short explanatory sentence detailing the subject and context of the reference within the body of the correspondence.

1.36 Items in a reference list should provide publication titles, file references and any other information necessary for accurate identification. When telephone calls are part of the list, the names of the parties should be included, with the initiator's name first. Writers should also note that, when citing the date in a reference, 'dated' is not used; the accepted term is 'of', as illustrated in the following example of typical reference listings.

References:
A. RAAF COL WAZ ADMIN 191/96 of 090204Z SEP 96
B. HQTC 115/1/Air pt 3 (24) of 08 Sep 96
C. Telecon SQNLDR Green/WGCDR Chipp of 01 Oct 96
D. Email CPL Smythe/SGT Gunning of 1036 h, 02 Oct 96
E. ADFP 102—Defence Writing Standards

1.37 When quoting references within the text of a minute, writers may use the terms 'reference A,' 'reference B' and so on, or the abbreviated forms 'ref A,' 'ref B' and so on (only in internal Defence correspondence), but they must use them consistently within a given document.

1.38 References to enclosed documents. Documents created separately from, but enclosed with, correspondence are always identified as enclosures. When more than one document is mentioned, but not enclosed, such references are identified in a reference list following the title of the piece of correspondence and before the text.

ADDRESS BLOCKS

1.39 All Defence correspondence nominates the intended recipient(s) and their location(s). Complete and accurate addressing prevents mail from being delivered to the incorrect address and ensures prompt delivery. Specific rules apply to the structure and requirements of an address block when it is addressed to recipients outside the Defence Organisation. These rules are different from those applying to correspondence addressed to recipients within Defence. These rules are explained in subsequent chapters.

Horizontal spacing

1.40 For all forms of correspondence the address block commences on the margin, which is located 25 mm from the paper's edge. Supplementary information that describes the recipient's location or provides additional detail then follows on from that information and is presented in a form that complements the demands of internal and external delivery processes.

Addressing letters

1.41 Originators are to use special forms of address that may include postnominals in letters to the Governor-General, members of Parliament, the clergy, the judiciary and members of the armed Services. Honours and awards, when used, follow the family name and precede other abbreviations for Service or regiment.

1.42 When sending formal correspondence to officers of the armed Services, the originator is to indicate in the address the rank, given names or initials, family name, and any postnominals of the recipients. Rank titles that consist of two words, for example, Vice Admiral, are expressed without a hyphen. Those consisting of three words—for example, Air Vice-Marshall—are hyphenated.
1.43 **Postnominals.** Postnominals or educational qualifications are not used in the address or signature block of correspondence that is intended primarily for distribution within the Defence Organisation, for example, a minute, facsimile or message. However, at the discretion of the signatory, postnominals may be appropriate when sending correspondence to peers and colleagues outside the Defence Organisation, such as in a demi-official letter. They are particularly useful on those occasions when the writer’s postnominal(s) or educational qualification(s) would give authority to the correspondence. In such instances the postnominals may appear in the signature block of external correspondence.

1.44 **Rank.** Shortened forms of rank may be used in conjunction with the names of people when Defence documents are intended primarily for internal circulation. However, when ranks are given in formal letters to addressees outside Defence or in demi-official letters, they are not abbreviated and should be expressed in full; for example, LCDR is spelt out as Lieutenant Commander.

1.45 **Initials.** Full stops are used between initials in the address and signature blocks of correspondence, provided they are followed by a space before the family name, for example:

CMDR T.L. SMITH  CPL Mary J.M. Nagy  Ms B. WILLIAMS  Group Captain J.W.C. Baker

This applies equally to hyphenated forenames:

G.—C. MENOTTI (Gian-Carlo Menotti)

1.46 **Addressing correspondence to chaplains.** Army and Air Force chaplains wear military shoulder rank; Navy chaplains do not. Correspondence to chaplains is addressed in the following way:

a. **Navy:** Principal Chaplain (abbreviated as DGCHAP–N (position) or PCHA (rank))

b. **Army:** Principal Chaplain (abbreviated as PRINCHAP)

The worn rank of the chaplain may be added in parentheses, for example:

Principal Chaplain (Brigadier), or PRINCHAP (BRIG) and Chaplain (Major) or CHAP (MAJ)

c. **Air Force:** Principal Air Chaplain (abbreviated as PAC)

(1) **Principal Air Chaplains.** A chaplain who holds an appointment of PAC (a chaplain belonging to either Division 4 or Division 5) shall be deemed to hold, and therefore to wear for the purposes of precedence, a rank that corresponds with the rank of Air Commodore. Such a chaplain is to have their relative rank indicated in the written form as follows:

Chaplain (Air Commodore) R.H. Boerth, AM

PAC—AFHQ

(2) **Other chaplains.** The relative rank of chaplains, other than Principal Air Chaplains, is to be indicated by including the appropriate relative rank in parentheses, for example:

Chaplain (Squadron Leader) B.A. Smythe.

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19 A full stop between initials is not needed in a listing (such as in DRB 6). However, when full stops are used between initials in a signature block and the like, spaces are not inserted between initials.

20 See subsequent chapters for the method used to express names in address and signature blocks.

21 Note that an en rule is the appropriate dash to use when a hyphen is required between characters appearing in upper case.

22 Although Navy chaplains carry no military rank, within the officer community they are aligned to the rank of Commander for the purposes of protocol.
1.47 **Retired officers.** Respective Service Chiefs may approve officers of the Australian Defence Force to be placed on the Retired List of the respective Service, when the latter cease to have any further obligation to serve in the Permanent or Reserve forces. Placement of an officer on the Retired List confers approval to use retired rank as a title. When a former officer is then referred to by military title, the abbreviation (Retd) follows that officer’s family name and decorations, for example:

Brigadier A.H. Hodges, AO (Retd)

### TITLES

1.48 Titles provide the reader with a preview of the subject matter of a piece of correspondence. However, while useful in internal documents, titles are not always necessary or desirable in a letter. Two cases in point are letters that are very brief or those that offer congratulation or condolence.

1.49 In the text of Defence correspondence three levels of title can be used: primary, group and paragraph. A section title, although available for publications, is not used in correspondence as minutes, letters, administrative and operational documents usually deal with a single subject or related subjects. In correspondence primary and group titles are aligned with the left-hand margin; the alignment of paragraph titles depends on the level of the paragraph.

1.50 Writers should avoid lengthy titles. Where a title extends over two or more lines, the lines are single-spaced. A clear line (usually achieved in word-processing with two hard returns) is left between a title and any following matter, with the exception of paragraph titles, which are treated as though they are part of the text.

1.51 **Primary title.** The function of the primary title is to provide a concise description of the subject of the correspondence; all information in the document falls within the scope of the primary title. Primary titles are expressed entirely in upper-case letters in a bold typeface in the same font and size as the text.23

1.52 **Group title.** This type of title is optional. It is used to introduce a number of paragraphs on a related subject and therefore controls all paragraphs that follow until the next group title appears. The group title is located on a separate line, positioned at the left-hand margin and printed in a bold typeface in the same font and size as the text. Apart from the first letter of the first word, the title is given initial capitals only for proper nouns and adjectives that are derived from proper nouns, and is neither numbered nor followed by a full stop. The title **Numbered paragraphs** following the next section title is an example.

1.53 **Paragraph title.** The content of individual paragraphs may be signalled by paragraph titles that control their own paragraphs and any subsidiary levels of paragraph that follow. Writers should note that the use of a title for one paragraph does not necessitate the use of titles for all paragraphs. However, as with this and the preceding paragraph, paragraphs without titles are deemed to be part of the text continuing under the title announced in the primary, group or paragraph title.

1.54 A paragraph title is contained within the paragraph and, apart from an initial capital for the first letter, words in the title are given initial capitals only for proper nouns or adjectives that are derived from proper nouns. Paragraph titles are printed in a bold typeface, in the same font and size as the text. The paragraph title always finishes with a full stop. The text then commences one space after the full stop that completes the paragraph title. The title of this paragraph is an example.

1.55 The paragraph should not begin with the same words as those in the paragraph title because the title forms part of the contextual meaning of the paragraph.

1.56 **List title.** Such titles precede lists of information, for example, addressees, references and enclosures.24 A list title is expressed in bold typeface and consists of an initial capital for the first word and is followed by a colon. The list itself is **not** in bold typeface; there is no clear blank line between the title and the list.

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23 Writers should note that italics are not to be used in primary titles or when any title or word appears in all upper-case letters.

24 When used to indicate a group of addressees on a separate sheet, **Distribution** is not a list title but a group title. It is therefore the same level of title as **See distribution** (example is in part 2, chapter 2, annex C).
1.57 **Titles within tables.** When titles are required to clarify tabular material or other forms of data that may be displayed in columns, left- and right-hand justification may provide an unbalanced appearance and confuse the reader. Writers should ensure that both the position and the form of setting used in titles for tables enhance clarity. For example, if the table is centred, the title may also be centred; and when a title appears, it is to be in a bold typeface.

**PARAGRAPHS**

1.58 Three types of paragraphs are used in Defence correspondence: numbered, unnumbered and dot-point.

**Numbered paragraphs**

1.59 The use of paragraph identifiers\(^{25}\) such as numbers or characters allows users to separate specific issues within a piece of correspondence. It is also an efficient means of identifying issues for discussion or in subsequent correspondence.

1.60 For the sake of clarity, writers should use no more than three levels of numbered paragraphs in correspondence, for example:

1. **First-level paragraph.** The identifying number, followed by a full stop, begins on the left-hand margin (25 mm from the paper’s edge). The first letter of text then commences on a tab point 10 mm from the margin. The second and subsequent lines of text start at the margin.

   a. **Second-level paragraph.** The identifying lower-case letter (a, b, c and so on), followed by a full stop, is indented 10 mm from the margin. The first letter of text then commences on a tab indent 20 mm from the margin; the second and subsequent lines do not wrap back under the identifying letter.

      (1) **Third-level paragraph.** The identifying number, in parentheses, is indented 20 mm from the margin. The first letter of text then commences on a tab indent 30 mm from the margin; the second and subsequent lines do not wrap back under the identifying number.

**Unnumbered paragraphs**

1.61 For the sake of clarity, writers should use no more than three levels of unnumbered paragraphs in correspondence. The following is an example of unnumbered paragraphs:

   In a first-level unnumbered paragraph the text is set on the margin (25 mm from the paper’s edge).

   In a second-level unnumbered paragraph the distance between margin and text is 10 mm.

   In a third-level unnumbered paragraph the distance between margin and text is 20 mm.

1.62 Different levels of paragraph may not always be appropriate. For example, only the first level is used in most correspondence to the public. Condolence letters are a further example of when paragraph numbering or the inclusion of different levels of paragraphing may imply an unsympathetic or impersonal tone, which would not be appropriate in the circumstances.\(^{26}\) Similar, very short letters (for example, congratulatory letters requiring no further action or discussion) should be formatted without paragraph numbers. Demi-official letters should not have numbered paragraphs.

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\(^{25}\) The exceptions are a single-paragraph minute or letter where numbering is not required, some personalised forms of letters to the public, and demi-official letters. See paragraph 1.62 in this chapter.

\(^{26}\) For the same reason, a letter of condolence requires a handwritten salutation and complimentary close.
Dot-point paragraphs

1.63 The dot-point (or bulleted) format can be used as a method of providing a list of items. Depending on the hierarchy of the dot points, each item in the list is preceded by a bullet (•), an en rule (–) or an asterisk (*) as follows:

- For reasons of clarity, the text does not wrap underneath the bullet, which is set at the margin. The distance between the margin and the text is 10 mm.
- For reasons of clarity, the text does not wrap underneath the en rule. The distance between the margin and the en rule is 10 mm; the distance between the margin and the text is 20 mm.
- For reasons of clarity, the text does not wrap underneath the asterisk. The distance between the margin and the asterisk is 20 mm; the distance between the margin and the text is 30 mm.

1.64 When used to provide a list of items, the dot-point format can supplement numbered or unnumbered paragraphs. Text in the bulleted form is presented in a similar way to a second level paragraph—it does not wrap underneath the bullet and commences with, and following a first level paragraph, whether numbered or unnumbered. For example:

1. First-level paragraph. The identifying number, followed by a full stop, begins on the left-hand margin (25 mm from the paper’s edge). The first letter of text then commences on a tab point 10 mm from the margin. The second and subsequent lines of text start at the margin.

- For reasons of clarity, the text does not wrap underneath the bullet, which is set at the margin. The distance between the margin and the text is 10 mm.

1.65 Need for care. While the dot-point paragraph may be suitable for briefs and material which is not being circulated for comment, it is entirely unsuitable when detailed responses are being sought to the contents of the document. It is cumbersome and time wasting to have to write, for example, ‘I refer to the seventh dot-point on the third page’ or ‘I refer to the third asterisk under the seventh dot-point in paragraph 12 ...’ when, had the document been prepared differently in the first place, it would only be necessary to write, for example, ‘in paragraph 12g(3) ...’.

1.66 Punctuation in dot-point paragraphs. When each element is a sentence, it starts with an initial capital and is punctuated, ending with a full stop. However, when the items listed do not consist of sentences or punctuation, an initial capital is not required and there is no full stop.

SIGNATURE BLOCK

1.67 Defence correspondence is always authorised by the use of a signature; the signatory accepts responsibility for the contents and for any handling instructions. The signature block contains details of the signatory. When a person is authorised to sign for another, the details given below the signature remain those of the person responsible for the content and on whose behalf the document is signed (the person signing should write ‘for’, all in lower-case, in the margin before the signature block).

1.68 The signature always appears above the signature block, between the last line of text (or the complimentary close of a letter) and the signature block. If the signature block falls on a second or subsequent page, it must be accompanied by at least two lines of text.

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27 When quoting parts of a document, the punctuation used in the design of a sub-element is not included, hence paragraph 12g(1) rather than 12.g.(1).

28 The signature block consists of the rank (if applicable), the name (either in full or in the form of initial(s) and family name) and, on a separate line, the appointment or office of the signatory. On the use of postnominals, see paragraph 1.43 in this chapter.
Information accompanying the signature block

1.69 **Sender's contact details.** It greatly assists the recipient to prepare a reply if the sender includes contact details after a clear line left following the signature block. The information comprises the room number, or location; the telephone number; facsimile information; email or supplementary contact address information.

1.70 **Dates.** Correspondence must inform the reader of the day it was signed. The month and year are expressed below the signature block with one clear line between the date block and any preceding information.**29** For external Defence documents or demi-official letters, the long form of date is used, whereas for internal Defence documents such as minutes, the abbreviated form of date is used.

1.71 **Handwritten day of month.** Some authorities prefer, as an option, to handwrite the day of the month when signing a document. The month and year will be printed with the text; the format is for the drafter to leave a space of 10 mm between the margin and the month for the handwriting, for example:

```
margin | 3 February 1997 margin | 08 Jun 98
```

**SUPPLEMENTARY DOCUMENTS**

1.72 **Annexes, appendixes and enclosures** are the titles of supplementary documents in Defence correspondence.**30** Supplementary documents are used to provide additional detail or to amplify information, which, if contained in the parent document, would interrupt the flow of the document, or make it unnecessarily long.

1.73 A primary title is used to indicate the subject matter of the annex or appendix. When an annex or appendix is prepared in conjunction with its parent document, the title is aligned with the left-hand margin. If the annex or appendix is an extract from another document, the original title format (even if centred) can be retained. Enclosures always retain the original title format.

**Annexes**

1.74 Where the context of a supporting document (containing specifically selected or created information) becomes apparent only when the information is read in conjunction with its parent document, the supporting document is termed an annex. For example, a full listing of positions against salary increments may be relegated to an annex; the parent document may then draw attention to any portion of that information. Similarly, while a very short table could be included in the text of a parent document, it is advisable to place longer tables in an annex.

1.75 **Order of listing.** All annexes must be referred to within the text of their parent document. Each annex is to be listed in the alphabetical order of its first appearance in the text, for example, annex A must be introduced as a reference before annex B. Where redrafting of text has necessitated the creation of another annex to amplify the content, the writer must ensure that later annexes are reordered to prevent any being out of sequence.

**Appendixes**

1.76 An appendix is to an annex what an annex is to its parent document. The list of appendixes is numbered sequentially and given at the end of the annex text. Appendixes must be introduced in order within the annex text, for example, appendix 2 must be introduced after appendix 1 and before appendix 3.

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29 Excepting email, facsimiles and electronic messages which are automatically dated.

30 Supplementary documents may consist of a large range of material, including translations, maps, annotated diagrams, amendments to previous documents, lists and tables.

31 The word ‘attachment’ should not be used as a substitute for ‘annex’, ‘appendix’ or ‘note’.
Enclosures

1.77 Where a supplementary document is complete in itself and does not need the parent document to establish its context, the supporting document is termed an enclosure. For example, when enclosed with a covering letter, an annual report—a document complete in itself, but perhaps having its own supplementary documents—would fall clearly into this category.

1.78 Numbering. For identification purposes, enclosures are numbered in the enclosure list (listed serially by an arabic numeral) in the order that they are introduced in the text of the main document. This list follows the signature block and date in the main document (whether the enclosure list is included in a piece of correspondence or in an administrative or operational document). Even a single enclosure in the list is numbered.

Listing supplementary documents

1.79 A list is used even when there is a single supplementary document. When listing supplementary documents, the title Annex, Appendix or Enclosure followed by a colon appears in a bold typeface and is presented thus:

a. for an annex:

Annex:
A. Example of the format used for a Minister’s brief

b. for an appendix:

Appendix:
I. Gross domestic product for Thailand 1990–97

c. for an enclosure:

Enclosure:
I. Policy on correspondence

Punctuation marks (full stops) are not used at the end of an annex, appendix or enclosure title, unless the title of the supplementary document ends in a question mark or an exclamation mark.

1.80 Identification block. The first page of a supplementary document is identified by a block in the top right-hand corner above the subject heading. The block is right-justified, and contains the supplementary document identifier, with the alphanumeric identifier of the correspondence and its date (the date being the same as that in the parent document) on subsequent lines, all in bold upper-case typeface. An identification block is not necessary if there is only one enclosure or if an identification block defaces an enclosure, as is the case for a cheque, form, photograph or map.

---


33 If using equipment which cannot right-justify, the text may be left-justified within the block.
1.81 Examples of identification blocks are:

```
ANNEX A TO
DITC 2148/1/EQUIP PT 5
(21)28 JUL 97
```

or

```
ENCLOSURE 1 TO
ADFWC 234/96
18 AUG 96
```

1.82 **Titles in the list of supplementary documents.** This information is presented using exactly the same words that appear in the titles of the supplementary documents, although the design of the titles can differ when presented in the list. For example, in the case of an enclosure, if the title appears in bold upper case in the original, it is presented without bolding in the list and, apart from the first letter of the first word in the title, initial capitals are used only for proper nouns and adjectives that are derived from proper nouns.

Conventions applying to supplementary documents

1.83 **Textual reference to material located in supplementary documents.** The following example provides guidance on how to make such references:

The list of participants is in (not ‘at’) annex A.

Details reporting superannuation payments are in (not ‘at’) enclosure 1.

1.84 Alternatively, where a single document is enclosed, it may be referred to as such, for example:

The form titled *Leave application* is enclosed.

1.85 **Translations.** Wherever possible, an English version of any document written in a foreign language should accompany the foreign-language document. The translation should be treated as an enclosure; the foreign-language document is then presented as an annex to the enclosure.
CHAPTER 2

INTERNAL CORRESPONDENCE

2.1 The main forms of Defence internal correspondence are minutes, facsimiles and electronic mail (email).

MINUTES

2.2 Minutes, are used for correspondence within and between all parts of the Defence Organisation. Whether communicating within the writer’s own section, or with another directorate, regional centre, unit, base, command or Program, the minute format is acceptable. A minute should be brief, confined to a single subject and written in clear, concise language that is consistent with its purpose.

2.3 Minutes are prepared using either the standard official Defence design or a stationery design that is appropriate to the writer’s Program and organisation. The text in a minute is usually printed in the 12-point Times New Roman typeface.

2.4 Abbreviations. The abbreviated form of rank and appointment is used in minutes. Dates in minutes are also expressed in abbreviated form.

CONSTRUCTING A MINUTE

2.5 A minute contains segments of information usually in the following order:
   a. security classification or privacy marking, if needed (at the head and tail of each page);
   b. file and organisational reference (the latter is optional);
   c. address block;
   d. title;
   e. reference list (if required);
   f. text with numbered paragraphs;
   g. signature block;
   h. information accompanying the signature block (at least the sender’s location, telephone and date of signing); and
   i. list of supplementary documents (if required).

2.6 Detailed information about each of the segments used in minutes, and examples of minutes illustrating layout and typical variations in construction when those rules are applied, are to be found in subsequent paragraphs.

STATIONERY

2.7 Designs for minute letterheads. The official Department of Defence minute letterhead design may be used by all Defence elements (both civilian and military) when correspondence is prepared for circulation within the Defence Organisation.
2.8 Alignment. The design commences at the head of the page and each line of textual information in the letterhead is centred between the left- and right-hand margins, for example:

DEPARTMENT OF DEFENCE

MINUTE

2.9 Fonts used in the official minute letterhead. The first line of type ‘DEPARTMENT OF DEFENCE’ is in bold upper case 10-point Times New Roman typeface. The second line of type ‘MINUTE’ is in bold upper case 18-point Times New Roman typeface.

2.10 Electronic letterhead designs. Each Defence Program is responsible for financing its preprinted stationery. Electronically generated minute paper is a cheaper alternative to preprinted stationery. Non-graphic minute designs, comprising ‘DEPARTMENT OF DEFENCE’ on the first line and ‘MINUTE’ on the line below are recommended when the letterhead stationery is generated electronically. This is because a non-graphic design takes up significantly less storage space within computer systems.

2.11 However, when an approved Commonwealth Arms, emblem or crest is provided in the form of a ‘linked’ graphic (as in the Defence Publishing Service (DPS) Document Generator (DocGen) process) it also takes up very little space in a computer system. Under those circumstances and when authorised by the Program, either the Commonwealth Arms, the Joint-Service Emblem, a single-Service crest, insignia or logo may appear in the top left-hand corner of a Program’s minute. That is, provided the graphic element does not extend below the 25 mm allowed for the minute letterhead design and does not interfere with the lines of text within the letterhead.

2.12 Modifying information in the letterhead. When a Program’s name is included in the minute letterhead design, it appears on the next line below the title ‘DEPARTMENT OF DEFENCE’; alternatively, when an element of a Program is also to be included, the Program’s title replaces that of the ‘DEPARTMENT OF DEFENCE’. The title of the Program element then appears on the next line, but above the title ‘MINUTE’, for example:

ROYAL AUSTRALIAN NAVY
Directorate of Marine Engineering

MINUTE

2.13 The same font sizes used in the ‘official’ design also apply to modified designs, namely:

a. when the Program name or the element name of a Program appears on the next line to the ‘DEPARTMENT OF DEFENCE’, the 10-point Times New Roman typeface is used; and

b. when the Program name replaces the ‘DEPARTMENT OF DEFENCE’ line, the bold upper case 10-point Times New Roman typeface is used.

2.14 ‘Document Generator’ versions. The foregoing design options—the inclusion of Program names, addresses and graphics (comprising either the Commonwealth Arms, the Joint-Service Emblem, a single-Service crest, unit insignia or logo)—may be designated by the user to be the default setting when creating electronically generated correspondence using the DPS DocGen.

2.15 Examples of minute stationery. Designs suitable for both preprinted and electronically generated minute stationery incorporating the outlined design options are illustrated in annex A.

ADDRESS BLOCK

2.16 All Defence minutes should carry an address block that nominates the appointment (preferably abbreviated) of the intended recipient(s) and their location(s). Complete and accurate addressing prevents mail being delivered to the incorrect address and ensures prompt delivery.

1 See part 1, chapter 1, paragraph 1.79.
2.17 **Location addresses.** An addressee’s exact location in Defence buildings is necessary for the easy delivery of mail. When addressing a minute, the location identifier is indented 40 mm from the margin (65 mm from the paper’s edge) and placed in parentheses, unbolded, to the right of the addressee’s appointment, for example:

![Indented location identifier]

- **DMAIL**\(^2\) (G–B–42)
- **XO** (304 ABW)

2.18 In locations such as bases or units, the addressee’s location identifier may be excluded where an appointment is sufficient for the correspondence to be accurately delivered. Annex B provides an example of a minute intended for delivery to a local addressee. For multiple addressees, the inclusion of location identifiers or otherwise will again depend on the area being serviced:

- **XO** (ESF)\(^3\)
- **XO** (ESF SUWIL)
- **SADMINO** (RAAF SUCAN)

**Horizontal spacing—personalised addressing**

2.19 As outlined in paragraph 2.18 above, addressee information commences on the margin located 25 mm from the paper’s edge. Supplementary information that describes the recipient’s location or provides ‘through’ or ‘attention’ addressee details continues on the same line commencing at a tab point 40 mm from the margin (65 mm from the paper’s edge). However, where an appointment or initials and family name cause supplementary (location or addressee) information to move beyond the 40 mm tab, it should appear at the nearest clear indent using 10 mm increments (for example, 50 mm, 60 mm and so on), for example:

![Personalised address block]

- **Computer System Manager** (Attention: MRS T. HOLLINGS) (A–7–26)
- **DMAIL** (Attention: CAPT J.A. SMITH) (G–B–42)

Note that in each instance the address is at the nearest clear 10 mm indent following the name.

2.20 **Personalising the address block.** When the addressee’s given name is to be included in the address block, it follows in parentheses the abbreviated appointment. Initial capitalisation and lower case is used for both the given and family names, for example:

- **ASDIP** (Attention: Bronwyn Brown)

Where there are no accepted abbreviations for the appointment of the addressee\(^4\), these may be expressed as, for example:

- **Chair, Interview Committee** (Attention: CMDR B.H. BROWN)

2.21 **Punctuation.** Full stops\(^5\) are used between initials in names in both the address and signature blocks of correspondence, provided they are followed by a space before the family name, for example:

- **CMDR J.L. SMITH**
- **CPL MARY J.M. NAGY**
- **Ms B. WILLS**
- **GPCAPT J.W.C. BAKER**

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2. The abbreviated form of the recipient’s appointment, rather than their name, is preferred for all internal documents.

3. In this example, Executive Services Flight (ESF) is used as the minute is circulated within the same base. The general rule is to ensure that there is sufficient information to allow delivery.

4. See part 2, chapter 1, paragraph 1.46 for information on addressing chaplains.

5. A full stop between initials is not needed in a listing (such as in DRB 6). However, when full stops are used between initials in a signature block and the like, spaces are not inserted between initials.
2.22 **Multiple addressing.** When more than one appointment is to receive a copy of the document, addressees are listed in the following order:

Executive:
- The Secretary
- Chief of the Defence Force (CDF)
- Ministerial and Parliamentary Liaison Services (DMPLS)

Programs:
- Australian Defence Headquarters
- Intelligence
- Navy Headquarters
- Army Headquarters
- Air Force Headquarters
- Support Command Australia
- Joint Education and Training
- Defence Personnel Executive
- Acquisition
- Science and Technology
- Defence Corporate Support
- Corporate Information
- Finance and Inspector-General
- Defence Estate

2.23 To subdivide Program listings further, components, headquarters and units are ordered as follows:

a. seniority of appointment or headquarters;
b. numbered units preceding titled units; and
c. numerical, then alphabetical sequence.

2.24 When the seniority of appointment is not known, an alphabetical sequence will suffice.

2.25 **Addressing an envelope for local mail.** Within Defence the address block on an envelope (including a handwritten use-again envelope) may be presented using the minute or personalised format, or a two-line format. The two-line format is as follows:

**DMAIL**
G–B–42

2.26 **Addressing an envelope for non-local delivery.** The address block for an envelope sent between Defence locations and through Australia Post is written out in full and includes all the mailing information required by a letter, for example:

**Flight Lieutenant I. Buildit**
304 Facilities Services Flight
RAAF EDINBURGH SA 5111

**Categories of addressee**

2.27 Addressees within minutes fall into four categories: ‘action’, ‘attention’, ‘through’ and ‘for information’. Only action addressees are presented in a bold typeface; the other addressees are presented in the same typeface as the text. Where the list of addressees is extensive, a distribution list is used.7

2.28 **‘Action’ addressees.** These are the appointments of recipients who are required to initiate some type of action as a result of receiving the correspondence. There can be single or multiple action addressees. A list title does not precede the list. ‘Action’ addressees are listed in single spacing, in a bold typeface, commencing at least one clear line below the file (or organisation) reference number(s). If the appointment of an action addressee is not known, their name may be used as a last resort.

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6 See part 2, chapter 3, paragraphs 3.16 – 3.32.
7 See paragraph 2.38 in this chapter.
2.29 ‘Attention’ addressees. These are not strictly separate addressees (the action officer still remains responsible for actioning the content of that piece of correspondence). The ‘attention’ process is used to access an individual, either the action officer by name or their appointment, in the office of an ‘action’ addressee who is responsible for matters falling within the purview of the subject of the minute. The ‘attention’ addressee may, for example, be the direct contact charged with initiating regular administrative action within the office, or for gathering facts to be used in the preparation of a brief or review.8

2.30 To conserve space and to simplify the listing where a minute is to be directed to the ‘attention’ of an individual or an appointment within the office of the ‘action addressee’, the intended recipient can be presented on the same line in the address block, but not in a bold typeface. For example:

DMAIL
HQ 2 Div

(Attention: CLK 1) (G–B–42)
(Attention: SO2 ADMIN PLANS)

2.31 ‘Through’ addressees. When a minute covers a subject which another element of the organisation has a responsibility for or interest in, it should be passed through that area for comment, concurrence, or merely for noting (by initialing) that it has been seen on its way to the ultimate addressee. A ‘through’ addressee may send the minute back to the originator with comment or may add comment for the benefit of the ultimate addressee.

2.32 The same method can also be used where an action officer has both an ‘attention’ addressee and a ‘through’ addressee. The ‘attention’ addressee is listed on the same line as the ‘action’ addressee, the ‘through’ addressee on the following line, for example:

DMAIL
(Attention: CAPT J.A. SMITH) (G–B–42)
(Through: MAJ D.A.N. GER) (G–B–17)

2.33 Where there is only one ‘attention’ or ‘through’ addressee, the address and location are listed on one line, for example:

DMAIL
(Through: MAJ D.A.N. GER) (G–B–17)

2.34 When sending a ‘through’ minute within a division or its equivalent, the originator should give careful thought to the order of the list so as to achieve maximum benefit in the circulation of the minute. When a ‘through’ minute is to travel via addressees in various Programs, the originator should arrange the list in hierarchical Program order.9 The ‘through’ addressee is responsible for forwarding the minute after concurrence or otherwise.

2.35 The following, supplied by the Australian Defence Force Academy, is an example of a complex ‘through’ address block in an environment where the addressee’s locations are not required:

COMDT
DCOMDT
CO MCW

(Through: SO COORD)
(Through: OC D Sqn)
(Through: ADJT)

ODT Smith

The order of ‘through’ addressees is top down. In this example, OC D Sqn would strike through the appointment name, initial next to it and make comment, if desired, before forwarding the minute to the Adjutant. The Adjutant, similarly, would initial the appointment name, also make comment if required, and forward the minute on to the CO MCW.

2.36 ‘For information’ addressees. At times, parties other than the action addressee need to be informed of the content of the correspondence. Their appointments and locations are listed in single spacing under the list title ‘For information’ in bold typeface followed by a colon, positioned on the left-hand margin one clear blank line (two hard returns) below the ‘action’ or any ‘through’ addressees:

OC
(Admin Coy)

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8 As a military abbreviation outlined in ADFP 103—Abbreviations and Military Symbols, the word ‘Attention’ may be abbreviated in minutes to ‘Attn’.

9 The appropriate order is described in the section on multiple addressing commencing in paragraph 2.22 in this chapter.
2.37 As outlined in earlier paragraphs, if ‘through’ and ‘attention’ addressees are included in a ‘for information’ list, they can be presented on the same line as each relevant ‘for information’ addressee, for example:

For information:
ADJT (HQ)
Info Sys Offr (HQ)

2.38 Distribution lists. If the address list is too long to appear at the beginning of the minute, it may be placed either at the end of the main document (immediately before the first page of any supplementary documents) or on a separate page and before any supplementary documents. When a distribution list is used, the address section of the correspondence is replaced by the instruction See distribution, which is presented as a group title and appears in bold typeface. Annex C provides an example of a minute intended for distribution to multiple addressees.

2.39 In the list, names and locations are separated into ‘action’ and ‘information’ groupings, set on the left-hand margin and single-spaced. Columns can be used for a long distribution list. The originator should observe the conventions of multiple addressing when preparing a distribution list:

a. Format. The distribution list is headed by the group title Distribution. The list is single-spaced. The details of each addressee in the list commence on the left-hand margin and follow in turn directly below the previous entry, with the addressee title and the address printed in full or abbreviated.

b. Copy numbering. A distribution list is mandatory when copies of a document are numbered (as in the case of a secure document); each copy is identified as issued to a specific addressee, regardless of the number of addressees, for example:

<table>
<thead>
<tr>
<th>Distribution</th>
<th>Copy no</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTD (NBH–4–02)</td>
<td>1</td>
</tr>
<tr>
<td>ASPP (NCC–B7–10)</td>
<td>2</td>
</tr>
<tr>
<td>For information: DCCI (NCC–C4–02)</td>
<td>3</td>
</tr>
</tbody>
</table>

2.40 Highlighting a recipient in a multiple address list. When distributing correspondence that has multiple addressees, the addressee of a particular copy is indicated by individually underlining or otherwise emphasising the address block (preferably with a colour highlighter).

2.41 Defence correspondence is always authorised by the use of a signature; the signatory accepts responsibility for the contents and for any handling instructions. The signature block usually contains details of the signatory; however, when a person is authorised to sign for another, the details given below the signature remain those of the person responsible for the content and on whose behalf the document is signed. The person signing should write ‘for’, all in lower-case, in the margin before the signature block.

2.42 In a minute the signature always appears above the signature block, between the last line of text and the signature block. If the signature block falls on a second or subsequent page, it must be accompanied by at least two lines of text.

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Footnote 10: Five clear lines of space are left for the signature.
2.43 The signature block is set at the left-hand margin, is single-spaced, and usually contains the following information:
   a. initials (or given name) and family name (in all upper-case bold typeface);
   b. rank (abbreviated), if applicable, and the letters RAN preceded by a comma after the family name if the signatory is a naval officer; and
   c. appointment (abbreviated).

Where there are no accepted abbreviations for the appointment of the signatory, these may be expressed as, for example:

   **B.H. BROWN**
   Chair, Interview Committee

2.44 **Personalising the signature block.** While as in the above example, the initials and family name in the signature block is usually abbreviated and presented in bold upper case, when the writer’s given name is to be included in the signature block, initial capitalisation and lower case is used for both the given and family names, for example:

   **Bronwyn Brown**
   Assistant Secretary Defence Industry Planning

or

   **Bronwyn Brown**
   ASDIP

**Information accompanying the signature block**

2.45 **Sender’s contact details.** It greatly assists the recipient to prepare a reply if the sender includes contact details following the signature block. The information is listed in a block one clear line below the signature block: the room number, or location, is the first line of information; the telephone number, the second.11 In a minute telephone is always abbreviated to Tel (in the signature block) or tel (when providing a contact number in the text); in the same way facsimile is always abbreviated to Fax or fax. Telephone and facsimile information appears on the same line, email or similar supplementary contact address information is listed on subsequent lines, for example:

   **S.S. SMITH**
   DPPMC
   R1–2–C127
   Tel: (02) 6265 6005; Fax: (02) 6265 6006
   Email: susan.smith@defence.gov.au

2.46 **Dates.** Correspondence must inform the reader of the day it was signed. The date, month and year are expressed below the signature block with one clear line between the date block and any preceding information.12 For minutes the abbreviated form of date is used.

2.47 **Handwritten day of month.** Some authorities prefer, as an option, to handwritten the day of the month when signing a document. The month and year will be printed with the text; the format is for the drafter to leave a space of 10 mm between the margin and the month for the handwriting, for example:

   08 Jun 98

---

11 An abbreviated telephone number is acceptable when addressees are located within the same area or base.

12 Excepting email, facsimiles and electronic messages (such as cables) which are automatically dated.
FACSIMILE MESSAGES

2.48 Facsimile messages are used both for internal and external correspondence. In most instances, the sender will attach a cover sheet\(^{13}\) to the document being transmitted. This should provide the recipient with information about the sender, their organisation and details such as telephone and facsimile numbers and location; it will also include contact details and instructions if necessary. An example of the facsimile message layout available in the DPS DocGen is provided in annex D. Alternatively, Form OC 195—*Facsimile Message Cover* is accessible within the DPS E Forms Electronic Forms System. Similarly to Defence letterhead stationery, specific Program and element titles and the Commonwealth Arms, crests, insignia or logos may be incorporated with electronically generated facsimile layouts, provided they fall within the 25 mm design allowance.

2.49 Facsimile messages are also used to replace notes formally passed between government bodies known as ‘memoranda’. When an official record of a facsimile communication is required, it is registered and filed in the same way as regular correspondence.

ELECTRONIC MAIL

2.50 Users of electronic mail (email) tend to write in a relaxed, conversational style. However, users must maintain clarity of meaning, especially in documents that will be used as a record of events at some time in the future. Email messages that fall into this category are to be given file and reference numbers and stored in the same way as other correspondence.

2.51 The Department of Defence Circular Memorandum No 34/97—*Policy for the use of Electronic Mail in the Defence Organisation* of 23 June 1997 outlines the policy relating to electronic mail. Writers should familiarise themselves with the requirements of that document. The 12-point Arial font is recommended for email messages.

2.52 An example of an email message is provided in annex E.

Annexes:
A. Samples of Defence minute letterheads
B. Defence minute with annex
C. Defence minute with distribution list (multiple addressees) and references
D. Facsimile message cover sheet (Document Generator)
E. Email message

\(^{13}\) When the message being transmitted is very short, it can be printed or handwritten (preferably in black ink) on the cover sheet itself. Alternatively, if the correspondence being transmitted provides all of the information needed to identify the sender and the recipient, there is no need for a cover sheet.
SAMPLES OF DEFENCE MINUTE LETTERHEADS

PREPRINTED INTERNAL LETTERHEAD STATIONERY

DEPARTMENT OF DEFENCE

MINUTE

ELECTRONICALLY GENERATED INTERNAL LETTERHEAD STATIONERY

SUPPORT COMMAND AUSTRALIA
Logistics Operations—Navy

MINUTE

ROYAL AUSTRALIAN NAVY
Submarine Engineering Services

MINUTE

AUSTRALIAN ARMY
Army Headquarters

MINUTE

ROYAL AUSTRALIAN AIR FORCE
Headquarters—Strategic Policy and Planning

MINUTE

DEPARTMENT OF DEFENCE
Corporate Information

MINUTE
REQUEST FOR EQUIPMENT

1. As discussed in telecon PMC OMA/PROPO of 22 Oct 97, I have canvassed the current student body regarding the extra equipment they need for the games room. The list of this equipment is in annex A. I agree that a pool table should be considered, along with the various ‘elements’. However, the suggestion by two students for a heated spa is not within budget.

2. Should you agree to this list, I request that the items be included on the next AGM’s agenda for approval.

3. If you have any inquiries, please contact me on the number below.

M.Y. INPUT
FLTLT PROPO OMA
Tel: 61024
27 Oct 97

Annex:
A. Equipment requested for games room

Notes
1. File references (see part 2, chapter 1, paragraph 1.29).
2. Action addressee—bold upper case typeface (see part 2, chapter 2, paragraph 2.28).
3. Addressee’s location—not bold, 40 mm from margin (65 mm from the paper’s edge).
4. Title—bold, upper case, left-aligned (see part 2, chapter 1, paragraph 1.51).
5. Formatting for paragraph levels (see part 2, chapter 1, paragraph 1.58).
6. Name of signatory—bold, upper case (see part 2, chapter 2, paragraph 2.43a).
7. Rank may be abbreviated in all internal correspondence (see part 2, chapter 2, paragraph 2.43b).
8. Appointment may be abbreviated in all internal correspondence (see part 2, chapter 2, paragraph 2.43c).
9. Telephone extension is acceptable when addressees are local.
10. 10 mm is allowed for a handwritten day of the month (see part 2, chapter 2, paragraph 2.47).
11. Annex list (see part 2, chapter 1, paragraph 1.74).
### EQUIPMENT REQUESTED FOR GAMES ROOM

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>pool table</td>
<td>1</td>
</tr>
<tr>
<td>pool balls</td>
<td>1 set</td>
</tr>
<tr>
<td>Kelly pool balls</td>
<td>1 set</td>
</tr>
<tr>
<td>pool cue rack (wall)</td>
<td>1</td>
</tr>
<tr>
<td>pool cue</td>
<td>4</td>
</tr>
<tr>
<td>pool table spider</td>
<td>1</td>
</tr>
<tr>
<td>long pool cue for spider</td>
<td>1</td>
</tr>
<tr>
<td>pool rules</td>
<td>1</td>
</tr>
<tr>
<td>dart board</td>
<td>1</td>
</tr>
<tr>
<td>darts with spare flights</td>
<td>4 sets</td>
</tr>
<tr>
<td>table tennis bats</td>
<td>2</td>
</tr>
<tr>
<td>table tennis balls</td>
<td>5</td>
</tr>
</tbody>
</table>

---

**Notes (contd)**

12. Identification block for an annex *(see part 2, chapter 1, paragraph 1.81).*

13. Title—bold, upper case, left-aligned *(see part 2, chapter 1, paragraph 1.49).*

14. Simple unspaced list *(see part 1, chapter 4, paragraph 4.43).*
MINUTE

COMPETENCY-BASED TRAINING AND ASSESSMENT—INFORMATION SESSION

References:
A. DCM 69/96—Introduction of Competency-based Training and Assessment Standards for the Australian Public Service
B. DC–B—Training Products and Services Guide, Jan 97
1. Information sessions on competency-based training and assessment (CBTA) will be held for all DC–B staff in the Amenities Room, Building A, at the following times:
   a. 20 Feb 97, 1400–1600 h; and
   b. 20 Mar 97, 1400–1600 h.
2. The aim is to acquaint staff with the nature of CBTA and demonstrate how it can be used as part of the personal development process.
3. The department’s policy on CBTA is in reference A. Training opportunities for DC–B staff are in reference B. Staff are to acquaint themselves with these documents before attending.
4. Addressees are to confirm preferred time and numbers for attendance on the enclosed nomination form by COB 16 Feb 97. Extra sessions will be arranged if required.
5. Further information can be obtained from the Senior Training Officer, Judith Tomlinson, on ext 33555.

R. J. Hambleton
LTCOL
DETD
A1 2nd Floor
Victoria Barracks, BRISBANE QLD 4003
Tel: (07) 3233 4001
04 Feb 97

Notes
1. File reference (see part 2, chapter 1, paragraph 1.29) and organisational reference (see part 2, chapter 1, paragraph 1.31).
2. Use a distribution list for multiple addressing (see part 2, chapter 2, paragraph 2.38).
3. Title—bold, upper case, left-aligned (see part 2, chapter 1, paragraph 1.51).
4. References (see part 2, chapter 1, paragraph 1.34).
5. Formatting for numbered paragraph levels (see part 2, chapter 1, paragraph 1.58).
6. References in text (see part 2, chapter 1, paragraph 1.37).
7. Contact information in final paragraph, may differ from that placed in the signature block.
8. Name of signatory—bold, upper case (see part 2, chapter 2, paragraph 2.43a).
9. Rank and appointment may be abbreviated in all internal correspondence (see part 2, chapter 2, paragraph 2.43b, c).
10. Enclosure list (see part 2, chapter 1, paragraph 1.77).
11. Distribution information (see part 2, chapter 2, paragraph 2.39a).
12. The minute must go through this appointment before being forwarded to any of the action addressees.
13. Identification block for an enclosure (see part 2, chapter 1, paragraph 1.81).
To: Lorraine Buchanan  
DPUBS  
K–G–03  
Fax: (02) 6265 6725

From: SGT J. Timms  
PA to HSC  
M–B–200  
Fax: (02) 6265 5666

Subject: DEVELOPMENT OF ADFP 715—OPERATIONAL FIRST AID HANDBOOK  
Reference: HSC97–18642  
Date: 1 July 1997  
Pages (Including cover): 2

This fax remains the property of the Department of Defence. If sent incorrectly, please notify SGT J. Timms on (02) 6265 5555.

Instructions or comments:

Lorraine

Draft letter returned with minor amendments. Thanks.

John
RAAFCOL 56/17/2/Air (63) of 05 MAR 98
A.B. & C.D. LEE

From: Health Services Flight <hsf@tm.net.my>
To: ablee@alphalink.com.au
Subject: Re: E2
Date: Thursday, 5 MAR 98 8:19

Health Services Flight wrote:

SQNLDI Lee

Sir, it’s Jane from Malaysia. This email communication is impressive. This is the first time I’ve used it!

Two things: first, are you able to guide me to any other useful info for E2 other than that provided for the assignment? Second, should the word ‘aid’ be taken to include exercises, training and so on, or is it to mean only assistance in the nature of humanitarian or defence-type aid?

I look forward to receiving some email now. Thank you for your time.

Jane Simmons
FLTLT
CHAPTER 3

EXTERNAL CORRESPONDENCE

3.1 A Defence letter is used when writing to addressees outside the Defence Organisation. Two forms are commonly used:

a. **Letter without salutation or complimentary close**\(^1\). This is sent to:
   
   (1) other Commonwealth government departments and their statutory authorities, and
   
   (2) State and local governments.

b. **Letter with salutation and complimentary close.** This is used for correspondence with:
   
   (1) members of the public (including staff in the Defence Organisation who are sent official correspondence about matters relating to their employment or other personal issues);
   
   (2) businesses; and
   
   (3) foreign governments.

3.2 Two other forms of the letter are also available:

a. **Demi-official letters.** Such letters should be approached with sensitivity as the reduced level of formality gives the writer an opportunity to personalise dealings with an addressee either within or outside the Defence Organisation, but on a subject falling within their Program’s authority. Each letter is invariably restricted to a single subject that is of mutual interest. Additionally:
   
   (1) While a copy of the letter is placed on a file, the inclusion of a file and/or organisational reference within the letter is not always appropriate (such as with a letter of condolence) and may appear at the writer’s discretion.
   
   (2) Handwritten salutations and complimentary closes are usual, although all other aspects of content, layout and referencing (when included) conform to the conventions for Defence correspondence.
   
   (3) Demi-official letters have unnumbered paragraphs, and specific stationery applies. The Royal Australian Air Force (RAAF), for example, uses coloured stock (light blue) and a preprinted design for its demi-official letters, while other Defence organisations use white stock.

b. **Formal letters.** Within the Defence Organisation only the Royal Australian Navy (RAN) uses formal letters. Such letters are confined to matters of ceremony and to certain formal submissions. A formal letter is addressed only to senior officers or equals, and is signed only by the originator. An appropriate use of a formal letter would be:
   
   (1) in acknowledging a directive;
   
   (2) when replying to a laudatory or admonitory letter;
   
   (3) when making a formal report to a higher authority, or when making a submission of an exceptional nature; or
   
   (4) for diplomatic correspondence.

---

1 In the past, a letter of this type was known in the Defence Organisation as a ‘memorandum’ or an ‘official letter to a government department’.
3.3 All letters are prepared using on approved Defence letter stationery design. The text in a letter is usually printed in the 12-point Times New Roman typeface and fully justified. If not already incorporated, the sender’s address can be printed on the stationery as part of the letter’s text, in a position directly beneath the letterhead design.

CONSTRUCTING A LETTER

3.4 A letter usually contains segments of information in the following order:

a. security classification and/or privacy marking, if needed (at the head and tail of each page);

b. file and organisational reference (optional);

c. recipient’s address block(s);

d. salutation (if applicable);

e. title (except in demi-official letters);

f. text, which may include the following where necessary:

   (1) reference to related documents;

   (2) paragraph numbering; or

   (3) advice of a contact point for additional information;

g. complimentary close (if applicable);

h. signature block;

i. information accompanying the signature block (sender’s location and telephone number, if applicable, and date of signing); and

j. list of supplementary documents.

Only the draft and file copy of a letter should include word-processing file information.²

3.5 Detailed information about stationery, how each of the segments is applied in letters and appropriate salutations and complimentary closes, is given in the following paragraphs. Annexes A to E to this chapter give examples that illustrate layout and typical variations in construction when those conventions are applied to Defence letters.

² Some units may require the electronic file reference information to appear on internal correspondence. Such information is unacceptable on letters that are sent outside the Defence Organisation.
STATIONERY

3.6 Designs for external letterheads. The official Department of Defence stationery may be used for external correspondence by civilian and military elements of Defence. The design comprises the Commonwealth Arms positioned alongside and ranged left of the text ‘DEPARTMENT OF DEFENCE’. A horizontal rule separates the letterhead design from the rest of the page. Any postal information then falls below the horizontal rule, for example:

---

DEPARTMENT OF DEFENCE

CANBERRA ACT 2600, AUSTRALIA

Alignment

3.7 Horizontal alignment. The design space for the Commonwealth Arms, the Joint-Service Emblem, or a Service crest commences at a tab point 25 mm from the paper’s edge and finishes before any letterhead text. The title line (DEPARTMENT OF DEFENCE or the Program title), and any supplementary textual information such as the address block, are aligned to a tab setting 50 mm from the paper’s edge. The horizontal rule separating the upper design from the lower design elements commences and finishes 25 mm from the left- and right-hand paper’s edge.

3.8 Vertical alignment. The horizontal rule is located 30 mm from the paper’s top edge. Any graphic representing the Arms, emblem, or crest falls between the paper’s top edge and the horizontal rule. The bottom edge of the title line (DEPARTMENT OF DEFENCE or the Program title) is located 25 mm from the paper’s top edge. The bottom of the address line is located 35 mm from the paper’s top edge, while the bottom line of the subordinate address information (comprising telephone, facsimile and email addresses) is located 40 mm from the paper’s top edge; for example:

---

DEPARTMENT OF DEFENCE

CANBERRA ACT 2600, AUSTRALIA

Tel: (02) 6265 2820 Fax: (02) 6265 2913

3.9 Fonts used in the official letterhead design. The title line ‘DEPARTMENT OF DEFENCE’ appears entirely in upper case using the 18-point Times New Roman typeface. Other supporting information (for example, the name of the Defence Program), appears in the 12-point Times New Roman typeface. Supplementary information appearing below the horizontal rule, such as the postal address, is displayed in a 10-point Times New Roman typeface. On a subsequent line following the address, the telephone, facsimile and email addresses are displayed in the 8-point Times New Roman typeface.

---

3 The official postal address of the Defence Organisation is ‘Department of Defence, CANBERRA ACT 2600, AUSTRALIA’.

4 The Commonwealth Arms applied to Defence stationery is to be the conventional version no 3A (solid)—See DI(G) ADMIN 19–1—Display of the Commonwealth Arms in Official Publications.
3.10 **Modifying information in the letterhead.** When information in the letterhead is to include the name of a Defence Program, the Program name can be located in one of two places: it can appear on the next line to complement the existing ‘DEPARTMENT OF DEFENCE’ title, or if the name of a Program element\(^5\) is to be included, the Program name replaces the ‘DEPARTMENT OF DEFENCE’. The name of the Program element then appears on the next line.

3.11 The same font sizes used in the official design also apply to modified designs, namely:

a. when the Program name or the element name of a Program appears on the next line to the ‘DEPARTMENT OF DEFENCE’, the upper case 12-point Times New Roman typeface is used; and

b. when the Program name replaces the ‘DEPARTMENT OF DEFENCE’ line, the bold upper case 18-point Times New Roman typeface is used.

3.12 The text components of a fully detailed letterhead address for the Joint Education and Training Program would appear as:

**JOINT EDUCATION AND TRAINING**
**DEFENCE INTERNATIONAL TRAINING CENTRE**

RAAF Williams, LAVERTON VIC 3027, AUSTRALIA
Tel: (03) 9256 2820 Fax: (03) 9256 2913 Email: ditc@world.net

3.13 **Examples of letterheads.** Designs suitable for stationery incorporating the outlined design options are provided in annex A.

3.14 **Demi-official designs.** In demi-official letters the emblem or crest is to be centred at the head of the page above the Program or element title. Address details appear on the next line; unlike the design for letters, a horizontal rule is not used to separate the title from the address block. The title line (for example, ‘Australian Army’) appears in upper-case bold using the 9-point Times New Roman typeface. On subsequent lines, the organisational title and address details are displayed in the same typeface, but initial capitalisation is used for the title and upper case for the address. The letterhead design should not exceed 40 mm from the paper’s top edge.

3.15 When correspondence is sent to another country, the address information in the letterhead should include the country of origin, that is, AUSTRALIA.

**ADDRESS BLOCK**

3.16 Originators are to use special forms of address that may include postnominals in letters to the Governor-General, members of Parliament, the clergy, the judiciary and members of the armed Services. Honours and awards, when used, follow the family name and precede other abbreviations for Service or regiment.\(^6\)

3.17 When addressing classified correspondence, writers are to comply with the rules stated in the *Defence Protective Security Manual* (SECMAN 4).

---

5. In the letterhead example provided in this chapter, paragraph 3.12, ‘Defence International Training Centre’ is an element of the Joint Education and Training Program.

6. See part 2, chapter 1, paragraph 1.39 on address blocks for additional information on Defence addressing protocols.
Correct addressing

3.18 The address on the envelope and the letter should always be complete, concise, correct and clearly written. When mail is sent from Defence through Australia Post, the address block should provide the following particulars:

- **First line:** full name of the addressee or the organisation (or both)\(^7\)
- **Second line:** building number and name of the street; or private box or locked bag number\(^8,9\)
- **Third line:** placename or the name of the post office of delivery (in upper case), abbreviated name of the State or Territory (in upper case) and postcode
- **Fourth line:** country of destination if sending outside Australia (in upper case expressed in full—not abbreviated)

3.19 Apart from any full stops used after an addressee’s initials, punctuation marks should not appear in the address block. Underlining should not be used, as this will also interfere with the Australia Post mechanical sorting process.

Names

3.20 The intended recipient’s name is presented in a bold typeface using both upper and lower case. The order of presentation is rank (where applicable) or title prefix (Mr, Mrs, Miss or Ms), initials (or given name), family name and any postnominals.\(^10\)

For example:

Commander I.M. Coral, DSC, RAN

Note that as in the above example, for naval officers the letters RAN are preceded by a comma after the family name and any postnominals.

Initials

3.21 Full stops\(^11\) are used between initials in the address and signature blocks of letters, provided they are followed by a space before the family name, for example:

John L. Smith       Corporal Mary J.M. Nagy       Ms B. Wills       Group Captain J.W.C. Baker

Rank

3.22 When ranks are given in formal letters to addressees outside Defence or in demi-official letters,\(^12\) they are not abbreviated and should be expressed in full; for example, Lieutenant Commander.

---

\(^7\) If both are provided they are usually expressed on separate lines; otherwise the first line would often be unmanageably long.

\(^8\) When abbreviated, words such as Street, Place, Court, Circuit, Avenue, Parade, Gardens and Boulevard do not have full stops in Defence writing, for example, St, Pl, Ct, Ccl, Ave, Pde, Gdns, Blvd, nor should they in addresses.

\(^9\) References to post office boxes should be written as, for example, PO Box 1 or GPO Box 2.

\(^10\) See part 2, chapter 1, paragraph 1.43 for additional information on the use of postnominals.

\(^11\) A full stop between initials is not needed in a listing (such as in DRB 6). However, when full stops are used between initials in a signature block and the like, spaces are not inserted between initials.

\(^12\) See part 2, chapter 1, paragraph 1.46 for information on addressing chaplains.
Targeting specific recipients

3.23 Although a piece of correspondence may be formally addressed to an organisation, it may be intended for action by a known individual. To meet this requirement the company name (and any accompanying information) is included in the address block, followed on a separate line by the word ‘Attention’ and a colon. The word ‘Attention’ is then followed by the full name of the intended recipient.\(^{13}\) For example:

**Paperless Office Australia Limited**

Attention: Mr Stan Bond

PO Box 3154

FYSHWICK ACT 2609

The identical addressee information also appears on the envelope.

Incoming mail

3.24 Mail sent to personnel of the Defence Organisation is addressed to their appointment rather than their name (although addressing to a name remains optional when personalising the correspondence). In this way, the previous incumbent of an appointment will not be forwarded mail that should have been received by the new incumbent of the appointment. When personal mail is intended for a particular person working in Defence, the envelope must be marked ‘Personal’ or ‘To be opened only by ...’.

3.25 **Incoming mail—Canberra.** For uniformity, and to speed delivery, Canberra Department of Defence addresses follow a common standard of style. Four separate lines of information should appear in the address block of correspondence sent to Canberra addressees:

- **First line:** appointment (or branch, directorate or section)
- **Second line:** room or location identifier (the room or location identifier in an address block follows the format of entries in the *Defence Programs Functional Directory* (DRB 6))
- **Third line:** Department of Defence
- **Fourth line:** CANBERRA ACT 2600

Readers should note that there is no requirement to include additional information, such as ‘Russell Offices’, ‘Campbell Park’ and the like in Defence addresses as this information appears in the location identifier on the second line in an abbreviated form, for example, G–B–42 indicates Russell building G basement room 42.

3.26 An example of the envelope address block for incoming mail is:

**DMAIL**

G–B–42

Department of Defence

CANBERRA ACT 2600

---

PLACENAMES

3.27 The most comprehensive gazetteer of Australian placenames is entitled *Australia 1:250 000 Maps Series Gazetteer*, published by AusInfo. The maps are available on magnetic tape, disk and microfiche. Convenient guides to the spelling of the names of places in Australia are the *Postcode List* issued by Australia Post and any Telstra *White Pages* telephone directory.

---

\(^{13}\) Australia Post requires that only address information appears in the last two lines of an address block.
Placenames in addresses

3.28 Placenames are capitalised in address blocks both in correspondence and on envelopes. Two spaces are placed between the placename and the abbreviated State, and between the State and the postcode when they appear in an address block to assist mail handling, for example:

POINT COOK VIC 3027

The double spaces are not required when addresses appear in a line of text within the correspondence.

States and Territories of Australia

3.29 While the abbreviated form is always used in an address block when referring to the Australian States and Territories, in text either the full form or the abbreviated form is acceptable, depending on the nature of the work.

NSW VIC QLD WA SA TAS NT ACT

ENVELOPES

3.30 Most letters processed through Australia Post are sorted by mechanical methods;¹⁴ specific, standard-sized envelopes are therefore preferred:¹⁵

- 90 mm X 145 mm
- 92 mm X 165 mm
- 100 mm X 230 mm
- 114 mm X 162 mm (C6)
- 110 mm X 220 mm (DL)

3.31 The DL and C6 dimensions are international envelope sizes used in Australia. For example, an A4 sheet of paper with two parallel folds (thereby creating a one-third A4 sheet) fits into a DL-sized envelope, and an A4 sheet with two cross-folds (thereby creating a one-quarter A4 sheet) fits into a C6-sized envelope.

3.32 Express Post. Australia Post provides envelopes specifically for Express Post delivery throughout Australia. There are two most commonly used sizes:

- 229 mm X 162 mm (C5)
- 353 mm X 250 mm (B4)

The thickness of Express Post envelopes must not exceed 20 mm when filled.

SALUTATION AND COMPLIMENTARY CLOSE

3.33 It is customary for a writer to choose to personalise and soften the tone of some letters by the use of a salutation and complimentary close. The conventions governing their use are described in the following paragraphs.

---

¹⁴ Additional information on postal requirements can be obtained by consulting the Australia Post publication, *Post Guide—Letter Post and Electronic Mail Within Australia*.

¹⁵ Non-standard envelopes that cannot be machine-processed are handled manually and may be subjected to processing delays.
3.34 **Salutation.** The salutation is a courteous form of address and is used when writing to members of the public, businesses and foreign governments. A salutation is also used for demi-official letters, and by the RAN when writing formal letters. The choice of salutation\(^{16}\) sets the tone for the letter. Some examples are:

a. Dear Sir  
   Dear Ma’am  
   Dear Madam  
   Dear Sir/Madam  

   (This form of salutation is used in formal letters or in situations where the writer wishes to remain at a distance from the issue, or is uncertain of the name of the addressee.)

b. Dear Dr Pritchard  
   Dear Mrs Tran  
   Dear Miss Wilton  
   Dear Mr Hull  
   Dear Ms Poulos  
   Dear Mr/Ms Redman  

   (This form of salutation is used for letters in which the writer wishes to retain a level of formality while reflecting a personalised approach.)

3.35 Punctuation is not used at the end of the salutation.

3.36 For demi-official (informal) correspondence, officers of all ranks are addressed with their rank preceded by a salutation, for example, Dear Brigadier,\(^{17}\) Dear Lieutenant Lloyd, Dear Sergeant Hornet. Where the addressee officer is of a higher rank than the writer, Dear Sir, or Dear Ma’am may be used.

3.37 **Complimentary close.** This is a courtesy extended to the recipient. It is placed at the end of a letter, immediately preceding the signature block. The complimentary close is linked with the salutation in the following way:

<table>
<thead>
<tr>
<th>Salutation</th>
<th>Complimentary close</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dear Sir</td>
<td>Yours faithfully</td>
</tr>
<tr>
<td>Dear Ma’am (Service)</td>
<td></td>
</tr>
<tr>
<td>Dear Madam (civilian)</td>
<td>Yours sincerely</td>
</tr>
<tr>
<td>Dear Sir/Madam</td>
<td></td>
</tr>
<tr>
<td>Dear Ladies and Gentlemen</td>
<td></td>
</tr>
<tr>
<td>Dear Ms French</td>
<td></td>
</tr>
<tr>
<td>Dear Mr Axelby</td>
<td></td>
</tr>
<tr>
<td>Dear Brigadier Golding</td>
<td></td>
</tr>
</tbody>
</table>

3.38 Being the second words of the complimentary close, the words ‘faithfully’ and ‘sincerely’ begin with lower-case letters. As with the salutation, there is no punctuation at the end of the complimentary close.

3.39 **Handwritten salutation and complimentary close.** For demi-official letters, and when a more personalised form of letter is called for, a handwritten salutation of the recipient’s appointment or name (such as Dear Air Vice-Marshial or Dear Pete) and a handwritten complimentary close (such as Sincerely,\(^{18}\) Kind regards or Yours aye) are appropriate. The handwritten complimentary close and signature is to fall within the five clear line allowance for signatures.

**SIGNATURE BLOCK**

3.40 Defence correspondence is always authorised by the use of a signature; the signatory accepts responsibility for the contents and for any handling instructions. The signature block usually contains details of the signatory; however, when a person is authorised to sign for another, the details given below the signature remain those of the person responsible for the content and on whose behalf the document is signed (the person signing should write ‘for’, all in lower-case, in the margin before the signature block).

---

\(^{16}\) Further examples can be found in the *Style Manual*, and *Dear You* by Robert Hyslop—both published by AusInfo.

\(^{17}\) The family name may be included or excluded, as desired.

\(^{18}\) Being the first word of a complimentary close, sincerely begins with an initial capital.
3.41 The signature always appears above the signature block, between the last line of text (or the complimentary close of a letter) and the signature block. If the signature block falls on a second or subsequent page, it must be accompanied by at least two lines of text.

Postnominals

3.42 Postnominals or educational qualifications are not always used in the signature block of external correspondence. However, at the discretion of the signatory, postnominals may be appropriate when sending correspondence to peers and colleagues outside the Defence Organisation, such as in a semi-official letter or a facsimile. They are particularly useful on those occasions when the writer’s postnominal(s) or educational qualification(s) would give authority to the correspondence. In such instances the writer’s postnominals may appear in the signature block of external correspondence.

3.43 Information in the signature block. The signature block for letters contains:

- initials (or given name) and family name, postnominals—when included,\(^19\) and for naval officers the letters RAN preceded by a comma after the family name or any postnominal;
- rank (if applicable,\(^20\) in full, using initial capitals only); and
- appointment (in full, using initial capitals only).

For example:

I.M. Coral, DSC, RAN
Commander
Director Shore Support

Emphasis

3.44 As in the above example initial capitalisation is used for entries in the signature block. The first line, which presents the given name and family name of the signatory, is in a bold typeface; other lines are not in a bold typeface.

Information accompanying the signature block

3.45 Sender’s contact details. It greatly assists the recipient to prepare a reply if the sender includes contact details following the signature block. The information is listed in a block one clear line below the signature block: the room number, or location, is the first line of information; the telephone number, the second.\(^21\)

3.45 As abbreviations for the words ‘telephone’ and ‘facsimile’ are in widespread use, such abbreviations can be used when contact information is included in the signature block or within the text of a letter when it precedes a contact number. Depending on usage, \textit{telephone} is abbreviated to \textit{Tel} (in the signature block) or \textit{tel} (in the text); in the same way \textit{facsimile} is abbreviated to \textit{Fax} or \textit{fax}. Telephone and facsimile information appear on the same line, email or similar supplementary contact address information is listed on subsequent lines. For example in a signature block:

S.S. Smith
Director Personnel Policy

R1–2–C127
Tel: (02) 6265 6005; Fax: (02) 6265 6006
Email: susan.smith@defence.gov.au

3.46 Dates. Correspondence must inform the reader of the day it was signed. The month and year are expressed below the signature block with one clear line between the date block and any preceding information.\(^22\) For Defence letters, the long form of date is used.

\(^{19}\) See part 2, chapter 1, paragraph 1.43.

\(^{20}\) Where knowledge of abbreviations cannot be assumed, such as in external correspondence, rank and appointment are written in full.

\(^{21}\) An abbreviated telephone number is acceptable when addressees are located within the same area or base.

\(^{22}\) Excepting email, facsimiles and electronic messages which are automatically dated.
3.47 **Handwritten day of month.** Some authorities prefer, as an option, to handwrite the day of the month when signing a document. The month and year will be printed with the text; the format is for the drafter to leave a space of 10 mm between the margin and the month for the handwriting, for example:

```
margin | 3 February 1997
```

Annexes:
A. Samples of Department of Defence external letterheads  
B. Defence letter  
C. Defence letter to Commonwealth government departments  
D. Letter to a member of the public  
E. Demi–official letter  
F. Formal letter (RAN)
SAMPLES OF DEPARTMENT OF DEFENCE EXTERNAL LETTERHEADS

PREPRINTED EXTERNAL LETTERHEAD STATIONERY

DEPARTMENT OF DEFENCE

CANBERRA ACT 2000, AUSTRALIA
Tel (02) 6265 2820 Fax (02) 6265 2913

Note
1. See part 2, chapter 3, paragraph 3.9.

ELECTRONICALLY GENERATED EXTERNAL LETTERHEAD STATIONERY

AUSTRALIAN DEFENCE HEADQUARTERS
HEADQUARTERS AUSTRALIAN THEATRE
14-18 Wylde Street, POTTS POINT, NSW 2011

ROYAL AUSTRALIAN NAVY
NAVY HEADQUARTERS—PLANNING AND POLICY
R1-4-R157, CANBERRA ACT 2600

AUSTRALIAN ARMY
HEADQUARTERS AVIATION SUPPORT GROUP
OAKEY QLD 4401

ROYAL AUSTRALIAN AIR FORCE
HEADQUARTERS—RESOURCES PLANNING
A-9-38, CANBERRA ACT 2600

DEPARTMENT OF DEFENCE
CORPORATE INFORMATION PROGRAM

Directorate of Information Systems, CP4-5-12, CANBERRA ACT 2600
Dear Dr Jackman

EDITORIAL AMENDMENTS

1. As agreed at the Aviation Congress on Thursday, 25 July 1996, I have made on the enclosed copies some editorial changes to the contents of the papers presented. Please contact me if you need to discuss (or decipher) any of my notes.

2. I would appreciate receiving your comments before 17 September to allow me to make further changes before the papers are compiled for publication.

3. Thank you once again for your hospitality and administrative support to the congress organisers.

Yours sincerely

I.M. CLEAR
Wing Commander
Director School of Applied Management

Tel: (03) 9000 7717

27 August 1996

Enclosures:
1. Aviation human factors
2. Pilot error under stress
3. Coping in difficult weather conditions
4. Technological advances in aviation in the 1990s

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Notes
1. File reference (see part 2, chapter 1, paragraph 1.29).
2. 'Action' addressees—bold, upper and lowercase case typeface (see part 2, chapter 2, paragraph 2.28).
3. Word-processed salutation has one clear line above and below, and is not followed by a comma.
4. Title—bold, upper case, left-aligned (see part 2, chapter 1, paragraph 1.51).
5. Formatting for numbered paragraph levels (see part 2, chapter 1, paragraph 1.58).
6. Complimentary close has one clear line above and five clear lines below, before the signature block.
7. Name of signatory—bold, upper case (see part 2, chapter 2, paragraph 2.43a).
8. In external correspondence rank is written in full (see part 2, chapter 3, paragraph 3.43b).
9. Appointment is also to be written in full (see part 2, chapter 3, paragraph 3.43c).
10. Telephone area code is advisable for external letters.
11. Enclosure list (see part 2, chapter 1, paragraph 1.77).
The Department of Defence is holding a seminar to inform Commonwealth departments about recent developments in relation to regional security. The seminar will take place in Room 1–06, Northbourne House, on 23 February 1997 from 9.00 am to 4.00 pm.

It is intended that the seminar will provide agencies with information to assist with long-term contingency planning. A draft program is enclosed.

Should members of your organisation wish to participate, would you please advise Ms Angela Karapidis of the number of people attending by 16 February. Ms Karapidis can be contacted by telephone on (02) 6265 1111 or by facsimile on (02) 6265 2222.

R. P. Marshall
Director-General
Strategic Policy

17 January 1997

Enclosure:
1. Draft program
Dear Ms Smith

I refer to your letter of 28 November 1996 in which you sought information on this department’s equal opportunity measures for the financial year 1992–93.

Enclosed is an extract from the Defence Annual Report 1992–1993 for the period in question. I trust this will provide the information you require.

Yours sincerely

J. Alderbright
Assistant Director
Personnel Policy, Equity and Conditions

Enclosure:
Dear Air Vice-Marshal P.J. O’Reilly

This is just a short note to thank you and your people for the wonderful hospitality during the recent DDES B Explosives Safety Seminar and the UK–US MOU discussions. I feel that both events were of excellent value, and I particularly welcome the opportunity for the AOC to participate in the MOU discussions.

We also spoke about having our new TSO–AF visit the Board for a couple of weeks before he takes up his position with us. We are still discussing this with Kevin Farrar. Thank you for your continued willingness to provide the OB experience for AOC staff.

Once again, thank you for your hospitality in Las Vegas, and I look forward to seeing you again in November 1997 at Parari ’97.

Yours aye

W.M. Mayne

W.M. MAYNE
Group Captain
President—Australian Ordnance Council
Tel: +61 6 266 3131
05 September 1996
Sir

REQUEST TO CARRYOVER LEAVE—LCDR N.G. WORTLEY O114087

1. I have the honour to request carryover of 22 days basic leave into the 1997–98 leave year.

2. As of 15 July 1996 I have been posted to HMAS CERBERUS for No 1/96 Engineering Officer Application Course conducted from 15 July 1996 to 28 July 1997. At the time of posting, my leave credits totalled 27 days, which included seven days already carried over from the previous year.

3. During the period of the course there has been no opportunity to take leave, other than for the five days during the Christmas – New Year reduced-activity period. There will be no further opportunity to take leave before the end of the current leave year.

4. As carryover of leave into a second leave-year requires approval from Navy Headquarters, I request that this submission be forwarded to Navy Headquarters with your recommendation for approval.

I have the honour to be

Sir

your obedient servant

N.G. WORTLEY

Lieutenant Commander

Student No 1/96 Engineering Officer Application Course

Tel: (03) 5950 2307

07 April 1997

Notes

1. File reference (see part 2, chapter 1, paragraph 1.29).
2. Abbreviated rank can be used where knowledge of its meaning can be assumed (see part 2, chapter 2 paragraph 2.43b).
3. ‘Action’ addressee—bold, upper and lower case typeface (see part 2, chapter 2, paragraph 2.28).
4. RAN salutation. The word-processed salutation has one clear line above and one below, and is not followed by a comma.
5. Title—bold, upper case, left-aligned (see part 2, chapter 1, paragraph 1.51).
6. Formatting for paragraph levels (see part 2, chapter 1, paragraph 1.58).
7. Word-processed three-line RAN complimentary close, double-spaced, but not punctuated, retaining one clear line above and five clear lines before the signature block.
8. Name of signatory—bold, upper case (see part 2, chapter 2, paragraph 2.43a).
9. Appointment to be written in full (see part 2, chapter 2, paragraph 2.43c).
10. 10 mm is allowed for a handwritten date (see part 2, chapter 2, paragraph 2.47).
CHAPTER 4
MESSAGES

4.1 All personnel concerned with the drafting, releasing and processing of messages are to observe the principles provided in this chapter. A message is defined as any command, instruction, thought or idea, expressed briefly in plain or coded language and prepared in a specific form suitable for transmission by any means of communication.

4.2 Messages are an approved form of official correspondence. They are used when:
   a. the originator considers that the text of the message should be conveyed as quickly as possible with security and reliability, and
   b. the addressee is expected to take action with minimum delay.

4.3 A message should not be used where normal or electronic mail (email or Speakeasy protected facsimile) facilities provide a sufficiently rapid means of delivery within the required security parameters.

4.4 Defence has developed standard formats to assist in preparing the text of messages. These formats are known as ADFORMS and are detailed in Australian Defence Force Publication (ADFP) 822—Australian Defence Formatted Message System.

MESSAGE FORM

4.5 The standard message form, Form OC 033—Message Form, is used to draft a message. The form is available in both preprinted and electronic format.1 Shaded areas on the form are for Communications Centre (COMMCEN) use only. The following paragraphs provide guidance on how to complete the form.

4.6 Font selection. While the use of any particular font is not specified for the preparation of messages,2 the use of the 12-point Arial font (in upper case) is preferred.

4.7 Security classification. The drafter of the message must complete both ‘Security Classification’ sections including ‘UNCLAS’ for an unclassified message. The classification is assigned according to the guidelines outlined in annex A. The Defence Protective Security Manual (SECMAN 4) provides further information on security classification.

4.8 Special handling instructions. When required, such instructions are applied as follows:
   a. Messages marked ‘EXCLUSIVE FOR ...’ must be delivered only to the person or appointment indicated after the word ‘EXCLUSIVE FOR’.
   b. Messages marked ‘... EYES ONLY’ may only be handled by, and/or released to, the category of people or organisation indicated.
   c. ‘TOP SECRET’ messages are handled as for ‘EXCLUSIVE FOR’ and ‘EYES ONLY’ messages.

4.9 Precedence. Defence personnel need to take care that the precedence they use for each message accurately reflects its urgency. The marking in the precedence box must reflect the message content, for example, PRIORITY must not be used where ROUTINE would be more appropriate. Such attention is to ensure that each message is attended to expeditiously and that indicated action officers are recalled out-of-hours for only messages that require urgent attention.

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1 Electronic forms are available from the Defence Publishing Service (DPS) E Forms product, published by DPS on floppy disk and CD–ROM.
2 The font style and size must be non-prescriptive as the preparation may be carried out on teletypes, typewriters, and word processors, or by hand—the main operational imperative is legibility.
4.10 Separate precedences are assigned for action and information; unless otherwise specified, information addressees are assumed by the COMMCE to have ‘ROUTINE’ precedence. Precedence is assigned independently of either security or privacy markings. Annex B provides guidance on the assignment of precedence and an indication of target message delivery time frames.

4.11 Date–time group (DTG). This indicates the time at which the message is released for dispatch. It is expressed in universal time coordinated (UTC), that is, ZULU (Z) time zone. For example, the DTG ‘161427Z JUL 95’ refers to 16 July 1995 at 1427 hours UTC and consists of:

a. two digits indicating the date;
b. four digits indicating the time;
c. an upper-case letter indicating the time zone;
d. a single space;
e. the abbreviated form of the month in upper case;
f. a single space; and
g. two digits indicating the year.

Note that some formatted messages require the inclusion of the DTG in the message text. Consult ADFP 822 for details.

4.12 Annex C provides details of time zones. Unless otherwise directed, the time zone used is UTC, or Z.

4.13 Message instructions. The ‘Message Instructions’ space is used to convey instructions to COMMCE staff; completion of this field is not mandatory. Examples of instructions are:

a. Basegram. Where a message to a ship or aircraft is to be transmitted to, and held at its destination until the arrival of, the ship or aircraft, the message should be annotated ‘BASEGRAM’ in order to avoid unnecessary communication to ships and aircraft in transit.
b. Tabulate. Where the originator requires the message to be transmitted exactly as it appears on the message form—for example, in figures or words—it is annotated ‘TABULATE’.
c. Book. This instruction is only used for lettergrams handled by Australia Post. When addressees do not need to be informed of the identity of other addressees, the message is annotated ‘BOOK’. This saves transmission time and expense.

4.14 Subject of message. A description of the subject must be entered in the ‘SUBJECT OF MESSAGE’ field on the message form. The description is prefixed with ‘SUBJ:’; a single space separates the colon from the first word of the subject text.

4.15 Originator. The message address of the originating unit (or ‘FROM’ addressee) is inserted.

4.16 Addressees. An ‘Addressee’ is the unit or individual to whom the originator directs a message. Addressees are indicated as either Action (‘TO’) or Information (‘INFO’). Specific addressees that are geographically located within discrete units or establishments are listed on separate lines immediately after the originator but before any addressee list.

4.17 For convenience, the originator may use an address indicator group consisting of the letters ‘AIG’, followed by up to six figures, showing either a standard list of addressees or a Collective Addressee list representing a set of addressees identified by a single generic term. Details of AIG and Collective Addressee lists are available in Allied Communication Publication (ACP) 117 (AS/NZ Supp 1), while chapter 3 of AAP 5131.001—RAAF Address Directory contains greater detail on specific RAAF AIGs. An addressee within an AIG can be excluded from the message distribution by placing the phrase ‘EXEMPT’ before the specific addressee. Additionally, messages that upon receipt are handled or distributed by other means should be prefixed with ‘ZEN/’ to inform addressees of that requirement.
4.18 Subject indicator code (SIC) and originator number (ORIG NO). The ‘SIC’ indicates the subject of the message and is mandatory on all messages transmitted over the Defence fixed communications network. Defence Reference Book 23B—NATO Subject Indicator System (NASIS)—AAP–3 provides details of ‘SICs’. The ‘ORIG NO’ is not mandatory but may be used as required.

Text

4.19 The text of the message is expressed in upper case, leaving one clear blank line after the last ‘Action’ or ‘Information’ addressee. Noting that every element is not necessarily used in all messages, the order of text is:

- privacy marking;
- additional instructions;
- passing instructions;
- references;
- paragraphs, each of which is preceded by an arabic numeral and a full stop;
- subparagraphs, each of which is preceded by an upper-case letter and a full stop; and
- sub-subparagraphs, which follow the numbering rules for the appropriate level except where upper-case letters and numerals are used.

4.20 Privacy marking. If required STAFF–IN–CONFIDENCE, MEDICAL–IN–CONFIDENCE and COMMERCIAL–IN–CONFIDENCE, or any other privacy markings are inserted between the last information addressee and the start of the text, separated by a clear line from the text; they are not placed in the ‘Security Classification’ boxes. All ‘IN–CONFIDENCE’ privacy markings must be accompanied by the SIC ‘ABA’.

4.21 Additional instructions. One or several additional instructions may appear in a message, some of which are listed below:

- **EXERCISE or OPERATION identifier.** When message traffic refers to a specific exercise or operation, the name of that exercise or operation is included, for example, ‘EXERCISE RIMPAC 96’.

- **NODUF.** During peacetime exercises, messages involving participants, but referring to matters outside the exercise scenario, are prefixed ‘NODUF’. This prefix indicates that the transmission and contents of the message may not be subjected to direction finding, analysed, or used in any way as intelligence during the exercise. Notification of a ‘real’ casualty is an example. The following rules apply to the use of NODUF in messages:
  1. In peacetime exercises, those messages which would not be sent in war—for example, umpire, administrative and amenity messages—should be transmitted using NODUF procedure.
  2. The originator should clearly mark ‘NODUF’ on any messages authorised for transmission using NODUF procedure. The marking should appear in the message instruction space on the message form. The word ‘NODUF’ is transmitted unencrypted.
  3. A potential enemy may still be able to intercept any messages sent under cover of NODUF; therefore such messages must carry the appropriate security classification.

- **EXERCISE ONLY.** Essentially this instruction has the opposite meaning to ‘NODUF’. When, in the course of normal conduct of day-to-day operations, a message is transmitted for some specific exercise purpose, ‘EXERCISE ONLY’ is inserted to advise recipients that the traffic has an exercise aim and that actual action in response is not required.
d. **SAFETY SAFETY SAFETY.** This instruction is used to highlight that the message has urgent safety implications.

### 4.22 Passing instructions.
Specific appointments for whom the message is intended—referred to as ‘Passing instructions’—may be listed immediately after any additional instructions.

### 4.23 References.
These are treated as follows:

- **a.** Each reference is preceded by an upper-case letter, in alphabetical order, and a full stop. The word ‘Reference’ does not appear as a title above the actual reference. When citing a reference in the text, it is expressed as ‘REF’ in upper case.

- **b.** For brevity, references generated by either the originator or addressee are preceded by the words ‘MY’ or ‘YOUR’, rather than the unit name. The authorised abbreviated title of a third party, followed by the originator’s letter or document number and DTG, is used in all other cases.

- **c.** When telephone calls are named in the reference, the names of the parties should be included, with the initiator’s name first. Writers should note that when citing the date in a reference, ‘dated’ is not used; the accepted term is ‘of’ as illustrated in the following examples of typical reference listings.

  - **A.** RAAFCOL WAZ ADMIN 191/96 OF 090024Z SEP 96
  - **B.** HQTC 115/1/AIR PT 3 (24) OF 08 SEP 96
  - **C.** TELECON SQNLDR GREEN/WGCDR CHIPP OF 01 OCT 96
  - **D.** EMAIL CPL SMYTHE/SGT GUNNING OF 1036 H 02 OCT 96
  - **E.** ADFP 102—DEFENCE WRITING STANDARDS

- **d.** When not all addressees will require a reference, or they do not hold a reference, the word ‘NOTAL’ (not all) is included after the reference to avoid unnecessary inquiries from those addressees.

- **e.** When addressees require a copy of a reference but do not have access to it, the originator must include the word ‘PASEP’ to indicate that the reference has been passed separately.

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### DRAFTING THE MESSAGE TEXT

#### General rules

**4.24** Drafters of messages should observe the following general rules:

- **a.** Texts of messages are typed, or printed by hand, in upper case using black or blue ink.

- **b.** Messages are addressed to units, establishments, facilities, branches or departments using approved Plain Language Address (PLA) *(see ACP 117)*; messages are not addressed to appointments.

- **c.** Messages should be unambiguous and concise. Complete sentences are not required; all unnecessary words are deleted.

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3 Urgent messages are abbreviated so that the time taken for data input and transmission are reduced; the style and content of each message is always determined by the originator. For example, where new policy is sent via message, an originator may decide that all words appear in full and exact, as abbreviations, or changes to the text are inappropriate.
d. Accepted abbreviations are used wherever possible. (See ADFP 103—Abbreviations and Military Symbols.)

e. Punctuation is kept to a minimum. Punctuation marks other than commas or full stops are written in full, for example, ‘QUOTE’, ‘ENDQUOTE’. Full stops are not to be used at the end of the text in the final paragraph.

f. No blank lines are left in the text.

g. Paragraphing is kept to a minimum.

h. Paragraphs are not indented, but are numbered.

i. Details of originator and addressee(s) should accord with the authorised ACP 117 message PLA available from COMMCEN.

Annex D provides guidance on the layout of the message text.

4.25 Numbers. In the text numbers are usually written as figures but may be written in words to avoid misinterpretation. Guidelines for writing numbers are:

a. Numbers from 1 to 9 are usually written in words; numbers from 10 onwards are expressed as whole numbers, for example, 19, 64 or 135; however whole hundreds, thousands and millions are always written in full, for example, ‘FIVE HUNDRED’, ‘TEN THOUSAND’ or ‘ONE MILLION’.

b. A number containing a decimal point is written in full, for example, ‘ONE ZERO POINT TWO FIVE’.

c. Roman numerals are written as letters, preceded by the word ‘ROMAN’, for example, ‘ROMAN XXIV’.

d. Metric fractions are written in full to avoid confusion, for example, ‘ONE POINT FIVE KM’.

e. Imperial fractions are written in full, for example, ‘ONE AND ONE HALF’.

4.26 Letters. Phonetic equivalents (see annex E) may be used when letters do not form a word; however, phonetic equivalents are not used:

a. for initials, for example, ‘J D PORTER’, not ‘JULIETT DELTA PORTER’;

b. when the actual word is shorter and clearer, for example, ‘TWO SIX DEGREES SOUTH WEST’, not ‘TWO SIX DEGREES SIERRA WHISKEY’; and

c. to write time zones in DTGs.

4.27 Dates and times. When using dates and times, the following apply:

a. Dates take the abbreviated form, for example, 16 JUL 95.

b. A night is described as ‘NI 29/30 JUL’.

c. Date and time together are expressed as for the DTG, with or without the time zone, as required.

d. If a date or time zone is used frequently in a message, the statement ‘ALL TIMES KILO’, or ‘ALL TIMES KILO APR 95’, may be used to avoid repetition.

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For example, some common message abbreviations are:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>accommodation</td>
<td>ACCN</td>
<td>in accordance with</td>
</tr>
<tr>
<td>activity</td>
<td>ACTY</td>
<td>personnel</td>
</tr>
<tr>
<td>available</td>
<td>AVAL</td>
<td>point of contact</td>
</tr>
<tr>
<td>direct liaison authority</td>
<td>DIRLAUTH</td>
<td>reference</td>
</tr>
<tr>
<td>following</td>
<td>FOL</td>
<td>request (but not require)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>in accordance with</td>
</tr>
<tr>
<td></td>
<td></td>
<td>personnel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>point of contact</td>
</tr>
<tr>
<td></td>
<td></td>
<td>reference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>request (but not require)</td>
</tr>
</tbody>
</table>

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4 For example, some common message abbreviations are:
4.28 Acknowledgments. The originator may demand that addressees acknowledge a message. This is conveyed, depending on the circumstance, by using one of the following abbreviations and is placed one clear blank line after the message text:

a. ‘ACKNOWLEDGE’ (ACK) requires acknowledgment from action addressees as soon as it is understood and it is possible to transmit acknowledgment by means not subject to enemy interception, or when electronic silence has been relaxed.

b. ‘ACKNOWLEDGE IMMEDIATELY’ (ACK IMMEDIATELY) means that action addressees must acknowledge this message as soon as it is understood; electronic silence is to be broken if necessary. It may be used by operational commanders only, and then only if receipt of acknowledgment is considered more important than the risk incurred by the addressee breaking electronic silence. Messages containing this instruction (in clear) should be authenticated.

c. ‘ALL ACKNOWLEDGE’ (ALL ACK) requires that action and information addressees acknowledge receipt.

4.29 Repetition. A word or phrase may be repeated to prevent misinterpretation, but not simply for emphasis. In the case of repetition, the word ‘REPEAT’ is placed between the two words or phrases.

4.30 Cancellation. Only the originator may cancel a message.

4.31 Correction. Only the originator may correct a message, either by transmitting a list of corrections or by sending a new message to all original addressees.

4.32 Readdressing. A message may be readdressed by either the originator or an addressee, but the readdressed message must be assigned a new DTG. Annex F provides an example of a cover message for readdressing.

**TYPES OF MESSAGES**

4.33 Messages are described according to the type of address given to them. The various types are:

a. single-address;

b. multiple-address;

c. book;

d. general; and

e. exercise.

4.34 Conditions applying to various message types are:

a. Multiple-address messages should only be used when the whole text concerns all addressees. Annex G provides an example of a multiple-address message.

b. General messages usually have a wide standard distribution, for which an AIG number or a Collective Addressee list may be assigned.

c. Exercise messages are used to distinguish between ‘real’ and exercise message traffic. The word ‘EXERCISE’, followed by the name of the exercise, is placed at the beginning of the message.

4.35 An example of the format of a received Defence or military message is in annex H.
USE OF COMMERCIAL FACILITIES

4.36 The following conditions apply to the transmission of messages by commercial hardware:

   a. Facsimile messages and lettergrams higher than ‘UNCLAS’ are not to be sent on an insecure network unless suitably protected by a Speakeasy security device fitted with an approved facsimile machine or an approved encryption device such STU II or Randata. (See SECMAN 4, chapter 22).

   b. Lettergrams may be sent via COMMCENs to civilian networks for delivery to addressees without access to COMMCEN or telex. Form AC 11—Lettergram Lodgment is used for this purpose.

   c. Multiple-address lettergrams will be treated as ‘BOOK’ messages by Australia Post.

Annexes:
A. Assignment of security classification
B. Assignment of precedence and handling of messages according to precedence
C. Time zone chart of the world
D. Layout of the message text
E. Alphabet—phonetic equivalents
F. Example of cover message for readdressing
G. Example of a multiple-address message
H. Example of format of a received Defence or military message
Definitions of security grades

1. Official matter is classified according to the effect on national security of its unauthorised disclosure. Where material in a document has varied implications for national security, the document is given the classification appropriate to its most sensitive elements. Writers should also note that a group of documents may require a higher classification than that given to them individually.

2. There are four grades of security classification which may be applied to official matter. The criteria that determine each classification are:
   a. **TOP SECRET.** The unauthorised disclosure of TOP SECRET material would cause exceptionally grave damage to national security.
   b. **SECRET.** The unauthorised disclosure of SECRET material would cause serious damage to national security.
   c. **CONFIDENTIAL.** The unauthorised disclosure of CONFIDENTIAL material would cause damage to national security.
   d. **RESTRICTED.** The unauthorised disclosure of RESTRICTED material would be harmful to national security.

3. The additional classifications PROTECTED and HIGHLY PROTECTED should only be used for the Department of Foreign Affairs and Trade network, to cover sensitive material when Defence is liaising with other government agencies and the public. Material bearing these classifications is handled and stored using the same criteria applying to CONFIDENTIAL and SECRET material respectively. PROTECTED and HIGHLY PROTECTED are **not** to be used within the Defence Organisation, except in specific circumstances as provided for in Defence Protective Security Manual (SECMAN 4).

Examples of material in each category

4. Some examples of the types of material that belong in each category are listed in paragraphs 4a to 4f. The list is not exhaustive and does not claim to provide a precise definition of the boundaries between each classification. Personnel in doubt about the assignment of a classification should seek guidance from appropriate authorities or by referring to SECMAN 4.

   a. **TOP SECRET.** Such material deals with:
      (1) matter that might result in armed hostilities against Australia or its allies;
      (2) matter affecting vital foreign relations;
      (3) major allied or inter-Service defence policy and strategy;
      (4) policy, plans or orders for major operations in the defence of vital strategic areas;
      (5) highly specialised techniques or tactics to be used in future operations and the identity or composition of units intended to employ them;
      (6) targets and operational requirements for advanced weapon systems and the military use of space;
      (7) critical information on major scientific and technical developments of defence interest;
      (8) results, sources and methods of national intelligence operations and services;
      (9) important particulars of cryptoanalysis and critical information on cryptographic devices and equipment under development;
      (10) major government projects or policies (prior to official publication) directly related to national security—where knowledge would gravely impair implementation, operation and/or effectiveness;
(11) details of important dispositions, deployment or impending force movements; and
(12) compilation of data that may individually be classified SECRET but collectively constitute TOP SECRET information.

b. SECRET. Such material covers matter dealing with:

(1) foreign relations, policies or programs significantly affecting national security;
(2) plans or details of schemes for the defence of areas other than vital strategic areas, including plans and particulars of associated existing or future operations;
(3) deployment of forces—where knowledge would prejudice operational success;
(4) information (other than TOP SECRET) revealing the development and proposed employment of technical equipment and systems, particularly during the experimental stage of projects applying new principles;
(5) comprehensive information on rates of effort and wastage at the front line;
(6) cryptographic devices and equipment unless specifically assigned a lower classification;
(7) sensitive stockpile information (other than TOP SECRET) relating to reserve capacities;
(8) adverse reports on general morale affecting major operations;
(9) the knowledge of the defence potential of foreign countries—where the value of the information depends on the specific country being unaware of its knowledge;
(10) reports on operations containing information of vital interest to the enemy;
(11) details relating to government projects or policies (prior to official publication) directly related to national security—where knowledge would seriously impair implementation, operation and/or effectiveness; and
(12) certain compilations of data (for example, staffing or establishment data) that may individually be classified CONFIDENTIAL or lower, but collectively constitute SECRET information.

c. CONFIDENTIAL. Such material covers matter dealing with:

(1) foreign relations that may affect national security;
(2) routine reports and correspondence on operations;
(3) technical information and manuals concerning maintenance inspection, training and use of certain equipment, weapons or aircraft;
(4) information on the design and development of new equipment that is not of major operational significance;
(5) general military radiofrequency allocation;
(6) information relating to specific quantities of certain defence reserves;
(7) routine operational reports that do not contain information of vital interest to the enemy;
(8) meteorological information of certain areas in wartime;
(9) unit movements of non-operational significance in areas within, or adjacent to, operational theatres;
(10) documents showing the layout, disposition and identification of buildings at certain operational airfields and establishments;
(11) details relating to government projects or policies (prior to official publication) that are directly related to national security but do not warrant a higher security classification;

(12) the contents of certain submissions to Cabinet and all Cabinet decisions, unless specifically allocated a higher security classification; and

(13) certain compilations of data of items that may individually be classified RESTRICTED (or even be unclassified) but collectively constitute CONFIDENTIAL information.

d. RESTRICTED. Such material covers matter dealing with:

(1) certain departmental and Service publications, instructions and other documents that do not warrant higher classification but still require security protection;

(2) certain documents relating to the supply and procurement of military stores that may provide information of intelligence value, but which would not require a higher classification;

(3) documents showing the layout, disposition and identity of buildings at operational airfields and other establishments except when the nature of these locations warrants a higher classification;

(4) aerial imagery of installations within Australia and territories under Australian control specified in accordance with the Aerial Imagery Control List;

(5) documents dealing with technical and non-technical remedial action resulting from flying incidents; and

(6) compilation of data or items that may individually be unclassified but collectively warrant some protection.

e. HIGHLY PROTECTED. Such material covers matter the disclosure of which would:

(1) cause serious harm to the country, the Government, or the legitimate activities of an agency;

(2) be prejudicial to public safety;

(3) cause serious harm or embarrassment to any individual or organisation that provided information to the Commonwealth in expectation of confidentiality; and

(4) give unfair advantage to any entity.

f. PROTECTED. Such material covers matter the disclosure of which would lead to the outcomes in paragraph 4e, but at a less serious level.
ASSIGNMENT OF PRECEDENCE AND HANDLING OF MESSAGES ACCORDING TO PRECEDENCE

1. Assignment of precedence. Messages are assigned precedence according to the following criteria:

   a. **FLASH.** These messages are used for initial enemy contact or operational combat matters of extreme urgency. Examples are:
      (1) initial enemy contact reports;
      (2) warning of imminent large-scale attack;
      (3) extremely urgent intelligence;
      (4) major strategic decisions of great urgency; and
      (5) reversal of orders that might result in Australian or allied casualties or orders to take emergency action for the prevention of conflict between friendly forces.

   b. **IMMEDIATE.** These messages require instant delivery. They are used for grave threats to national or allied forces or national populace. Examples are:
      (1) additional information on initial enemy contact;
      (2) reports of unusual major movements of foreign military forces in times of peace or strained relations;
      (3) report of enemy counterattack or request for, or cancellation of, additional support;
      (4) attack orders to commit a force in reserve without delay;
      (5) logistical support of special essential weapons to sustain operations;
      (6) report of widespread civil disturbance;
      (7) report or warning of grave natural disaster;
      (8) directions relating to requests for assistance;
      (9) urgent intelligence; and
      (10) messages relating to requests for news of aircraft in flight, flight plans and cancellation messages to prevent unnecessary search-and-rescue action.

   c. **PRIORITY.** These messages are used for matters requiring rapid response, or information essential to operations. Examples are:
      (1) situation reports on impending military action,
      (2) orders to take part in joint operations,
      (3) immediate movement of forces, and
      (4) death or serious injury.

   d. **ROUTINE.** This category applies to all other matters.
2. **Handling of messages.** The Communications Centre (COMMCEN) network, whether through the communications facility or via desktop messaging, aims to deliver a message to an addressee's message distribution centre using the following processing directions and times.

   a. **FLASH.** Messages are hand-carried, processed, transmitted and delivered in the order received and ahead of all other messages. Messages of lower precedence will be interrupted on all circuits involved until the handling of FLASH messages is completed. Delivery time is within 10 minutes.

   b. **IMMEDIATE.** Messages are processed, transmitted and delivered in the order received and ahead of all messages of lower precedence. If possible, messages of lower precedence will be interrupted on all circuits involved until the handling of the IMMEDIATE messages is completed. Delivery time is within one hour.

   c. **PRIORITY.** Messages are processed, transmitted and delivered in the order received and ahead of all messages of ROUTINE precedence. Delivery time is within six hours.

   d. **ROUTINE.** Messages are processed, transmitted and delivered in the order received and after all messages of a higher precedence. Delivery time is within 24 hours.

3. Factors that may prevent the achievement of these time objectives and which should be taken into account include:

   a. transmission conditions;

   b. the length of the message;

   c. the message traffic load;

   d. special handling requirements;

   e. misuse of precedence;

   f. the requirement to use non-Service communications networks;

   g. COMMCEN staffing problems, for example, some communications centres are not open 24 hours a day, especially certain Department of Foreign Affairs and Trade COMMCEN in overseas locations;

   h. encryption and decryption for security and/or special handling requirements; and

   i. in-service mail.

4. **Transmission of messages overseas.** The procedures and guidelines for the transmission of messages overseas are in appendix 1 to annex B.

**Appendix:**

1. Procedures and guidelines for the transmission of messages overseas
PROCEDURES AND GUIDELINES FOR THE TRANSMISSION OF MESSAGES OVERSEAS

1. The official channel for communications between the Australian Government and its representatives overseas is provided by the Department of Foreign Affairs and Trade (DFAT) using the Diplomatic Communications Network.

2. In the case of the Department of Defence, it has been agreed that military communications should be used where they exist (for example, in Washington and Wellington) and where diplomatic communications do not exist for Australian Defence Force (ADF) authorities and/or units based overseas (for example, liaison officers and peacekeeping forces).

3. Overseas locations where both Defence and diplomatic communications facilities are provided (for example, in Washington) have separate message addresses assigned, dependent on the communications network to be used. From such addresses the communications staff will ensure that the message is transmitted via the correct network.

<table>
<thead>
<tr>
<th>Military</th>
<th>Diplomatic</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUSTDEF WASHINGTON</td>
<td>AUSTEMBA WASHINGTON</td>
</tr>
<tr>
<td>AUSTAIR WASHINGTON</td>
<td>AUSTCOM WELLINGTON</td>
</tr>
<tr>
<td>AUSTDEF WELLCOM</td>
<td></td>
</tr>
</tbody>
</table>

Selection of message address

4. If a choice of message address exists, the military address is to be used to ensure that the message is sent by the Defence communications system for transmission of the following information:

   a. messages concerning information received from United States (US) authorities on the condition that it is intended for Defence use only;
   b. information provided in accordance with agreements between the US Department of Defense and the Australian Department of Defence governing the exchange of information, for example:
      (1) the United States–Australia Security (US–AS) Agreement on the Exchange of Defence Information;
      (2) the Agreement for the Exchange of Atomic Information for Mutual Defence Purposes;
      (3) the Tripartite Technical Cooperation Programme Agreement;
      (4) the Agreement for Cooperative Research and Development; and
      (5) US–UK–CAN–AS, ABCA and similar Service agreements such as Information Exchange Projects and Data Exchange Agreements;
   c. non-policy aspects of specific US–AS military projects;
   d. administration of Service personnel and routine administrative matters not of concern to Defence as a whole;
   e. tactical, operational and training traffic of Service responsibility;
   f. communication–electronics, engineering and other technical information of Service responsibility;
   g. US military plans before clearance through State Department or similar channels; and
   h. US military intelligence and planning material before clearance for release.

5. A list of military message addresses for Defence representatives at diplomatic posts is in Allied Communication Publication 117 (AS/NZ Supp 1) held by Communication Centres (COMMCEN) and in current Defence instructions.
6. When a diplomatic address is used on a message, that message will be transmitted via the Diplomatic Communications Network and will be handled and distributed as detailed in paragraphs 8 and 9 below.

7. It is the responsibility of an originator to ensure the use of the correct message address.

Handling of Defence-addressed diplomatic cables by Department of Foreign Affairs and Trade

8. Defence messages passing through the Diplomatic Communications Network will be handled by DFAT as either Defence messages or diplomatic cables. In both cases this may result in messages to and from Defence being passed to other government departments without Defence knowledge or agreement. Messages to Defence addresses from diplomatic posts are handled as follows:

   a. If the Foreign Affairs (FA) analyst can clearly recognise that the message is in the Defence format, it will be passed directly to Department of Defence Canberra for action and/or refiling into the Defence Communications Network as a Defence message.

   b. If the FA analyst does not recognise the message format, but decides that the message should be passed to Defence addresses, then it is handled as a diplomatic cable. The cable will be delivered electronically via departmental/FA interface, the Communication Information Distribution system.

   c. If a diplomatic cable is addressed to a Defence Canberra address and also includes ‘For (a person or authority by name)’ as the first words of the text, it is passed directly to Department of Defence Canberra but may have limitations placed on it for distribution by DFAT (see paragraph 9c).

Distribution of classified diplomatic cables

9. All classified diplomatic cables are subject to the following distribution limitations:

   a. Additional photocopying above the authorised number is not permitted without special permission.

   b. For any diplomatic cable classified SECRET or above, or which has a special caveat, the distribution is further limited.

   c. If a diplomatic cable is classified and/or has a caveat and, in addition, the first words of the text include ‘For (a specific person or authority)’ as at paragraph 8c, then DFAT may direct that the message be distributed to specified persons only, for example, Secretary and the Chief of the Defence Force (CDF), as in paragraph 11.

A full distribution of diplomatic cables by the Subject Indicator Group (SIG) or Subject Indicator Code (SIC) to a specific nominated person, authority or keyword may not be immediately achieved. Action authorities or action officers are required to check that all authorised authorities or officers who require to know are informed of the existence of the cable.

Security of caveat and privacy-marked messages

10. When being sent within the Defence Organisation, Defence messages with caveats or privacy markings are given special handling and/or limited distribution. This does not always occur in the Diplomatic Communications Network, especially for AUSTRALIAN EYES ONLY and IN–CONFIDENCE messages. Hence, care must be taken when using caveats or privacy markings on Defence messages that will pass through the Diplomatic Communications Network.

11. ‘EXCLUSIVE FOR’, ‘PERSONAL FOR’, and ‘DELTTEXT’. The Defence caveat ‘EXCLUSIVE FOR’ is not recognised in the Diplomatic Communications Network. Cables or Defence messages with this caveat passing through the Diplomatic Communications Network are handled by DFAT as ‘PERSONAL FOR DEPARTMENTAL HEAD’ which within Defence means that the Secretary and CDF automatically receive the only copies, regardless of the distribution directed by the originator. ‘PERSONAL FOR’ Defence messages are handled in the same way by DFAT; ‘EXCLUSIVE FOR’ and ‘PERSONAL FOR’ are therefore not to be used on Defence messages that may be transmitted through the Diplomatic Communications Network. If it is necessary to address a message to a specific person
and/or authority, ‘FOR ... FROM ...’ may be used in the text of the message after the ‘MESSAGE SUBJECT’. RAN ‘DELTEXT’ messages are also not recognised by DFAT and should not be passed through the Diplomatic Communications Network.

Use of ‘FOR HADS’/‘FOR (appropriate military authority)’

12. Messages requiring action by Defence representatives at diplomatic posts should have inserted as the first words of the text ‘FOR HADS’ or ‘FOR (appropriate military authority)’.

Replies to Defence messages from non-military personnel at diplomatic posts

13. To ensure that non-military personnel located at diplomatic posts send their message replies to the correct ADF address when messages originate outside Canberra, the originator is to provide detailed reply instructions in the text of messages. These instructions should be concise and give the correct Defence message address or addresses to be used (not just ‘Defence Canberra’), and should indicate how reference should be made to the original signal, for example, SIG/SIC, Date–time Group and the originator’s number.

Use of address indicator groups and general messages

14. Originators using address indicator groups (AIG) on Defence messages are to ensure that military representatives in foreign locations included in AIG are only kept in the address if absolutely essential. Consideration should be given to sending copies of low-precedence Defence messages to foreign locations by mail.

Differences in the handling of precedence messages

15. The originators of messages should be aware that precedence messages handled through the Diplomatic Communications Network are subject to the following handling criteria:

<table>
<thead>
<tr>
<th>Defence</th>
<th>Foreign Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routine (R):</td>
<td>24 hours</td>
</tr>
<tr>
<td>Priority (P):</td>
<td>six hours</td>
</tr>
<tr>
<td>Immediate (O):</td>
<td>one hour</td>
</tr>
<tr>
<td>Flash (Z):</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Routine (RR):</td>
<td>As for Defence.</td>
</tr>
<tr>
<td>Priority First (PP First):</td>
<td>Transmit within half an hour but ahead of PP messages and after any immediate II0 messages. Mission will not be opened. Await next working day.</td>
</tr>
<tr>
<td>Priority (PP):</td>
<td>Transmit within three hours. Mission will not be opened. Await next working day.</td>
</tr>
<tr>
<td>Immediate (II):</td>
<td>Transmit within half an hour. Mission COMMCE will be opened.</td>
</tr>
<tr>
<td>Emergency (EE):</td>
<td>Used only in times of national emergency. Overrides all other traffic.</td>
</tr>
</tbody>
</table>

16. Originators of messages to foreign addresses are to continue to use Defence precedences but should be aware of the limitations explained in paragraph 15 when selecting the desired precedence.

Diplomatic bag/safehand mail/savingrams

17. Defence messages of a routine nature, such as General Messages, are to be marked for dispatch by ‘Safehand Mail’. Neither the DFAT diplomatic bag nor savingrams are to be used for Defence messages.
# TIME ZONE CHART OF THE WORLD

<table>
<thead>
<tr>
<th>City/Region</th>
<th>Time Difference from GMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUCKLAND</td>
<td>+12</td>
</tr>
<tr>
<td>EASTERN AUSTRALIA &amp; PNG</td>
<td>+10</td>
</tr>
<tr>
<td>DARWIN ADELAIDE</td>
<td>+9</td>
</tr>
<tr>
<td>SEOUL TOKYO</td>
<td>+8</td>
</tr>
<tr>
<td>PERTH</td>
<td>+7</td>
</tr>
<tr>
<td>SAIGON MANILA</td>
<td>+6</td>
</tr>
<tr>
<td>BUTTERWORTH SINGAPORE</td>
<td>+4</td>
</tr>
<tr>
<td>BANGKOK JAKARTA</td>
<td>+3</td>
</tr>
<tr>
<td>RANGOON</td>
<td>+2</td>
</tr>
<tr>
<td>NEW DELHI</td>
<td>+1</td>
</tr>
<tr>
<td>RAWALPINDI</td>
<td>+0</td>
</tr>
<tr>
<td>CYPRUS</td>
<td>-1</td>
</tr>
<tr>
<td>PARIS, ROME</td>
<td>-2</td>
</tr>
<tr>
<td>WASHINGTON</td>
<td>-3</td>
</tr>
<tr>
<td>HAWAII</td>
<td>-4</td>
</tr>
<tr>
<td>CITY/REGION</td>
<td>TIME OBTAIN FROM GMT</td>
</tr>
<tr>
<td>LONDON</td>
<td>0000</td>
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## Notes:
- Local use of daylight saving will cause variations in the times shown.
TIME ZONE MAP OF THE WORLD
# LAYOUT OF THE MESSAGE TEXT

## TWO-PAGE FORMAT

### MESSAGE FORM

<table>
<thead>
<tr>
<th>SECURITY CLASSIFICATION</th>
<th>UNCLAS [1]</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECIAL HANDLING INSTRUCTIONS</td>
<td></td>
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</tbody>
</table>

<table>
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<tr>
<th>LINE 1</th>
<th>LINE 2</th>
<th>LINE 3</th>
<th>LINE 4</th>
<th>LINE 5</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBJECT OF MESSAGE</th>
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<tr>
<td>TABULATE [2]</td>
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<table>
<thead>
<tr>
<th>ROUTE Routine</th>
<th>ROUTE Routine</th>
<th>DATE: TIME GROUP</th>
<th>MESSAGE INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>080450Z NOV 98</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ROUTING INDICATORS

- **FROM**: \[WEF/ABA\]
- **TO**: \[61667/OPS [3]\]
- **INFO**: 
  - ADDRESSSEE 1
  - ADDRESSSEE 2
  - ADDRESSSEE 1 FOR...
  - ADDRESSSEE 2 FOR...
  - INFO ADDRESSSEE 1 FOR...
  - INFO ADDRESSSEE 2 FOR...

### SIG

- **IN-CONFIDENCE [4]**
- **NODUF**

### A. FIRST REFERENCE

### B. SECOND REFERENCE

- 1. THIS IS THE FIRST PARAGRAPH WITHIN A MESSAGE. IT ENDS WITH A FULL STOP IF THERE IS ANOTHER PARAGRAPH FOLLOWING IT. THE FINAL PARAGRAPH DOES NOT HAVE A FULL STOP.
- 2. THIS IS THE SECOND PARAGRAPH WITHIN A MESSAGE.

### A. THIS IS THE FIRST SUBPARAGRAPH WITHIN THIS MESSAGE. A CAPITAL LETTER IS USED TO IDENTIFY THE SUBPARAGRAPH.

### B. THIS IS THE SECOND SUBPARAGRAPH WITHIN THIS MESSAGE.


### 4. THIS IS THE FOURTH PARAGRAPH IN A MESSAGE. IF THE MESSAGE WILL CONTINUE ONTO TWO OR MORE PAGES THEN THE SUBSEQUENT PAGES DO

### PAGE NO |
| 1 |
| 2 |

### NO OF PAGES |
| 1 |
| 2 |

### FOR OPS USE |

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>SYSTEM</th>
<th>OPERATOR</th>
</tr>
</thead>
</table>

### SECURITY CLASSIFICATION |

| UNCLAS [1] |

---

Block No 7530-69-004-6819
Notes

1. See paragraph 4.7 in this chapter.
2. See paragraph 4.13 in this chapter.
3. See paragraph 4.18 in this chapter.
4. See paragraph 4.20 in this chapter.
5. See paragraph 4.22 in this chapter.
6. See paragraph 4.28 in this chapter.
SINGLE-PAGE FORMAT

Department of Defence

MESSAGE FORM

NOTE: Shaded areas are for COMM/ENCE/SIGS use only.

<table>
<thead>
<tr>
<th>LINE 1:</th>
<th>SECURITY CLASSIFICATION</th>
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</thead>
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<td>LINE 4:</td>
<td></td>
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<tr>
<td>LINE 5:</td>
<td></td>
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<table>
<thead>
<tr>
<th>PRECEDENCE ACTION</th>
<th>PRECEDENCE ROUTINE</th>
<th>DATE TIME GROUP</th>
<th>MESSAGE INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>080450Z NOV 98</td>
<td></td>
</tr>
</tbody>
</table>

SUBJ: SINGLE-SERVICE TRG (SST) FOR RAAF CADETS—1999 SCHED

ROUTING INDICATORS

FROM 41WG
TO DEFENCE ACADEMY
INFO 2CRU
3CRU
114CRU

DEFENCE ACADEMY CAMPBELL (ADFA) FOR SO3, CRU FOR CO

A. ADFA 43/B/ADMIN OF 30 OCT 98
B. TELECON W/CDR BROWN (41WG)/FLT LT BLOGGS (ADFA) ON 06NOV98
C. DEFENCE ACADEMY CAMPBELL WEF OPS 112/98 OF 070500Z NOV 98
1. REF A DISCUSSED THE PROPOSED VISIT SCHEDULE FOR THIRD-YEAR CADETS ON SST IN JAN 99. REF B DISCUSSED 41WG PREFERRED SCHEDULE.
   REF C WAS A COUNTER PROPOSAL. ACCORDINGLY, NEW SCHEDULE FOL:
   A. 26 JAN 99—TRAVEL TO WILLIAMTOWN
   B. 27 JAN TO 11 FEB 99—VISIT 3CRU
   C. 12 FEB 99—TRAVEL TO DARWIN
   D. 13 FEB TO 19 FEB 99—VISIT 2CRU.
   2. 41WG POC FLT LT H. ORNET (049 654321

ALL ACK

PAGE NO: 1
DRAFTERS RANK, NAME AND TITLE: FLT LT LN, CHARGE OIC VISITS 41WG
PHONE NO: 049 654587
REF FILE NO: 41WG 12/34/ADMIN PT1
NO OF PAGES: 1
RELEASERS RANK, NAME AND TITLE: AS ABOVE
BRANCH-UNIT: 41WG
SIGNATURE: 41WG
DATE: 08 NOV 1998

FOR: OPS: R
HDR: DATE TIME SYSTEM OPERATOR
D DATE TIME SYSTEM OPERATOR

Security Classification: UNCLAS

Stock No 7508-00-049-0891
ALPHABET—PHONETIC EQUIVALENTS

A — ALPHA
B — BRAVO
C — CHARLIE
D — DELTA
E — ECHO
F — FOXTROT
G — GOLF
H — HOTEL
I — INDIA
J — JULIETT
K — KILO
L — LIMA
M — MIKE
N — NOVEMBER
O — OSCAR
P — PAPA
Q — QUEBEC
R — ROMEO
S — SIERRA
T — TANGO
U — UNIFORM
V — VICTOR
W — WHISKEY
X — XRAY
Y — YANKEE
Z — ZULU
EXAMPLE OF COVER MESSAGE FOR READDRESSING

MESSAGE FORM

NOTE: Shaded areas are for COMM/EN/SIGS use only.

LINE 1
LINE 2
LINE 3
LINE 4
LINE 5

PRECEDENCE - ACTION
PRECEDENCE - INFO
ROUTINE
ROUTINE

DATE - TIME
GROUP
030410Z NOV 97

MESSAGE INSTRUCTIONS
READDRESSAL

SUBJECT OF MESSAGE

ROUTING indicators
NOTE: Write only one addressee per line
FROM DEFARM CANBERRA
TO FIELD FROM SYDNEY

SIC
A3/JAZO/SAA

ORIG NO
COMMS 2345

READDRESS ATTACHED COPY OF MILDIST BRISBANE
COMMSS96789 ERS 231030Z OCT 97

PAGE NO
1

DRAFTER'S RANK, NAME AND TITLE
CAPT L.M. WIGHT SO3 OPS

PHONE NO
56780

REF FILE NO
A111-5-345

NO OF PAGES
1

RELEASER'S RANK, NAME AND TITLE
BRANCH/UNIT

SIGNATURE
DATE

MAJ U.R. RONG SO2 OPS
COMD SF

03 NOV 1997

FOR OPER HIST
DATE/PLACE
SYSTEM OPERATOR

DATE/TIME
SYSTEM OPERATOR

SECURITY CLASSIFICATION
UNCLAS
EXAMPLE OF A MULTIPLE–ADDRESS MESSAGE

Department of Defence

MESSAGE FORM

NOTE: Shaded areas are for COMMON/SIGS use only.

<table>
<thead>
<tr>
<th>LINE 1</th>
<th>LINE 2</th>
<th>SECURITY CLASSIFICATION</th>
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<thead>
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<th>LINE 3</th>
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<th>SPECIAL HANDLING INSTRUCTIONS</th>
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<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>LINE 5</th>
<th>PRECEDENCE - ACTION</th>
<th>PRECEDENCE - INFO ROUTINE</th>
<th>DATE - TIME GROUP</th>
<th>MESSAGE INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ROUTINE</td>
<td></td>
<td>230234Z MAY 97</td>
<td></td>
</tr>
</tbody>
</table>

SUBJECT OF MESSAGE

SUBJ: MESSAGE WRITING

ROUTING INDICATORS

FROM DEFARM CANBERRA
TO DEFAIR CANBERRA
HQOC
INFO DENVNAV CANBERRA

SIC ABA
ORG NO COMMS 2345

(---------------------------------- IN-CONFIDENCE)

A. DEFARM CANBERRA OBA COMMS98706 OF 230436 MAY 97
B. HQOC OBA/BRT AIR0564 OF 232845Z MAY 97
1. EXAMPLE SHOWS THE CORRECT SEQUENCE OF PREP MSG WITH:
A. MULTIPLE ADDRESSEES
B. MORE THAN ONE REF
2. EXAMPLE ALSO SHOWS PRIVACY MARKINGS
3. PORTIONS IN BRACKETS ARE DELETED IF NOT REQ
4. SIC ABA USED FOR IN-CONFIDENCE MSG
5. IF DELIVERY INSTR ARE TO BE PLACED IN TEXT, REFER TO DRB 23 CHAP 4 PARA 405
EXAMPLE OF FORMAT OF A RECEIVED DEFENCE OR MILITARY MESSAGE

W DRAB21 00
RR RAYAFL
DE RAYWEF 024 1470135
ZNR UUUUU
R 270052Z MAY 98
FM DEFARM CANBERRA
TO RAYCBL/MILDIST SYDNEY
RAYAFL/MILDIST MELBOURNE
INFO RAYUEL/MILDIST ADELAIDE
BT
UNCLAS
SIC HRI
SD204
STAFF–IN–CONFIDENCE
FOR SO COMMS FROM D COMMS
MESSAGE WRITING
A. MY SD198 OF 100739Z MAY 98.
B. R123/4/73 OF 23 DEC 98.
C. MILDIST MELBOURNE DO74 OF 150900Z MAY 98.
1. IN DRAFTING THE TEXT OF A MESSAGE THE FOLLOWING PRINCIPLES APPLY:
A. LAYOUT GENERALLY CONFORMS TO ORDINARY CORRESPONDENCE.
B. PUNCTUATION SYMBOLS (ANNEX I TO CHAPTER 6) ARE PREFERRED WITH THE
EXCEPTIONS OF QUOTE, UNQUOTE, PER CENT, AND PARA WHICH ARE SPELT OUT.
C. UPPER CASE ONLY IS ACCEPTABLE.

PAGE 2 RAYWEF 024 UNCLAS
D. ABBR MAY BE USED PROV AUTH IN ADFP 101 AND READILY UNDERSTOOD BY
ADRESSEES.
E. ELIMINATE UNNECESSARY WORDS WITHOUT MAKING MEANING VAGUE BT

Comment:
In some cases when messages are reproduced before delivery to addressees, certain elements may be
removed. In the above example, all information above the fifth line and the message ending when
subject to this condition would therefore be removed.
DEFENCE ACADEMY CAMPBELL (ADFA) FOR SO3, CRU FOR CO
SUBJ: SINGLE-SERVICE TRG (SST) FOR RAAF CADETS—1999 SCHED
A. ADFA 43/8/ADMIN OF 30 OCT 98
B. TELECON WGCDDR BROWN (41WG)/FLTLT BLOGGS (ADFA) ON 06NOV98
C. DEFENCE ACADEMY CAMPBELL WEF OPS 112/98 OF 070500Z NOV 98.
1. REF A DISCUSSED THE PROPOSED VISIT SCHEDULE FOR THIRD–YEAR CADETS ON SST IN JAN 99. REF B DISCUSSED 41WG PREFERRED SCHEDULE. REF C WAS A COUNTER–PROPOSAL. ACCORDINGLY, NEW SCHEDULE FOL:
A. 26 JAN 99—TRAVEL TO WILLIAMTOWN
B. 27 JAN TO 11 FEB 99—VISIT 3CRU
C. 12 FEB 99—TRAVEL TO DARWIN
D. 13 FEB TO 19 FEB 99—VISIT 2CRU.
2. 41 WG POC FLTLT H. ORNET (02) 4965 4321
ALL ACK
UNCLASSIFIED

ACTION PREC: PRIORITY
FROM: HQADF
TO: RAYIAAB/2 CAV REGT
     RAYIAAE/LOGBN DARWIN
MSG REF: SIC WAF  DTG: 300210Z OCT 97
SUBJ: INVALIDITY RETIREMENT FROM THE DEFENCE FORCE

DE/340 (AE1)
A. SCMA MELBOURNE PM4 DISCH 984/97 OF 250133Z SEP 97.
B. ARMY HEADQUARTERS MINUTE DGPSC–A 2175/1996 20AUG96.

1. REFERENCE A AUTHORISED PTE SMITH TO BE DISCHARGED IN TERMS OF AMR176 (1) (H),
   MEDICALLY UNFIT ON 31OCT98. THE ADMINISTRATIVE ORDER ISSUED BY SCMA FOR THIS
   SOLDIER'S DISCHARGE ADVISED THE ADMIN UNIT TO RAISE COMSUPER FROM DM42,
   INVALIDITY RETIREMENT FROM THE DEFENCE FORCE.
2. A DM42 FOR THIS MEMBER HAS NOT BEEN RECEIVED YET THE DISCHARGE HAS BEEN EFFECTED. PLEASE ADVISE:
   (A) WHEN AND AT WHICH MEDICAL FACILITY WAS THE FINAL MEDICAL BOARD CONDUCTED, AND
   (B) WAS THE DM42 RAISED AND INCLUDED IN THE MEMBER'S UNIT MEDICAL FILE FOR
   COMPLETION BY THE MEDICAL OFFICER AT THE FINAL MEDICAL BOARD.
3. AS THE DISCHARGE HAS MATURED, COMSUPER IS COMPELLED TO REPORT THIS FACT
   TO THE RESPECTIVE MSBS BOARD/DFRDB AUTHORITY. SHOULD THE DELAY BE
   CONSIDERED UNACCEPTABLE BY HEAD DEFENCE PERSONNEL EXECUTIVE, INVESTIGATION
   OF THE CIRCUMSTANCES OF THE DELAY WILL RESULT.
4. ANY CONCERNS REGARDING THIS MATTER SHOULD BE PASSED TO MAJ JONES,
   ALLOWANCES AND ENTITLEMENTS ON PHONE (02) 6265 1234 OR FAX (02) 6265 1235
   BT

From Ri: RAYWEEA  SSN: 5926  JFT: 3040008
Date/Time Printed: 31/10/97 00:08:38  Page 1
SUBJ: INVALIDITY RETIREMENT FROM THE DEFENCE FORCE.

A. SCMA MELBOURNE PM4 DISCH 984/97 OF 250133Z SEP 97.
B. ARMY HEADQUARTERS MINUTE DGPSA–A 2175/1996 20AUG96.

1. REFERENCE A AUTHORISED PTE SMITH TO BE DISCHARGED IN TERMS OF AMR176 (1) (H), MEDICALLY UNFIT ON 31OCT98. THE ADMINISTRATIVE ORDER ISSUED BY SCMA FOR THIS SOLDIER’S DISCHARGE ADVISED THE ADMIN UNIT TO RAISE COMSUPER FORM DM42, INVALIDITY RETIREMENT FROM THE DEFENCE FORCE.

2. A DM42 FOR THIS MEMBER HAS NOT BEEN RECEIVED YET THE DISCHARGE HAS BEEN EFFECTED. PLEASE ADVISE:
   (A) WHEN AND AT WHICH MEDICAL FACILITY WAS THE FINAL MEDICAL BOARD CONDUCTED AND
   (B) WAS THE DM42 RAISED AND INCLUDED IN THE MEMBER’S UNIT MEDICAL FILE FOR COMPLETION BY THE MEDICAL OFFICER AT THE FINAL MEDICAL BOARD.

3. AS THE DISCHARGE HAS MATURED, COMSUPER IS COMPELLED TO REPORT THIS FACT TO THE RESPECTIVE MSBS BOARD/DFRDB AUTHORITY. SHOULD THE DELAY BE CONSIDERED UNACCEPTABLE BY HEAD DEFENCE PERSONNEL EXECUTIVE, INVESTIGATION OF THE CIRCUMSTANCES OF THE DELAY WILL RESULT.

4. ANY CONCERNS REGARDING THIS MATTER SHOULD BE PASSED TO MAJ JONES, ALLOWANCES AND ENTITLEMENTS ON PHONE (02) 6265 1234 OR FAX (02) 6265 1235

BT
#5926

NNNN
CHAPTER 5

AGENDA AND MINUTES OF MEETINGS

Organising meetings and preparing papers

5.1 The following guidance applies to those organising meetings and those involved in the preparation and writing of papers for presentation before committees. The requirements of this chapter apply to meetings at all levels throughout Defence, including senior Defence committees’, standing committees’, and ad hoc meetings.

Committee secretariat

5.2 Any Defence employee, whether military or civilian, may be asked to act as a secretary to a meeting. A secretary’s duties fall into two major divisions:

a. organising the meeting which includes overseeing the preparation and distribution of agenda and briefing papers, and

b. debriefing action officers and writing the minutes after the meeting.

5.3 Defence Reference Book (DRB) 4—Senior Defence Committees provides information on senior committee membership and committees’ terms of reference.

LAYOUT

5.4 When preparing agenda and minutes, writers should take account of the requirements set out in part 2, chapter 1—‘Conventions of correspondence’, chapter 2—‘Internal correspondence’ and chapter 3—‘External correspondence’ on correspondence and related administrative documents regarding presentation of:

• structural components
• titles
• paragraph numbering
• page numbering

and in this chapter for the order of documents required for:

• committee business
• business lists
• agenda
• agendum papers
• briefing papers

Font requirement

5.5 To improve readability and to interface with modern word-processing software, the 12-point Times New Roman font is used for Defence agenda and minutes of committee meetings. The same font is used when writing supporting documents to be provided as enclosures to committee papers, such as a report or a brief. However, if the supporting document already exists in another font, it does not need to be recreated in Times New Roman specifically for presentation to the committee.
AGENDA OR BUSINESS LISTS

5.6 The terms agenda and business list are synonymous. For the purposes of this chapter, ‘agenda’ will be used and may be considered interchangeable with ‘business list’. An agenda is a list of items for discussion at a meeting.

Constructing agenda

5.7 Agenda contain segments of information, arranged in the following order:

a. security classification or privacy marking (at the head and tail of each page, if needed);
b. page number—all pages are numbered and each carries detail of the total number of pages, for example, Page 1 of 3 and so on;
c. copy number (if needed, subject to security classification);
d. file reference;
e. address block;
f. title, which includes the name of committee and the location, time and date of the meeting;
g. agenda items with numbered paragraphs;
h. signature block of the committee secretary;
i. telephone number of the committee secretary;
j. date; and
k. enclosure list of supplementary documents and briefs.

Processes

5.8 An agenda should be circulated to all participants well before the meeting in order to allow sufficient time for preparation. This is particularly important in the case of senior committees, whose members have heavy demands on their time. There is a standing requirement that agenda for senior committees be distributed at least five working days before a committee is to meet.

5.9 The agenda is prepared, signed and distributed by the Secretary of the committee, or any other officer nominated by the Chair. Agenda items are listed in the order in which they will be discussed, and are set out with at least one clear blank line between items.

File references

5.10 Agenda prepared for senior committees usually have the appropriate file number appearing in the top left-hand corner of the front page, one clear line below any header material. Other committees may choose to use a consecutive annual serial number instead; further information on this process is provided in paragraph 5.21b in this chapter.

Distribution

5.11 There are several methods for distributing agenda within the Defence Organisation. The distribution method should be checked with the committee secretariat for the relevant committee; some Defence committees require a separate cover sheet for the distribution list. The address section of the correspondence is replaced by the instruction See distribution, which appears in a bold typeface; the addressees are then listed on a separate sheet headed by the group title Distribution, also in a bold typeface.¹

¹ Additional information on multiple addressing and the use of distribution lists can be found in part 2, chapter 1—‘Conventions of correspondence’ and part 2, chapter 2—‘Internal correspondence’.
Supplementary documents

5.12 These documents usually consist of enclosures such as agendum papers, briefs or reports, but may include annexes and appendixes.

Agendum papers

5.13 These provide information and recommendations on particular agenda items for discussion by committees and should be as concise as possible. Where papers are necessarily long, and the subject permits, they should contain a summary of the arguments supporting conclusions and recommendations for future action. The summary paragraphs should be cross-referenced to the more detailed argument in the preceding text.

5.14 There may be additional, specific requirements for some senior Defence committees. In such cases guidance should be sought from the secretariat for the particular committee.

5.15 As with agenda, agendum papers should be issued in sufficient time before a meeting to enable committee members to absorb properly the information the papers contain. Agendum papers for senior committees must be distributed at least 10 full working days before a committee is to meet. Variations to this requirement are only accepted in exceptional circumstances.

Preparation of briefs

5.16 Relevant divisions are required to prepare joint briefs for the Secretary and the Chief of the Defence Force (CDF) for all agenda items coming before senior committees. Divisional heads with the prime carriage of the agenda are responsible for coordinating contributions to briefs from other areas of the Department.

5.17 The Secretary and CDF require briefs at least two working days before a meeting.

5.18 Enclosures to an agenda are to be listed at the end of the agenda in the following format:

Enclosures:
1. First document title (indicating the agenda item number)
2. Second document title (indicating the agenda item number)
3. Third document title (indicating the agenda item number)

5.19 Each page of an enclosure is to be labelled in capitals in the top right-hand corner with its agenda reference in the following manner:

AGENDA NO 2/1997
PAGE 3

AGENDA NO 3/1997
ANNEX A
PAGE 5

AGENDA NO 6/1997
ANNEX B
APPENDIX 4
PAGE 3

2 For guidance on the preparation of briefs, see part 2, chapter 7—‘Briefs’.
Minutes of meetings

5.20 These are used to record discussions, set out conclusions reached, and show clearly who is to take any action. The Chair and the Secretary both sign the minutes of a meeting.

Layout of minutes

5.21 The following conventions apply to the layout of minutes:

a. Line spacing. Minutes are prepared in the same way as other forms of correspondence, with line spacing between paragraphs.3

b. Serial numbers. Each set of minutes of senior committees is identified by a discrete serial number issued by the committee secretariat. The number can be sequential to denote which committee meeting is being referred to, for example, ‘the second meeting of the ... committee’; alternatively it may be a number that denotes the year, with the minutes for each subsequent meeting numbered from one onwards for that year. For example, the third meeting of the committee in 1997 would be designated 3/1997.

c. Primary title. There should always be a primary title, consisting of the name of the committee, the meeting number (if used), and the date and place of the meeting. The primary title may include the aim of the meeting.

d. Attendance. The rules for listing those in attendance are as follows:

(1) The Chair and Secretary are shown at the beginning and end of the list respectively. The titles ‘Chair’ and ‘Secretary’ follow the ranks and names of personnel in those positions, and are separated from them by tabs. Others present are listed by seniority of rank or appointment.

(2) Members and advisers attending committee meetings have their ranks, names, decorations, appointments and positions recorded in full.

(3) Apologies. These are included after the list of participants present and are introduced by a list title Apologies.

e. Order of items. Items should be recorded in the order shown on the agenda and with the same number.

f. Item titles. Each item has an item title (a section title) and an item number. Group titles are used to highlight sub-agenda items.

g. Speakers. Individual speakers should be identified by their appointments.

h. Decisions. Each decision, including the authority responsible to the committee for taking that action, is always clearly recorded in the minutes. The decision information is written as a summary in the minute following the discussion point; alternatively, for single-issue decisions, the decision summary can be consolidated and listed at the end of the minutes.

In all instances, the list title Decision precedes the outline of the decision and the identification of the action authority. Similarly, where appropriate, a specific action officer for subcomponents can be identified following the list titles For action or Further action.
i. **Signature.** Finalised minutes may be signed jointly by the Chair and the Secretary, or by the Secretary alone, upon advice from the Chair; the senior signatory should date the minutes when signing. The two signature blocks are placed across the page as a pair, the second on a tab point 80 mm from the margin, 105 mm from the paper’s edge (see annex B).

Sometimes more than two signature blocks may be required on the minutes. In such cases, the signature blocks should be placed in dual columns following the format in annex B. Single blocks appear on the left-hand margin.

5.22 An example of the layout of the minutes of a meeting is shown in annex B.

**Style**

5.23 Minutes should be succinct, in the main impersonal and, to the full extent that the discussion allows, decisive. The essence of important discussions should be recorded so that a reader who was not present at the meeting can understand the reasons for the decisions.

5.24 The minutes summarise the discussion of all agenda items. It is important that the records be self-contained and not refer readers to other documents. An explanatory précis of the reference (not simply a reference to the agenda item) which gave rise to committee discussion should be included in the minutes, for example, ‘Noting the advice in the agenda that ships would be required, the Chair said that ...’, rather than ‘The committee discussed the proposals in paragraph 10 of the agenda.’

5.25 Minutes of some senior committees may refer to other documents. This is usually only in circumstances where the items for discussion are a continuation of those listed in the referenced documents (for example, progress reports).

**Tabulated data**

5.26 Tabulated data should be included in the body of a minute whenever appropriate.

**Structure**

5.27 Minutes of meetings consist of three parts:

a. the statement of the problem, or introduction;

b. points of discussion, or considerations; and

c. conclusions, decisions and recommendations.

The minute taker has the responsibility of identifying the conclusions to be recorded and listing the essential points in the committee discussion that lead to those conclusions.

5.28 **Statement of the problem.** The minutes should begin by recording the subject or document under discussion. The problem should then be set out. The purpose of this opening statement is to make the record of the subsequent discussion intelligible without reference to other documents; if this cannot be achieved in a few lines, a full summary should not be attempted and appropriate references should be given.

5.29 **Points of discussion.** Having stated the problem, the minutes should then set out a concise summary of the various points made before the conclusion was reached. The summary should be impersonal: this helps to weld the development of the argument into a short logical statement. Keeping minutes impersonal also avoids giving the misleading impression that the discussion was carried on solely by those speakers named in the minutes. Therefore quotations such as ‘A said ..., B replied ...,

---

4 This might include a majority of the committee; it may be dependent on the subject matter or the complexity and gravity of the issue and the need for authoritative ownership, or perhaps local requirements.

5 Numbers in tables have fixed spaces as separators between 100s and 1000s, for example:

1 000
10 000
10 000 000

and so on; consistent spacing is essential when totalling columns.
C then pointed out ...’ should be avoided. There are, of course, occasions when it is necessary to attribute views to individuals. An example is where speakers reserve their positions or register dissent, or in senior committees where the precise detail of the speakers’ comments and participation are critical.

5.30 Conclusions. The minutes should end with conclusions that are clear and precise. The Chair will usually sum up the discussion and set out the conclusions reached. Failing this, the Secretary must draft a set of conclusions that convey the gist of the meeting. When action is required, the conclusions must place the responsibility firmly upon the individuals who are to carry out the action.

5.31 Recommendations or decisions. Decisions on single-subject issues are set out at the end of minutes. Minutes on multiple subjects are usually divided into a number of different sections, each section being devoted to a particular subject. Recommendations or decisions can then be interspersed throughout the record of the discussion attached to the appropriate sections instead of being brought together at the end of the minutes.

5.32 Recommendations, decisions and/or any accompanying action information are listed in the minutes following an appropriate list title, for example:

Recommendation(s) or Decision(s):

For action:

5.33 Decisions are recorded by the use of the words ‘to’ or ‘to be’, for example: ‘Field Force Command to provide ...’, or ‘Ships to be refuelled at ...’.

Shortened minutes

5.34 On occasion, particularly at lower committee levels, discussions and conclusions may be excluded, with only the decision taken needing to be recorded in the minutes. The Chair should rule when the shortened form will suffice.

Confirmation and issue of minutes

5.35 Agreement to the minutes of the previous meeting is sought as the first action at the next meeting. Confirmation may be sought out-of-session by circulating the minutes in draft form, or by attaching a covering letter or minute stating that agreement will be assumed unless amendments are forwarded by a given date. Minutes of senior committees are cleared as soon as possible and are confirmed in-session at the next committee meeting.

Annexes:
A. Layout of an agenda or business list
B. Layout of the minutes of a meeting
AGENDA FOR THE [SECOND] MEETING OF THE [COMMITTEE],
TO BE HELD IN [ROOM/LOCATION]
AT [TIME], ON [DATE]

1. Minutes of previous meeting.
2. Matters arising from previous meeting.
3. Specific subject (first agendum).
4. Specific subject (second agendum and so on).
5. Any other business.
6. Arrangements for next meeting.

NAME
RANK (for military)
Secretary

Tel: (03) 9256 2345

Jan 97
Notes

1. See part 2, chapter 1—‘Conventions of correspondence’ for details on page numbering; however, this form of numbering is only necessary on documents classified SECRET or above.

2. As required and subject to security classification.

3. Senior Defence committees use a separate distribution list. For advice, contact the committee secretariat.

4. If the rank is in full—depending on formality—the date is in full. If the rank is abbreviated, so is the date.

5. The date, full or abbreviated depending on formality, is completed when the agenda are signed.
LAYOUT OF THE MINUTES OF A MEETING

[SECURITY CLASSIFICATION (as required)]

Page 1 of ... ¹

Copy no ... of ... ²

Committee or file reference number

See distribution ³

MINUTES OF THE MEETING OF [COMMITTEE],
ON [SUBJECT],
HELD AT [PLACE] ON [DATE]

Present: ⁴

............................................................... Chair

............................................................... Secretary

Apologies:

...............................................................

............................................................... ¹

1. Introductory remarks on the meeting by the Chair.

ITEM 1—[ITEM TITLE]

2. This states the problem, followed by a summary of discussions for the record.

3. Paragraph titles may be used.

4. Recommendations and/or decisions. The minutes are to include a record of the recommendations or decisions for each item and the names of those appointments nominated to take action. For example:

Decision:
DGOR–AF is to submit the completed feasibility study to the CASAC.

For action:
DGOR–AF

[SECURITY CLASSIFICATION (as required)]
ITEM 2—[ITEM TITLE]

Group title for an issue under item 2

5. ........................................................................................................................................

6. ........................................................................................................................................

Recommendation(s) and/or Decision:
........................................................................................................................................

For action:
........................................................................................................................................

Further action:
........................................................................................................................................

7. ........................................................................................................................................

Recommendation(s) and/or Decision:
........................................................................................................................................

For action:
........................................................................................................................................

8. Conclusion. The Chair concludes the meeting by summarising the decisions and recommendations and adds appropriate remarks, for example, thanking those attending for their support and enthusiasm.

NAME
RANK (for military)
Chair

NAME
RANK (for military)
Secretary

Jan 97
Notes

1. See part 2, chapter 1—‘Conventions of correspondence’ for details on page numbering; however, this form of numbering is only necessary on documents classified SECRET or above.

2. As required and subject to security classification.

3. Senior Defence committees use a separate distribution list. For advice, contact the committee secretariat.

4. See paragraph 5.21d in this chapter for information on how to list those attending meetings.

5. The second signature block commences 80 mm from the left-hand margin.

6. The date, full or abbreviated depending on formality, is completed when the minutes are signed.
CHAPTER 6

ABRIDGED DOCUMENTS

INTRODUCTION

6.1 Abridged versions of documents assist readers to assimilate information quickly. Their purpose is to:

a. give readers a clear notion of the substance of documents in a short time;

b. make available for easy reference the essential facts contained in complex documents; and

c. clarify argument that may be obscure or involved in a longer, convoluted document.

6.2 The most common forms of abridged documents are:

a. **Synopsis.** This is a miniature form of the original document, retaining the structure, style, tone and level of the original, with abridged content. A synopsis can be of any specified length, less than that of the original.

b. **Précis.** Like a synopsis, a précis is a miniature form of the original document, retaining its tone and mood. It is generally written in narrative form, but has a length between a quarter and a third of that of the original.

c. **Summary.** This is generally written in tabular or note form showing the points, argument and deductions of the original document(s).

d. **Executive summary.** This is an abridgment of a paper or brief that is restricted in length to one or a few pages. It allows senior officers and executives to get the gist of a lengthy document when time is short, for example, in preparation for an urgent high-level meeting.

METHOD

6.3 Abridging documents requires systematic reduction of text. The document should be divided into ‘manageable’ parts—section, paragraph group, paragraph—that can be reduced in size while retaining the meaning, style, tone and level of the original. The abridged document should only include information that is essential to the reader; the writer of an abridged document should include desirable information, only if such an inclusion would not exceed the word count that the sponsor has nominated.

Principles

6.4 **Conciseness.** Only facts and statements that are strictly relevant to the subject of the original should be included. As few words as possible should be used without resorting to cryptic language. The abridged version should read smoothly.

6.5 **Accuracy.** The words and phrases used should be carefully selected and unambiguous. This demands a good vocabulary and probable recourse to a dictionary.

6.6 **Arrangement.** Facts should be presented in a logical order so that readers are provided with mental links, enabling them to pass easily from one fact to another. Arrangement in this manner avoids any tendency towards repetition.

6.7 **Style, tone and level.** For reasons of length (word count), the original’s wording cannot be simply transferred to the abridged version, but the words used should be as close as possible to those in the original, keeping the original’s style, tone and level. On occasion, however, the use of a particular figure of speech or phrase from the original may help to retain the style and tone. Flowery phrases should be discarded. The third person should be used unless the abridged version itself contains a reference in the first person, either to the writer or the organisation to which the writer belongs.
6.8 Impartiality. The writer’s meaning in the original must not be coloured or distorted in any way. There is a difference between writing an abridged document, and writing to extract and summarise essential points intended to allow a superior to prepare a reply on a particular subject. In the latter case, the subordinate’s own views may be expressed. However, the writer of the abridged version should remain impartial. Any personal views on the subject must not be included, even though the writer may not agree with the contents of the original.

Structure

6.9 The structure of the abridgment will depend on that of the original document. Titles drawn from the original may provide visual stimulus and reader guidance, but their use is not mandatory. An example of layout is shown in annex A. Where titles are needed, in-line paragraph titles will assist in conserving vertical space.

Signing

6.10 The individual responsible for the abridgment is not identified—no signature appears on any abridged document.

LAYOUT

6.11 The layout of the four types of abridged documents—synopses, précis, summaries and executive summaries—is the same. The abridged document is completed on plain paper without letterhead design or crest. Its design, font and numbering system are the same as those applying to correspondence.

Title block

6.12 The subject of the abridged document, the name of the writer of the original document(s) and the type of abridgment are identified in the title block.

6.13 Presentation. The subject is presented as a primary title (all in upper-case bold typeface aligned with the left-hand margin); the name of the author of the original document is presented as a group title (in bold typeface with initial capitals; for the military, the rank is given in full) preceded by the preposition ‘by’. The type of abridgment is presented as a primary title (all in upper-case bold typeface). For example:

AN EVALUATION OF CURRENT ROYAL AUSTRALIAN NAVY RECRUITING PROCEDURES

by Lieutenant Commander A.B. Seaman

SYNOPSIS

Annex:
A. Example of an executive summary

1 However, in the case of the abridged version being created as a supplementary enclosure to another document, it may then be designed with that particular document in mind, for example, the executive summary in an annual publication or a report.
EXAMPLE OF AN EXECUTIVE SUMMARY

AUSTRALIA’S NATIONAL SECURITY

by Captain I.C. Longterm

EXECUTIVE SUMMARY

1. National security is the primary responsibility of government. It is a subset of a nation’s international relations which, for an important trading nation such as Australia, is a central element of national policy.

2. Despite a continuing national debate over defence strategy, Australia has traditionally perceived its role to be one of contributing to regional security, usually in conjunction with great-power allies. Since World War II, however, Australia’s contribution to its allies has been limited. Moreover, governments have failed to maintain levels of defence spending that would sustain credible forces either for the support of allies or for a realistic level of self-reliant defence.

3. Australia’s unique geographic, economic and cultural situation compels a commitment to regional security rather than some sterile retreat into isolationism. The necessity for regional commitments is reinforced by the changing nature of world conflict as new and ever more destructive weapons make large-scale war less likely. Australia’s ability to engage the support of distant allies such as the United States will decline, while the security challenge will increasingly come from sub-national and even well-armed and organised criminal groups.

4. The Australian Defence Force should be developed with a greater degree of operational flexibility, combat readiness and sustainability for extended conflict. Overwhelmingly, the force should be able to be deployed for operations in South-East Asia and the South-West Pacific in support of friends and allies.

5. Instead, the Australian Government has announced a review of the force structure that is designed to reduce an already inadequate and sustained financial outlay on defence. The Government will extend the life of old equipment and acquire new equipment where insufficiency exists. Greater reliance will be placed on reserve forces whose availability at short notice is doubtful.

6. At the same time, substantial resources are being wasted in a large and clumsy administration which is unresponsive to change. The prospect for the end of the century is a defence force plagued by staff shortages; lack of training; and decrepit, obsolete equipment.
CHAPTER 7

BRIEFS

INTRODUCTION

7.1 A brief provides information on a specified topic as concisely as possible. As its name suggests, the brief is characterised by brevity, consistent with the degree of detail required. An example of a completed brief is in annex A.

7.2 A brief has a flexible structure; it may contain only information, or it may include a conclusion or several conclusions, and a recommendation or several recommendations. Its subject matter and content is determined by the person for whom it is written. Some briefs are simplified, dispensing with formal sentence structure (see the section on ‘dot-point briefs’ in this chapter).

7.3 Document design. Briefs are completed on plain paper and do not carry any letterhead design or crest. Like other forms of Defence administrative documents, a brief is presented in 12-point Times New Roman typeface, with titles in bold. However, unlike those other forms, the text of a brief is often double-spaced, and can appear on one side of the paper only. The margins are set at 25 mm—unless flags are used (see paragraph 7.29 titled ‘Reference to flags’ for information on flagging and treatment of the right-hand margin). An example of the layout of a brief is in annex B.

7.4 Length. The length of a brief will depend on its purpose and is usually determined by the person requesting it. As the basis for an oral presentation, a one- or two-page brief with several titles may be appropriate; for a written information brief, a document of several pages might be necessary, depending on the complexity of the topic, and the amount of detail required. A brief should, however, remain brief!

7.5 A short brief does not require a summary. However, when a brief is more than a few pages long, senior officers and executives will require a summary of no longer than one page. (See part 2, chapter 6—‘Abridged documents’ for advice on writing executive summaries.)

TYPES OF BRIEFS

7.6 Briefs may be oral or written, formal or informal, and provide information on a wide variety of subjects. For example, they may:

- provide information on, or the background to, an issue or several issues
- present personal information on a visiting dignitary or senior officer
- present a profile of a town, country or establishment to be visited
- present discussions on agenda for senior committees
- give advice on the approach to a problem, with any appropriate explanation
- provide constructive criticism and offer alternative solutions
- provide a status report on the progress of a project

7.7 Briefs can be divided into four types:

a. Information brief. This generally consists of collected and collated information. It is a synthesis and is presented in an order suited to the outcome. For example, information on the Australian contingent in Somalia might best be presented chronologically; whereas, information on the arms build-up in South-East Asia might best be presented by country.
b. **Problem brief.** A status report on a problem (possibly defined by a previous Defence paper) allows an officer to appreciate the development of a particular situation. It may also form the basis of, or set the scene for, further investigation or analysis. As in a Defence paper, this type of brief may include recommendations, proposed courses of action, or a series of options for consideration.

c. **Personality brief.** Although there may be many reasons for preparing a brief on an individual, an impending visit is the most common one. Personality briefs usually include biographical and career information; they also detail personal attitudes and tastes, and cover details of accompanying staff and/or family, where applicable.

d. **Visit brief.** This provides a background for officers making a visit. It outlines important information and helps to avoid embarrassment arising from inadequate preparation. The visit brief will include details relevant to the business of the visit, as well as any significant social or cultural factors. A brief used to provide details of a visit after the event is better termed an information brief.

**STRUCTURE**

7.8 A brief observes the same writing conventions as those of other Defence documents,

1 except that it includes the possible use of head and side flags.

**Reference**

7.9 Usually only a file reference is required; this is the first item of information appearing in a brief.

2**Title block**

7.10 A two-part title uses two successive primary titles (all in upper-case bold typeface): the first indicates the appointment (the abbreviated form may be used) for whom the brief is prepared; the second provides the subject of the brief, for example:

**BRIEF FOR CDF**

**VISIT BY MINISTER FOR DEFENCE—25 AUGUST 1997**

**Background**

7.11 This essential section details events leading to the request for the brief and the purpose to which it will be put. The background serves as an introduction and may include the history of the topic derived from research, the media or correspondence; assumptions on which the brief is based; or limitations imposed on the breadth of the topic. The drafter must take care to provide only background information on why the brief is written—this section is not used to give general information on the topic itself.

7.12 The background should include the **Reason for brief** and **Scope of brief** as paragraph titles, with succinct details given:

a. **Reason for brief.** This must state simply the use to which the requesting officer intends to put the brief. For example, 'This brief is written to provide DEPSEC C with up-to-date information on [subject to be discussed at a conference]'. The wording of the reason should be chosen with care as it determines the level of the brief, and controls the breadth and depth of subject coverage.

b. **Scope of brief.** This must state the specific aspects of the topic that the brief will cover, and in what order. The scope may best be presented as a series of subparagraphs. Unlike in a Defence paper, where the aim is separate and distinct, the scope—in conjunction with the reason for the brief—must encompass the aim of the brief. Operative words such as 'examine', 'discuss' or 'state' should be chosen carefully; words such as 'include' and 'cover' are best avoided because they are not all-inclusive.

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1 See part 2, chapter 1—‘Conventions of correspondence’.

2 For more information on referencing, see part 2, chapter 1—‘Conventions of correspondence’.
Text

7.13 **Structure.** Presenting ideas in a logical hierarchy is an essential element of efficient information assimilation. The writer should break down ‘slabs’ of information into component parts, and present these under assigned second- or third-level paragraph titles.

7.14 **Titles.** A brief should make thorough use of the hierarchy of titles. The drafter can use titles to set the initial outline plan, thereby ensuring that all the topics required in the brief are nominated and adequately covered, bearing in mind the length of the brief.³

7.15 In the final document, titles also become a visual statement of the brief’s direction and provide prompts as to its content. Carefully chosen titles not only ‘signpost’ essential material, but allow the reader or presenter to skim efficiently through the brief, perhaps to gain clarification of a point or to answer a question.

Conclusion

7.16 Personality and visit briefs do not usually require a conclusion. For other types of briefs, the conclusion sums up the main facts and/or arguments presented in the body of the brief and reflects the reasons for, and the scope of, the brief as detailed in the background. In some types of brief, the conclusion could consist of one or more logical deductions. For example, a brief on the progress of a project may naturally lead to the conclusion that the project will or will not be completed on schedule. Whether the conclusion is merely a summary or both a summary and a set of deductions, it must not include any new material.

Recommendations

7.17 Many briefs do not require recommendations. For those that do—and this is determined beforehand—they are introduced by the title **Recommendation(s)** and must follow from the conclusions reached. Again, no new material should be presented. Suitable lead-ins to the recommendation(s) are ‘The recommendation(s) is (are) that ...’ and ‘The following recommendation(s) is (are) made’.

Signing

7.18 As for a minute or a letter, an authorising signature in a brief always appears above the signature block.⁴

7.19 **Signature block.** This block is used to identify the author and should appear five clear lines below the last line of text, set at the left-hand margin, single-spaced. It usually contains the following information:

a. initials (or given name) and family name of the signatory (in upper-case bold font);

b. abbreviated rank, if applicable, and the letters RAN if the signatory is a naval officer (in upper case but not in bold font);

c. appointment (in upper case but not in bold font); and

d. location (in upper case but not in bold font).

7.20 **Information accompanying the signature block.** There should be one clear line between the signature block and any supplementary information. Such information is optional, but may include the telephone number and an email address (not in bold typeface).

7.21 **Date.** The date is placed flush left (not in bold typeface), and placed one clear line below the signature block or any supplementary information accompanying the signature block. As with internal correspondence, two digits are used to describe the date and the year; if the rank is abbreviated, the date is also abbreviated.

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³ For more information about outline plans see part 2, chapter 8—Defence essays.

⁴ For more information on signing and signature blocks, see part 2, chapter 1—‘Conventions of correspondence’.
Supplementary documentation

7.22 **Authorities consulted**. Those appointments consulted during the preparation of a brief should be listed under the title Authority or Authorities consulted, and sufficient information given as to the authorities' location. Appointments consulted by telephone may be listed; however, originators of documents used in the preparation need not be listed.

7.23 **Notes and bibliography.** When a bibliography is included with the brief, it is listed under the group title Bibliography. When notes are included in a brief, they may either be footnoted or provided as end notes.

7.24 **Annexes.** These include only those documents prepared as part of the brief and should not be 'detachable' from it. Examples are timetables, maps, or sets of calculations. The brief's content is not to be discussed in an annex, but annexes must be referred to in the text. Annexes are listed at the end of the document following the signature block under the title Annexes or, where Authorities consulted has been added, following that title. The annex listing at the end of this chapter is an example of layout.

7.25 **Enclosures.** These are documents that are complete in themselves. They may be detached and used independently of the brief, for example, photographs, drafts of letters, or a flagged file. As with the caution for annexes, no argument is to be conducted in the enclosures. All enclosures must be referred to in the body of the text and must likewise be listed below the list of annexes at the end of the text using the title Enclosures. If there are no annexes, the listing of enclosures is to be placed where the listing of annexes would have appeared. The brief in annex B shows an example of listing layout.

Flagging

7.26 **Flagging of documents.** Where a brief refers to supporting documents, head flags and side flags may be used to allow ready access to a reference.

7.27 **Head flags.** These are placed along the head of the document to draw attention to complete documents and are labelled alphabetically, using upper-case letters, starting with 'A', as indicated in annex C. Details of head flags are given at the end of the brief, including all details necessary to identify the document. Such details include:

a. folio number,
b. file number,
c. date, and
d. title.

7.28 **Side flags.** These are placed down the right-hand side of a document. Side flags are subordinate to head flags and draw attention to sections within a flagged document. They are identified by the letter of the parent head flag, followed by a number using arabic numerals, starting with 1. For example, the first side flag under the head flag C would be C1. The list of side flags at the end of a brief includes the designation of the parent head flag, followed by the flag number. Annex C gives a pictorial view.

7.29 **Reference to flags.** Where side flags are used in a brief, a 35 mm right-hand margin is necessary. Side flags are then listed in the right-hand margin, alongside the appropriate line in the text, using initial capitals only in the alphanumeric identifier of each flag. Where a side flag relates to more than one line of the brief, a highlighted rule(s) indicates the passage that relates to the flag in question, as shown in annex C.

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5 For the most appropriate method of referencing, see notes and bibliographies in part 4, chapter 1—‘Construction of publications’.

6 See annex B, p 4 in this chapter.
**7.30 Attachment of flags.** Flags are attached to the appropriate pages of the supporting document. Head flags begin from the top left-hand corner of the document, side flags from the top right-hand corner. Both types of flags are placed according to the order in which they are referred to in the text of the original document, not their location on the page of the supporting document. Where a reference is on the verso page, the word ‘over’ is included on the flag.7

**DOT–POINT BRIEFS**

**7.31** A dot-point brief may sometimes be referred to as a point brief, point summary, dot brief or bullet brief. It is an abbreviated form of brief. Dot-point briefs are used either when the superior officer already understands a subject and merely requires an update on the situation, or when the lack of time precludes the presentation of a full brief. If required, a dot-point brief may contain an introduction, stating the reason for the brief, and a conclusion (both presented as group titles), indicating the implications of the new information. An example of the layout of a dot-point brief is in annex D.

**7.32** Dot-point briefs differ from conventional briefs in the following ways:

a. The first line of the title begins with **DOT–POINT BRIEF FOR ...** (followed by the appointment for whom the brief is prepared).

b. Conventional sentence and paragraph structure is discarded.

c. Introduction, conclusion and other non-point elements are single-spaced.

d. Paragraphs generally consist of a group title, followed by a list of points.

e. Each individual point is marked with a bullet, and each subpoint with an en dash; neither points nor subpoints are numbered.

f. Each point is a statement of fact only; no discussion is included.

**7.33 Layout of a dot-point brief.** This is as follows:

a. The first line of each point is marked by a bullet (*) at the left-hand margin.

b. Each line of text is indented by 10 mm.

c. Lines of text within a single point are single-spaced.

d. Points within a paragraph are double-spaced.

e. Where subpoints are required:

   (1) the first line of each is marked by an en rule (–) at the first indent (that is, 10 mm); and

   (2) each line of text following the en rule is indented by 20 mm from the left-hand margin.

f. Where sub-subpoints are required:

   (1) the first line of each is marked by an asterisk (*) (that is, 20 mm from the left-hand margin); and

   (2) each line of text is indented by 30 mm from the left-hand margin.

Annexes:

A. Example of a brief

B. Example of the layout of a brief

C. Example of flagging

D. Example of the layout of a dot–point brief

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7 See annex C, flag C1 in this chapter.
EXAMPLE OF A BRIEF

[SECURITY CLASSIFICATION (as required)]

RAAFCOL 57/30/Air pt 1 (53)

BRIEF FOR DSAM

AUSTRALIAN SECURITY POLICY

BACKGROUND

1. DSAM will attend a conference with DTDS on 15 May 96, at which Australia’s security policy and its relationship to officer training will be discussed. DSAM has requested information on the proposed changes to Australia’s security policy following the 02 Mar 96 federal election.

2. **Reason for brief.** This brief is written to provide DSAM with information on Australia’s security policy.

3. **Scope of brief.** This brief will:
   a. state current foreign and defence policies, and
   b. outline the Coalition’s foreign and defence policies.

CURRENT POLICY

Foreign policy

4. **Concepts of security.** Protecting Australia’s security was the first priority of the former Government. Australia is militarily influential in South-East Asia (SEA) and the South Pacific, and military power may be used to promote Australia’s national interests.¹ However, because national security also involves the political, economic, societal, and environmental sectors, Defence is but one element of a multi-dimensional approach to Australia’s security.²
5. **Global considerations.** Detente between the US and former USSR has altered the global balance of power. This process is dynamic. Consequently, Australia’s interests lie in:
   a. promoting harmony within the global strategic environment;
   b. being a ‘good international citizen’;
   c. participating in UN activities;
   d. pursuing disarmament, antinuclear and humanitarian policies; and
   e. maintaining all agreements, particularly ANZUS.³

6. **Regional considerations.** Australia’s security environment is relatively stable. However, the acquisition of offensive weapons by regional powers, including Australia, could adversely affect future stability. Regional dynamics involve:
   a. disputes between members of ASEAN (over the Spratly Islands and sea resources), and other disputes of direct concern to Australia (Timor, Bougainville, the Irian Jaya–PNG border and Malaysian relations);
   b. agreements, including:
      (1) defence ties with New Zealand;
      (2) ASEAN and APEC; and
      (3) an Australia–Indonesia security agreement,⁴ which is similar to Australia’s agreement with PNG;
   c. the need for good regional relationships;
   d. ‘Comprehensive Engagement’ with SEA and ‘Constructive Commitment’ within the South Pacific;⁵
   e. regional development assistance programs (which are of benefit to national security); and

   [SECURITY CLASSIFICATION (as required)]
f. regional Defence Cooperation Programs (DCP) which have been expanded and used as a basis for multi-dimensional security initiatives, as well as a medium for Australian defence exports.

**Australian defence policy**

7. **The Dibb Report.** Paul Dibb provided the analysis from which current Australian defence policy is derived. Dibb considered Australia to be the most secure country in the world, and that:

   a. if a threat did materialise, it would emanate from the north;
   b. there should be ample warning time of any threat (10 years);
   c. Australia’s geography will be a formidable defence barrier;
   d. ‘layered defence’ based on the northern air–sea gap and Australia’s natural defence assets should be combined with a technologically advanced, highly trained nucleus of ADF regulars and reserves;
   e. coordination of the ADF, industry and civil infrastructure will sustain Australia during protracted conflict, promote defence self-reliance and provide defence exports;
   f. significant defence assets should be located in the north; and
   g. there will be three levels of threat:

      (1) low-level;

      (2) escalated low-level; and

      (3) more substantial.

[SECURITY CLASSIFICATION (as required)]
8. The *Defence of Australia 1987* and *Defending Australia 1994*. The *Defence of Australia 1987* (DOA 87) and *Defending Australia—Defence White Paper 1994* (DA 94) have confirmed the implementation of Dibb’s strategy; however:

a. DOA 87 changed ‘layered defence’ to ‘defence in depth’ (though the concept is the same and the paper upheld the Dibb Report); and

b. DA 94:
   
   (1) termed ‘low-level’ and ‘escalated low-level’ threats ‘short-warning’ conflict,\(^7\) and changed ‘more substantial conflict’ to ‘major conflict’;\(^8\)

   (2) discarded the terms ‘Region of Primary Strategic Interest’ and ‘Area of Direct Military Interest’; and

   (3) changed ‘defence in depth’ to ‘depth in defence’.\(^9\)

9. **Defence self-reliance.** The ADF cannot defend Australia against all exigencies. Self-reliance is not ‘self-sufficiency’; self-reliance means that:

a. Australia must be able to utilise existing resources to defend against short-warning conflicts, but within alliance frameworks;

b. major conflicts will necessitate ADF expansion and allied intervention; and

c. the threshold at which the US would be prepared to support an ally is raised.\(^{10}\)

10. **Self-reliance concerns.** The effectiveness of the self-reliance policy is influenced by:

    a. concerns about the retention of Service personnel,

    b. the ratio of service to combat troops,

    c. the serviceability of equipment,

    d. the provision of armaments, and

    e. the allocation of national resources.\(^{11}\)
COALITION POLICY

Coalition foreign policy

11. Security. The 13 Feb 96 Statement on Defence by the Coalition upholds the multi-dimensional approach to national security.\(^\text{12}\)

12. Global policy. The Coalition has:
   a. upheld all of the global relationships and initiatives maintained by the former Government,
   b. supported peace programs through the UN,
   c. confirmed the importance of ANZUS, and
   d. continued defence relations with New Zealand.

13. Regional policy. The new policy:
   a. has only slightly changed with regard to individual regional powers;
   b. upholds the DCP (particularly with PNG); and
   c. will continue defence exports.

14. Major changes to foreign policy. The Coalition:
   a. believes that the DCP should reflect the best interests of each nation and will review relevant policy;
   b. will undertake bilateral regional frameworks for the protection of sea trade; and
   c. stresses the importance of antiballistic missile defence research with the US, and the pre-positioning of US defence equipment in Australia.
Coalition defence policy

15. **General policy.** Coalition concepts vary only slightly from current defence policy. The following is emphasised:
   
   a. National security is the top priority.
   
   b. In scope, Dibb’s defence framework and the provisions of the White Papers have not significantly altered.
   
   c. Self-reliance is accepted, as is the continued upgrading and acquisition of capital equipment and the strategic relocation of personnel.
   
   d. All signed Defence contracts will be honoured.

16. **Specific policy.** In addition to amended conditions of service, the Coalition will:
   
   a. maintain the current ADF financial allocations;
   
   b. bring existing units up to strength;
   
   c. provide a sixth battalion;
   
   d. address the ‘teeth-to-tail’ ratio;
   
   e. reduce the readiness time for reserves from 360 to between 90 and 180 days;
   
   f. abolish the Ready Reserve Scheme;
   
   g. integrate Sixth Brigade as a regular/reserve formation;
   
   h. consider stand-off weapons as a long-term alternative to F-111s; and
   
   i. replace the Security Subcommittee of Cabinet with a National Security Committee, and the Defence Committee with a Secretaries Committee.

**CONCLUSION**

17. Globally, Australia’s initiatives are mainly diplomatic, although the UN (and allies) provide opportunities for ADF involvement. Australia’s immediate security concerns are
regional. Current policy favours a multi-dimensional approach to security. Though currently stable, the region may become destabilised through:

a. the escalation of disputes, and

b. weapons acquisitions that could trigger an arms race.

18. The Dibb Report provided the basis for the current defence policy which was described in DOA 87 and DA94. Underpinning that policy is the concept of self-reliance, the effectiveness of which is influenced by the retention of personnel and allocation of resources.

19. The Coalition has upheld the major thrust of ALP foreign policy, but has undertaken to review DCP and seek regional bilateral agreements for the protection of sea trade.

20. Changes to ALP defence policy have been proposed by the Coalition in an attempt to rectify perceived problems; however, in the main, the amendments are minor. As this may be the first of several defence initiatives, the proposed changes should not be considered as final.

P. ATKINSON
SQNLDR
TUT 1

Tel: 61935

16 Mar 96

Authority consulted:
Dr Graeme Cheeseman, Australian Defence Force Academy

[SECURITY CLASSIFICATION (as required)]
Notes

3. ibid, pp 169–75.
5. Evans, op cit, pp 209–16.
8. ibid, pp 23–4.
11. Discussions with Dr Graeme Cheeseman, 08 Mar 96.

Bibliography


EXAMPLE OF THE LAYOUT OF A BRIEF

[SECURITY CLASSIFICATION (as required)]

File reference

BRIEF FOR ...

SUBJECT OF THE BRIEF—AND DATE

BACKGROUND

Group title

1. **Reason for brief.** This brief is written to ..................................................²

2. **Scope of brief.** This brief will describe:
   a. ............................................................................................................... Head flag A
   b. ............................................................................................................... Head flag B
   c. ............................................................................................................... Head flag C
      (1) ........................................................................................................ Side flag A1
      (2) ........................................................................................................ Side flag A2

SECTION TITLE

Group title

3. **First-level paragraph title.** This is the third paragraph. Note that all text in this
   brief is double-spaced. .................................................................................. Side flag A3
      a. This is the first point made. ............................................................... Side flag A4
      b. This is the second point made. If the information runs beyond the end of the
         line, it is ‘wrapped’ and indented as shown here.
            (1) The second point has a ‘subpoint’. ........................................ Side flag A5
            (2) This is the second subpoint. ....................................................... Side flag A6
      c. This is the third point made. ............................................................. Side flag A7
         ........................................................................................................ Side flag A8

[SECURITY CLASSIFICATION (as required)]

(1) The third point has this ‘subpoint’. ................................................................. Side flag A4

..................................................................................................................................

4. First-level paragraph title. This is the fourth paragraph. .................................. Side flag B1
   a. Second-level title. This is more text. ............................................................... Side flag B2

..................................................................................................................................

(1) Third-level title. This is information expanding the points made. .... Side flag C1

..................................................................................................................................

(2) Third-level title. This is additional information. .........................
   b. .........................................................................................................................

..................................................................................................................................

(1) ......................................................................................................................... Side flag C2

CONCLUSION(S)\(^4\) (as required)

Group title (as required)

5. The conclusion(s) may include subparagraphs. ........................................ Side flag C3

..................................................................................................................................

..................................................................................................................................

..................................................................................................................................

..................................................................................................................................
RECOMMENDATION(S)\textsuperscript{5} (as required)

6. The recommendation(s) may include subparagraphs. At least two lines must be carried over with the subscription. ........................................................................................................................................
..............................................................................................................................................................
..............................................................................................................................................................
..............................................................................................................................................................

NAME
RANK (for military)
Appointment
Tel: (02) 6200 2345
30 April 1996\textsuperscript{6}

Authorities consulted: (as required)
Dr A. Authority, Faculty of Education, Macquarie University
BRIG B. Brave, DGPP–A APW2–1–10
LCDR C. Clever, RAN, SO COORD A–3–33
FLTLT M.B. Dextrous, COORD RAAF Base, Fairbairn

Annex(es): (as required)
A. Title of annex A
B. Title of annex B
C. Title of annex C

Enclosure(s): (as required)
1. Title of the enclosure

Head flags: (as required)
A. DM 95–23456 of 08 Sep 95
B. HQLC 1234/5/P3 pt 1 (32) of 15 Mar 96
C. 1Bde BRT Ops 98765 of 280430Z Apr 96

[SECURITY CLASSIFICATION (as required)]
Notes

1. The title here (section or group) will depend on the length of the brief and the overall title hierarchy.
2. Note the right-hand 35 mm margin here because flags are included. Without flags it should be 25 mm.
3. This title should be at the same hierarchical level as BACKGROUND, that is, both may be either section titles or group titles.
4. The title CONCLUSION(S) should be of equal hierarchy to BACKGROUND, that is, both may be either section titles or group titles.
5. As with the title CONCLUSION(S), RECOMMENDATION(S) should be of equal hierarchical level to BACKGROUND, that is, they may be either both section titles or both group titles.
6. See paragraph 7.21 this chapter.
EXAMPLE OF FLAGGING

Group title

1. First-level paragraph title.

2. First-level paragraph title.

3. First-level paragraph title.

   a. Second-level paragraph title.

   b. Second-level paragraph title.

4. First-level paragraph title.
EXAMPLE OF THE LAYOUT OF A DOT–POINT BRIEF

[SECURITY CLASSIFICATION (as required)]

[File reference]

DOT–POINT BRIEF FOR ...

SUBJECT OF THE DOT–POINT BRIEF

Introduction

1. ................................................................................................................................................
   ...................................................................................................................................................
   ...................................................................................................................................................

Group title

• ................................................................................................................................................
   ...................................................................................................................................................

• ................................................................................................................................................
   ................................................................................................................................................

• ................................................................................................................................................
   ................................................................................................................................................

* ................................................................................................................................................
   ................................................................................................................................................

Group title

• ................................................................................................................................................

[SECURITY CLASSIFICATION (as required)]
Notes

1. Or Background.
2. Or whatever the next consecutive paragraph number is.
3. The elements here are the same as those for a standard brief in annex B to this chapter.
CHAPTER 8

DEFENCE ESSAYS

8.1 Like an academic essay, a Defence essay is a literary composition on a particular subject or aspect of a subject. The emphasis is on creativity, logical thinking, and organisation of material into a balanced cohesive plan. The writer must apply judgment as to which points of argument to emphasise, to balance topics properly and to write in clear, fluent prose.

8.2 The essay is a less rigid form of writing than the Defence paper. This flexibility allows the writer to develop good style, a reason that training institutions use the essay form of presentation to show writing ability. The essay is a suitable format when writing for a periodical or journal as it is suitable for a wider audience than the more specific Defence paper. Another use of the essay is in presenting answers to examination questions that do not specify any other form of Defence writing. An example of a Defence essay is in annex A.

PRESENTATION

8.3 The essay should conform to the Defence conventions for correspondence outlined in part 2, chapter 1—'Conventions of correspondence', chapter 2—'Internal correspondence' and chapter 3—'External correspondence'. It should have numbered paragraphs and an introduction, development and conclusion. Section and group titles should be used in the proportion demanded by the length of the essay; too many can interrupt its continuity. For this reason also, in-line paragraph titles are generally undesirable, and second-level paragraph titles are never used. The need for a signature or signature block is eliminated by the essay title block, which contains the author’s details.

8.4 Except where the essay is used as an examination answer, notes (if used) and a bibliography must be provided at the end of an essay. The format used for notes and the bibliography is the same as that outlined in part 4, chapter 1—'Construction of publications'. These elements are presented in a type size 1 point smaller than that of the text.

Style

8.5 As a flexible form, the Defence essay may vary in length and manner of presentation. The essay form most clearly reflects the writer’s individual style and, while the purpose must be clear and the text concise and convincing, there is room for the neat turn of phrase. Provided that the development of subject is uninterrupted and the writer clinches points of argument, a conclusion can be arrived at in the manner that lends itself best to the writer’s own expression. A diagram describing the essay structure is in annex B.

Title block

8.6 An essay title block consists of three parts:
   a. a primary title (all in upper-case bold typeface) which describes the type of presentation using the words ‘an essay on’;
   b. another primary title which presents the topic; and
   c. a group title (in bold typeface, with initial capitals for the name; military ranks are given in full, if applicable) preceded by the preposition ‘by’.

For example:

AN ESSAY ON

THE LIKELY GLOBAL BALANCE OF POWER IN THE TWENTY–FIRST CENTURY

by Flight Lieutenant I. Flyem, CSC, BSc

8.7 The title of an essay should be reasonably succinct. If it is close to a full line, or more than one line long, it should be divided at an appropriate point for readability. A title should never consist of a sentence, nor should it start with an article.
If a quotation is being discussed, or would add to the subject, this should be quoted under the title but is not treated as a paragraph; a quotation is right- and left-justified and indented by 10 mm from the left-hand margin. The font for the quotation should be set at one point less than the point size of the text font, that is, an 11-point Times New Roman font should be used for the quotation with a 12-point Times New Roman font for the text.\(^1\)

The author(s) of the quotation (or the title if the author is unknown) is acknowledged immediately following the quotation, for example:

> At the global level, Australia is a proponent of consultative and multilateral security regimes. Our national interests are served by ensuring the existence of effective UN mechanisms for conflict prevention, management and resolution.

*Defending Australia — Defence White Paper 1994\(^2\)\(^3\)*

**PLANNING THE DEFENCE ESSAY**

**8.10 Aim.** The writer must formulate a definite idea of the contents of the essay and must clearly define the aim so that it is achievable within the length of the essay should word count be limited. The aim must be singular to assist logical progression. As in writing an appreciation or a Defence paper, the writer should keep the title (and later the aim) at hand during the planning and writing of the essay. The writer should focus on that aspect of the essay topic that is of particular concern, and from this identify and state a specific aim. The aim should be worded either as: ‘The aim of this essay is to ...’ or, preferably, ‘This essay will assess/predict/propose ...’. The statement of the aim usually forms the last sentence of the essay’s introduction.

**Information gathering**

**8.11** The writer should note down information and ideas that are likely to lead to achieving the essay’s aim. Information may be noted on labelled cards, stick-on notes, or scrap paper; alternatively, and perhaps more usefully, notes can be entered into a separate ‘window’ of a word-processing program, ready to be ‘cut and pasted in’ later. In this research stage, the object should be to acquire a solid basis of facts for the essay.

**8.12** To assist in preparing a bibliography, the writer should note down details of reference documents and appropriate page numbers as they are used. The writer should make every attempt to consult the best authorities and sources, and procured facts should be accurate and up to date. The writer should use this information to come up with new insights and/or original ideas, not merely to copy and collate\(^4\) the information.

**8.13 Developing the outline plan.** The writer may formulate a rough outline plan at the outset or leave this until some research has been carried out. Making an outline plan as soon as ideas about the subject have been sufficiently grasped will allow the writer to see where further information is required, and will provide a progressive record of relevant ideas and information. Thus, even if the essay is planned over a long period, the writer will not lose direction and will be able to modify the plan to reflect the growth of ideas on the subject. The writer will discard irrelevant or unimportant material and may add more useful and pertinent information. Again, a word-processing program can be used effectively to add, delete or rearrange ideas that can be later cut and pasted into the developing argument.

**8.14** Generally a writer needs an outline plan before starting to draft an essay. Classifying or grouping material—coordinating, subordinating and arranging it—helps to provide the flow of the final product. With the outline, the writer can also test the result of the essay’s organisation, and even determine balance. Some writers, however, may prefer to ‘plan as they go’. Word processors assist here, but the danger is that the outcome will differ from the predetermined aim. Writers must take care if they use this approach.

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1. See also part 1, chapter 3, paragraphs 3.125 – 3.126.
3. Details of the media reference may be footnoted, but must be included in the essay’s bibliography.
4. Merely copying or collating information without citing the source(s) would result in plagiarism (see part 1, chapter 2, paragraph 2.5 and part 4, chapter 1, paragraphs 1.74 and 1.75).
The outline plan should be organised in as logical a sequence as possible at an early stage. Having discarded the irrelevant points from random notes, the writer should arrange the remainder into a series of main and secondary points. If using the ‘outline’ assistant in a word-processing program, the writer can assign levels of titles at this point (the levels are very easily manipulated later). A sample outline plan for an essay titled ‘The Global Balance of Power’ might be as follows:

**Introduction:**

Vertical parity between the Superpowers. Lesser powers now gaining influence and significance. Concept of balance of power and its importance for future stability.

**Aim:**

The aim is to explain the current balance of global economic, political and military power.

**Elements of power:**


**Historical balance of power:**

The political structure of the modern world evolving from historical factors. Empires of the past. The shifting centres of global power. The effect of political change on military power. The effects of major wars and revolutions.

**Current balance of power:**


**Conclusion:**

Summary of main points in terms of the aim.

**Final plan**

The outline plan is laid out in a series of titles and notes. After deciding that all relevant points have been included, the writer should consider any rearrangement and then draft the final plan. This does not have to be rigidly adhered to in the actual writing of the essay, for the writer may have a new idea or may come across an article that is particularly relevant to the theme. However, the outline of the essay (now appearing as a final plan) will be of considerable help in turning points into prose.

**WRITING THE ESSAY**

Having drafted the final plan, the writer should next set about writing the essay. Some ideas can be changed and/or rearranged when writing to suit the flow, but the writer needs to take particular care in applying the conventions of Defence writing standards in the layout. The following paragraphs offer ideas in achieving a cohesive document. A check list of main points is in annex C.

**Introduction, body and conclusion**

**Introduction.** The introduction should include the scope of the essay, describe the way in which the essay will be developed and catch the reader’s interest. If a quotation has been included, whether referred to directly or obliquely, it should set the scene. The introduction must include a clear explanation of how the topic will be treated, without entering into argument or excessive detail. It should be no longer than a sixth of the essay length: 10 to 15 per cent of the word count is a guide.

**Body.** The body or discussion should deliver what is promised in the introduction; it should develop the topic within the limits that the writer has set and in the way promised in the introduction. Consequently, the material must be written in a logical, flowing manner, leading the reader towards
conclusions that are valid, and necessary for the further development of argument. Material must be pertinent to the aim, and the reader must feel drawn towards any conclusion reached, to a complete description of an item discussed or example raised, and to a satisfying explanation.

8.20 Simple collections of statements or facts are inadequate. The content must show logical progression (leading from point to point), cohesion (linking throughout the document) and balance (providing even coverage). The writer must not be tempted to develop one area at the expense of others that are equally important. Each topical area should be developed in proportion to its relative value.

8.21 Conclusion. The essay cannot merely stop or come to an abrupt end; it must be drawn to a logical conclusion. If the essay has been well written, the conclusion will already be known and just needs stating for completeness. A conclusion should not present any new information. For a longer essay, arguments developed in the body may have reached conclusions at the end of sections or other points throughout the essay, but the writer needs to bring together these minor conclusions at the end to reinforce the overall conclusion—and meet the aim.

8.22 References. The writer should provide appropriate references in the essay when either quoting other authors’ words or when using their ideas. Should any references of works (not discussions) be made, they must also appear in the bibliography. Notes and bibliographies are fully described in part 4, chapter 1—‘Construction of publications’ of this manual. Annex A to this chapter shows examples of their use in an essay.

Drafts

8.23 As with all papers, an essay writer should produce a first draft and pass it on to a colleague or colleagues for critical comment. The writer can review the suggested changes and incorporate them where applicable in the document, which will approach a more cohesive whole as changes are made. Second and third drafts may be appropriate, depending on the length of the essay and its depth of content. Once the writer has incorporated all the required changes, the final draft will be the copy that goes to print.

Annexes:
A. Example of a Defence essay
B. Essay structure
C. Preparing a Defence essay—check list of main points
EXAMPLE OF A DEFENCE ESSAY

[SECURITY CLASSIFICATION (as required)]

AN ESSAY ON

HOW RAAF RESTRUCTURING PARALLELS
JAPANESE CORPORATE REORGANISATION IN THE 1990s

by Squadron Leader A.C. Dolling

Generally, management of many is the same as management of few. It is a matter of organisation.

Sun Tzu

INTRODUCTION

1. ‘Restructure or perish’ appears to be the current battle cry of Japan’s ‘corporate samurai’.\(^2\) After success in the 1980s, Japanese corporations are now reorganising in a fight to survive falling earnings and rising costs in the 1990s.\(^3\) New pressures are also forcing the RAAF to engage in dramatic restructuring. However, the motivation for RAAF reforms has been government Defence reviews, rather than profit.\(^4\) These reviews have directed reforms such as the reduction of staff numbers, improvement of logistics efficiency and expansion of commercial support.\(^5\)

2. Although driven by different pressures, several issues that face corporate Japan are also relevant to the current RAAF situation. These issues include strategic structural review, decentralisation of command, improvement in workplace efficiency and outsourcing of non-core activities.\(^6\)

3. This essay will briefly examine how, and with what success, the RAAF has dealt with each of these management issues. Examples of relevant management initiatives will illustrate the RAAF’s approach, and the examination will be related to a broad cross-section of traditional and contemporary management theories. However, parallels between RAAF and Japanese business restructuring cannot be considered without first comparing RAAF with Japanese corporate cultures.

COMPARISON OF RAAF AND JAPANESE CORPORATE CULTURE

4. Japan’s ‘corporate culture’ emerged in large organisations as they rebuilt after World War II. Having few natural resources, Japanese firms recognised the need to train, and retrain, their important human resource to a high technological level.\(^7\) This represented a shift from the autocratic management style that McGregor calls Theory X toward the human relations approach of McGregor’s Theory Y. Ouchi’s Theory Z describes the contemporary Japanese corporation as ‘more like a clan than a company’\(^8\) where staff advance slowly, but steadily, in secure, generalised employment paths.\(^9\)

5. Similar to their Japanese counterparts, RAAF personnel exhibit high loyalty, cooperation and respect. In exchange for this loyalty, the RAAF, like Japanese firms,
provides high employment security, comprehensive vocational training and extensive employee benefits.\textsuperscript{10}

6. A further similarity with Japanese management is the RAAF Quality (RAAFQ) program implemented in 1990.\textsuperscript{11} RAAFQ closely parallels Japan’s Total Quality Management (TQM) approach learnt from Deming in the 1960s.\textsuperscript{12} RAAFQ was fused with Program Management and Budgeting, and Strategic Planning, to form the basis of RAAF management philosophy.\textsuperscript{13} However, the RAAF, like many Australian companies, found that TQM doctrine is not always as successful here as it is in Japan.\textsuperscript{14}

7. In contrast to the RAAF, the more ‘organic’\textsuperscript{15} Japanese organisations have less explicit rules, structures and responsibilities.\textsuperscript{16} Japanese decision making tends to be more participative and team-oriented than in the RAAF.\textsuperscript{17} Also, Japanese workers in large companies expect life-long employment with one employer,\textsuperscript{18} whereas RAAF members typically have shorter military careers.\textsuperscript{19}

8. In any case, both RAAF and Japanese senior management currently face a similar ‘intractable dilemma’:\textsuperscript{20} how to create a more adaptive and cost-effective structure, whilst retaining the ‘decades-old social contract’.\textsuperscript{21}

**STRATEGIC STRUCTURAL REVIEW**

9. The recent dramatic restructuring of Japanese corporations has involved a major strategic rethink. Many companies have redefined their core business and reconfigured their organisations promptly. Overgrown, nebulous organisations, with blurred lines of responsibility, have been reformed from the top down into more clearly defined divisions to ensure faster response and reduced duplication.\textsuperscript{22}

10. Similarly, Defence strategic planning has caused the RAAF to experience ‘dramatic [organisational] turbulence following the many reviews and resulting structural adjustments’.\textsuperscript{23} One of the most influential of these reviews was the Force Structure Review (FSR), published in 1991, which identified the way ahead for Defence into the next century. Consequently, the RAAF 2000 strategic plan was created to implement FSR recommendations relevant to the Air Force.\textsuperscript{24}

11. RAAF 2000 focuses on the RAAF’s core function: the application of Air Power. The main intention of RAAF 2000 is to organise the RAAF to obtain maximum operational capability in the most effective and affordable way. This includes the restructuring of Air Force Office (AFO), decentralisation of Headquarters Logistics Command (HQLC), reduction of the uniformed work force and decommissioning of obsolete units.\textsuperscript{25}

12. The core focus approach of RAAF 2000 reflects the dominant advice of many current management theorists to ‘stick to the knitting’.\textsuperscript{26} Furthermore, the RAAF appears to be adopting a contingency management approach similar to the McKinsey 7–S Framework, where the organisation’s superordinate goals guide strategy, structure and staff.\textsuperscript{27}
13. As part of RAAF 2000, AFO was restructured in 1993 to reflect the RAAF’s mission and improve staff effectiveness. The restructured AFO consists of three distinct divisions: Policy, Materiel, and Personnel and Resources. Better integration and consultation have been achieved between AFO and other Defence Programs, thus removing former duplication. Also, most responsibility for implementing policy has been passed to the functional commands.28

14. Unfortunately, uncertainty has arisen concerning the new arrangement of responsibilities. For example, HQLC staff have been confused about AFO’s differentiation between AFO ‘policy’ and HQLC ‘procedural instructions’. This confusion has been exacerbated by HQLC’s own reorganisation.29

DECENTRALISATION OF COMMAND

15. Having become the business paragon of ‘giantism’30 in the 1980s, Japanese corporations are now decentralising to get closer to their customers and reduce the burden of their head office bureaucracies. Simultaneously, the Japanese cultural norm of lifetime employment is shrivelling as management staff are being culled. Also, Japan is establishing a new business ‘meritocracy’,31 where promotion is increasingly based on merit rather than seniority.32

16. Much lauded for their good management practices in the past, Japanese businesses are ironically, now looking to the West for decentralised business models. They are watching companies like ‘“battleship IBM” trying to become a fleet of nimble “destroyers”’.33 Many modern theorists recommend moving away from large, sluggish, Weber-style bureaucratic structures to smaller, independent subsidiaries that are more entrepreneurial.34

17. The best example of decentralising in the RAAF is the recent reorganisation of HQLC. In the 1980s, HQLC was considered too large, slow, remote and ‘difficult to see into’.35 Consequently, several dispersed Weapon System Logistics Management (WSLM) units were created within HQLC.36 Metaphorically, ‘big bomber HQLC’ was trying to become a squadron of nimble ‘multifunction fighters’.37

18. The non-WSLM part of HQLC will relocate from inner Melbourne to RAAF Williams, Laverton Base, in May 1995. This move will save expensive inner-city office leasing costs and make better use of vacant RAAF facilities.38

19. The WSLM concept aimed to improve customer support by collocating WSLM units with their weapon system customers. WSLM units were meant to make RAAF logistics support more focused, responsive and cost-effective. Also, the WSLM concept was intended to absorb the new functions devolved from AFO and to achieve many of the management efficiencies required by RAAF 2000.39

20. However, management theorists say that decentralisation is a two-edged sword.40 On the positive side, the WSLM units have more freedom and flexibility to manage their weapon systems. On the negative side, the RAAF appears to have split into several independent regional ‘Air Forces’, with each WSLM unit acting independently and seldom talking or
sharing with others. There is tension between senior management’s need to control and the need for flexible devolved authority. 41

21. Industry representatives have complained that they now need to deal with several points of contact spread among the WSLM units, rather than one central contact in Melbourne. This national dispersion has increased the cost and complexity of dealing with the RAAF. Some contractors say that the United States Air Force, having tried decentralisation, is now moving back to a more centralised form of logistics. 42

22. Within the WSLM units, some staff have complained that they have insufficient human resources and computer support to perform their devolved functions adequately. Others have expressed confusion about ‘who does what’ 43 in the new HQLC organisation. In any case, the RAAF has sought productivity reforms at the bases to improve efficiency further.

IMPROVEMENT IN WORKPLACE EFFICIENCY

23. Japanese corporations have pushed hard to boost workplace efficiency to overcome falling profits. Productivity has been improved by installing new plants and computer systems. Labour costs have been reduced by retrenching staff, multiskilling workers and modifying pay packages. However, these employment reforms are contrary to the established corporate culture. 44

24. In Australia, the FSR directed the RAAF to reduce the number of uniformed personnel by about 4000. 45 This has caused the RAAF to seek greater workplace productivity. Studies have been conducted to determine the rank, category and mustering of people needed to maintain professional mastery. RAAF technical and non-technical trade structure reviews have reduced trade groups, streamlined training and introduced multiskilling practices. 46

25. Fortunately, the RAAF has not needed to use forced retrenchments, and none are currently planned. 47 Instead, restructuring has been done through trade remusters, less recruitment, normal separations and voluntary redundancies. However, problems have arisen because some members have inadequate skill and experience levels to function proficiently in their new musterings. Furthermore, highly skilled personnel have been demoralised by losing their trades and job security. 48

26. Drucker asserts that a well-integrated corporate Information System (IS) enables organisations to eliminate ineffective layers of bureaucracy and form flatter, more flexible structures. 49 The RAAF Logistics Information Management Strategic Plan aims to raise workplace efficiency by developing major improvements to the RAAF IS infrastructure. Several distributed, but disparate, computer systems are presently being introduced to enhance inventory, finance and maintenance management. 50

27. However, IS projects are often poorly integrated, and promise faster development and more benefits than they actually deliver. 51 For example, the new RAAF Computer-aided Maintenance Management System that started development in 1984 will not be fully

[SECURITY CLASSIFICATION (as required)]
implemented, or integrated with the new Standard Defence Supply System, until the next century.\textsuperscript{52}

28. The efficiency of the RAAF logistics function is also being improved by several reviews. These reviews include the Review of Air Base Support, the Defence Regional Support Review and the Defence Logistics Redevelopment Project.\textsuperscript{53} As well as these reviews, the RAAF has begun outsourcing non-core activities.

OUTSOURCING OF NON–CORE ACTIVITIES

29. This is viewed by management theorists as an effective means of unravelling large conglomerates.\textsuperscript{54} It allows corporations to avoid expensive internal labour costs and refocus on core activities.\textsuperscript{55} Many Japanese corporations have re-evaluated their core functions and reduced costs by shifting more services and production outside the company. In particular, many manufacturing tasks have been moved overseas to avoid high labour costs.\textsuperscript{56}

30. The major force behind RAAF outsourcing was the 1990 Wrigley report, which generated the Commercial Support Program (CSP).\textsuperscript{57} The main objective of the CSP is to transfer non-core activities from Defence to industry where it is ‘operationally feasible, practicable and cost-effective’ to do so.\textsuperscript{58}

31. Like many modern organisations, the RAAF is moving away from being a traditional Weber-style bureaucratic institution, with tight control over every function, to become what Handy calls a ‘Shamrock’ organisation.\textsuperscript{59} In Shamrock (three-leaf clover) organisations, the first leaf is the permanent work force of core professionals (the RAAF personnel), the second leaf is a network of subcontractors (the Defence contractors), and the third leaf is a flexible labour force of temporary workers (the RAAF Reserve).\textsuperscript{60}

32. As part of the CSP, the RAAF has examined its non-core activities and progressively contracted out several support functions, including calibration and PC 9 maintenance. On the other hand, in-house bids have been successful in retaining about 30 per cent of the functions evaluated.\textsuperscript{61}

33. So far, savings from the CSP have been ahead of the Defence projection of 20 per cent, and many uniformed staff have been released for redeployment on core activities.\textsuperscript{62} Also, stronger links have been forged between RAAF and industry.\textsuperscript{63} Industry has even congratulated the RAAF on its handling of the Calibration CSP evaluation.\textsuperscript{64}

34. Outsourcing often encourages organisations to improve their internal operations.\textsuperscript{65} The CSP has caused the RAAF to rethink its primary functions and evaluate internal cost structures, thus making core activities more focused and efficient. The transition from cash to accrual accounting has assisted with the identification of internal costs.\textsuperscript{66} In addition, a RAAF version of Mayo’s Hawthorne Effect\textsuperscript{67} has occurred as RAAF staff have improved their work methods and performance during CSP studies.\textsuperscript{68}
35. In contrast, the short-term gains from outsourcing have been found to commit some organisations to a long-term decline in capability.\textsuperscript{69} The RAAF is concerned that, once a function has been commercialised, the loss of RAAF expertise and equipment will make outsourcing irreversible.\textsuperscript{70} Furthermore, CSP commercial competition has generated resistance to change among many RAAF personnel. Several staff are concerned about losing traditional RAAF support functions and, consequently, losing their job security. In this way, the CSP has had a major impact on RAAF cultural foundations.\textsuperscript{71}

36. Additionally, industry has complained about the high cost of CSP tendering. Many firms have protested about competition from in-house bids and have questioned the validity and fairness of RAAF bids under the CSP.\textsuperscript{72} However, Defence believes that in-house bidding strengthens the overall competition and leads to increased savings.\textsuperscript{73}

CONCLUSION

37. This essay has shown that the RAAF’s senior managers and Japan’s ‘corporate samurai’\textsuperscript{74} are fighting similar battles in the 1990s. Like Japanese firms, the RAAF’s major strategic restructuring has focused the organisation more effectively on core functions. The reorganisation of AFO and the decentralisation of HQLC have made RAAF command more efficient, responsive and customer-oriented. However, new confusion and disjunction have arisen within the leaner, distributed command structure.

38. In the workplace, RAAF efficiency has been improved by rationalising trade structures, information systems and logistic support. As in Japan, the outsourcing of non-core activities has led to better value for money and improved support infrastructure. Unfortunately, the RAAF’s culture has been disturbed by the threat of losing traditional support capabilities and jobs.

39. Overall, the RAAF appears to be mimicking Japanese corporations in transforming itself into a smaller, but more adaptive, efficient and focused organisation. Like their Japanese counterparts, RAAF managers will need to continue adapting as ‘big bomber RAAF’ becomes a squadron of nimble ‘multi-function fighters’.\textsuperscript{75}
Notes

3. loc cit.
16. ibid, pp 268–70.
17. Drucker, op cit, p 257.
20. Robins, op cit, p 73.
21. loc cit; Department of Defence 1994, loc cit.
22. Peters, op cit, pp 557–8; Robins, op cit, p 74.
24. Funnell, op cit, p 75.
27. RAAF College, op cit, paras 183–4.
29. Details of the uncertainty concerning the split of responsibilities between AFO and HQLC were gleaned from interviews with the following representatives during December 1994 and January 1995: Air Vice Marshal T. O’Brien, AOCLC; Mr Paul Brady, OIC GSELMU; Squadron Leader R. Hazeldean, ILOG1–AF; Flying Officer McPherson, TFLMSQN.
31. ibid, p 153.
32. ibid, pp 557–8; Robins, op cit, p 72.
33. Peters, op cit, pp 131 and 557.
34. ibid, p 558; James, op cit, p 28; Drucker, op cit, passim.
36. loc cit.
37. The metaphor ‘“big bomber HQLC” tries to become a squadron of nimble “multi-function fighters”’ was adapted from a similar quote from Tom Peters’ book *Liberation Management* (op cit, p 131): ‘“battleship IBM” trying to become a fleet of nimble “destroyers”’. These military metaphors imply that a large, slow, bureaucratic organisation is refocusing, decentralising and downsizing to become more adaptive to customer needs, that is, they are metaphorically reconfiguring to become a collection of more flexible vessels, or aircraft, that are better suited to the battle.
40. James, op cit, p 28.
41. loc cit; Corne, M. op cit, pp 16–17.
42. Corne, M. op cit, pp 17–18.
43. ibid, pp 18–19.
44. Peters, op cit, p 558; Robins, op cit, p 74.
45. Hawkins, loc cit.
46. Funnell, op cit, p 77.


55. Peters and Waterman, op cit, p 293; Peters, loc cit.

56. Peters, op cit, pp 556–7; Robins, op cit, p 73.


59. Handy, op cit, pp 72–5; Peters, op cit, p 150.

60. Handy, op cit, pp 76–80.


62. Gashler, op cit, p 43.


65. Handy, op cit, pp 191 and 139; James, op cit, pp 136–8.

66. Gashler, op cit, p 43.

67. RAAF College, op cit, paras 125–9.

68. Gashler, op cit, p 42.

69. James, op cit, p 138.

70. Funnell, op cit, p 80.

71. Gashler, op cit, p 42.


73. Gashler, op cit, p 43.
74. Robins, op cit, p 72.
75. See note 34 for the source of the ‘bomber RAAF’ metaphor.

Bibliography


[SECURITY CLASSIFICATION (as required)]


RAAF College 1994, Management, No 1/95 External Studies Course Study Guide No 1, Point Cook.


ESSAY STRUCTURE
PREPARING A DEFENCE ESSAY—CHECK LIST OF MAIN POINTS

When preparing a Defence essay:

• analyse the subject:
  – define the requirement,
  – define the approach;

• select a specific aim that can be achieved within the scope of the words allowed;

• gather information, especially support material for opinions and generalisations—be thorough, accurate, relevant and up-to-date;

• prepare an outline plan by hand or by using a word processor;

• revise the outline plan: add material to, or remove material from the plan as necessary;

• prepare a final plan of paragraph order and content, paying particular attention to the introduction;

• review the final plan in the light of the aim;

• write the first draft—read the draft objectively, or have someone else read it and comment on it critically;

• review the draft and revise as necessary;

• write the final copy, paying attention to the general presentation and use of English expression.
CHAPTER 9

DEFENCE PAPERS

9.1 A major part of staff work1 in Defence involves problem solving and the survey and analysis of events. A Defence paper is concerned primarily with the presentation of a solution(s) or recommendation(s) based on a proper consideration of the facts. Therefore the paper records and presents facts, opinions and recommendations on which decisions are based. While a paper’s length is determined by the scope and complexity of the problem or issue at hand, its format conforms to a relatively standardised layout, regardless of the size of the finished product. However, common to all Defence papers is the need at the outset to define clearly the purpose and scope of the paper.

LAYOUT

9.2 A Defence paper is completed on plain paper: there is neither letterhead design nor crest. In all other respects, a Defence paper follows the conventions of Defence writing standards for correspondence, except that it contains no address block(s); a Defence paper is forwarded under an appropriate covering document. An example of a Defence paper is in annex A.

STRUCTURE OF A DEFENCE PAPER

Framework

9.3 A Defence paper consists of the following sections:
   
a. introduction;
   
b. aim;
   
c. body or discussion;
   
d. conclusion(s); and
   
e. recommendation(s).

9.4 The sections listed in the preceding paragraph are presented as section or group titles, except that the body section is not titled Body and is constructed of titles appropriately tailored to the subject of the paper. While the word ‘discussion’ also describes the purpose of that section, the title Discussion is not used either, since it is too imprecise to give any indication to the reader of the content that follows. The internal framework of titles within all sections of a Defence paper remains flexible to cope with issues of varying complexity.

Introduction

9.5 This section gives the terms of reference specified by higher authority, or the limitations imposed by the writer in the case of a self-initiated paper. It provides an outline of the situation that has led to the writing, the purpose and the scope, or the depth and extent of the investigation so that the reader knows from the outset what to expect from the paper. Where applicable, a brief historical background and any previous attempts to deal with the situation should be stated.

9.6 The introduction must clearly explain how the topic will be treated without entering into argument or excessive detail. The subject matter outlines:
   
a. a problem requiring a solution,
   
b. a decision required between competing or contending alternatives, or
   
c. other circumstances requiring attention.

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1 See part 3, chapter 1, paragraph 1.1.
While there may appear little difference between the purpose outlined in the introduction and the aim of the analysis in shorter papers, for complex papers the difference can be considerable. For that reason, a statement of what will not be covered is often as important in a Defence paper as a statement of what will be covered as it then prepares the way for a statement of the aim of the paper. The introduction therefore places more emphasis on introducing the context of the Defence paper than the issue under discussion.

Aim

The aim is a direct, precise statement of the objective of the paper. It should be singular in concept, not composed of two or more themes. Although the introduction predicts the statement of the aim, a carefully worded aim is still required to indicate precisely what the writer’s response will be to the situation described in the introduction, as well as the manner in which the aim will be executed.

Operative words—such as ‘analyse’, ‘evaluate’, ‘identify’, ‘determine’, and ‘resolve’—will indicate the approach taken to the data gathered. However, the aim should include neither details of methodology nor material used in the development of the body of the paper. Furthermore, the aim should not pre-empt any of the conclusions or recommendations.

Body

There is no rigid format for the body of the paper; its design is shaped both by the subject and by the methodology applied to it. However, the body is an orderly arrangement of ideas where the natural progression of the argument is important. In fact, the writer must maintain a flexible approach, to avoid the temptation to fit a new problem into an old format. In this regard, the choice of section, group and paragraph titles is critical to the coherence of the paper.

Titles serve a wider purpose than simply introducing what follows; effective titles, when arranged in a logical hierarchy, provide clear signposts to the grouping of related ideas and to the relationships between ideas and groups. Titles should be aptly worded so that a reader has a clear picture of the writer’s line of argument simply by reading the titles. Titles do double duty: they serve as thought-marshalling aids for the drafter, and as reference aids for the reader.

Since a paper has a specific, singular aim, and draws conclusions and makes recommendations, the body must be a natural link between the start and finish. Fact and deduction should follow in sequence to lead the reader through the argument. Therefore, the language should emphasise the inevitable progress towards a conclusion. In fact, the further the paper progresses, the more obvious the conclusion(s) should become. No unnecessary detail, or speculation on peripheral issues, should distract the reader from the central purpose of the paper.

Conclusion

The conclusion should be predictable; it should contain neither material that has not been developed in the body of the paper, nor material inconsistent with the aim. It should indicate clearly that the aim has been achieved. A simple check is to read the aim, then the conclusion; the two must match, that is, the conclusion should meet the aim.

The conclusion is not simply a synopsis. Although there is a need to recapitulate arguments, the emphasis should be on the inferences and deductions from those arguments. It is not the place to re-present detailed argument or any new argument; the writer should only restate the positions justified by the arguments developed in the body.

Recommendations

While the conclusion may foreshadow recommendations, the two are not the same. A conclusion is a statement of the position that the writer has justified on a particular issue; a recommendation is an opinion on the course of action which follows from that conclusion.

Recommendations contain no detail or supporting arguments; they are simple statements of the courses of action to resolve the issues determined or discussed in the paper. Where the paper is an analysis of events, the need for recommendations is unlikely, as no issue is to be resolved.
Supplementary documents

9.17 Many Defence papers are supported by supplementary documents such as annexes and appendixes. However, the case put in a paper should not rely on reference to supplementary documents for critical evidence or for the reader to understand an argument. By reading only the paper itself, the reader should be in no doubt as to the argument being developed and the evidence used to support it.

Annex:
A. Example of a Defence paper
DEV 95/123456 pt 1 (30)

K95—EXERCISING DOCTRINE

INTRODUCTION

1. The Australian Defence Force (ADF) trains during peacetime to develop skills and preparedness for potential conflicts. The training undertaken includes single-Service, joint and combined exercises. Such exercises provide the opportunity to validate doctrine, training, procedures and tactics at all levels of the organisation.

2. The KANGAROO series of exercises are held triennially to test ADF capabilities. Exercise KANGAROO 95 (K95) is aimed at testing Australia’s strategy of defence-in-depth and, in doing so, it draws on a combination of the latest government strategic guidance, and ADF doctrine and procedures to ensure that it comprehensively represents potential contingency situations.

3. Post-exercise analysis will determine how well the ADF has performed as separate elements, operated as a joint force and combined with foreign forces. A successful outcome, however, is influenced to a large extent by the exercise-planning process that provides both the framework within which the elements function and the inputs to which they react. In the light of the importance placed by the Government on the establishment of a cohesive defence force operated under joint-operational command, this paper will examine whether a suitable framework for the testing of ADF joint-operations doctrine has been established within the K95 exercise-planning process.

4. Scope. The paper will discuss how doctrine is developed, summarise the ADF’s doctrine on joint operations and provide an overview of the joint exercise-planning process. It will then establish a framework, based on the Military Power Model (MPM), within which key joint-operations ‘threads’ will be traced from strategic guidance—through doctrine and the exercise-planning process—to the two main K95 planning documents to determine the extent of consistency throughout the various levels of documentation. Notwithstanding that K95 is also a combined exercise, this paper will consider only its joint-operations aspects.

AIM

5. The aim of this paper is to determine whether the ADF’s doctrine for joint operations is exercised by K95.
BACKGROUND

Basis of ADF joint operations doctrine

6. Doctrine is developed ‘top down’ from strategic guidance endorsed by the Government. Doctrine may also be modified through a ‘bottom up’ approach resulting from the analysis of exercises and operations, where practical experience can illustrate whether or not the aims of strategic guidance are being adequately met.

7. **Strategic guidance.** *Defending Australia—Defence White Paper 1994* (DA 94) is the latest Defence White Paper outlining Australia’s strategic circumstances and defence policy. Relevant to the development of the joint-operations doctrine, DA 94 emphasises that:
   a. the foundation of the Government’s defence policy is self-reliance;  
   b. Australia will employ a layered series of capabilities to detect and engage hostile forces; and  
   c. Australia will take advantage of the nation’s geographical and technological advantages, including the national support base, to establish ‘depth in defence’.

Given that Australia could most easily be attacked from the north, the Government has also stated that the ADF must be ‘able to undertake operations in our northern approaches and across northern Australia’. DA 94 adds that ‘to make the most effective use of each of our operating environments—sea, land and air—the ADF is structured in such a way that anyone wishing to apply military force against us would need to contend with the coordinated and efficient action of all our forces under joint-operational command’.

8. **ADF joint-operations doctrine.** Based on the strategic guidance cited in paragraph 7, the ADF’s doctrine for joint operations may be summarised thus: the ADF should be able to conduct layered, joint operations in northern Australia and its maritime approaches for the defence of Australia in the event of a short warning conflict (SWC). By necessity, this will require a high degree of coordination, both within and outside the ADF.

9. **Sources of doctrine.** Australia’s defence doctrine is detailed in Australian Defence Force Publications (ADFP) 1, 2, 3, 4 and 6, which respectively deal with doctrine, the division of responsibilities within the ADF, rules of engagement, mobilisation planning, and operations.

10. **Discrepancies between strategic guidance and doctrine.** As strategic guidance and doctrine are reviewed periodically, some inconsistencies may become evident between publications. Of relevance to this paper, DA 94 now focuses on the capabilities which could reasonably be brought to bear from within the region during SWC, whereas the ADFP still reflect the previous focus on low-level conflict (LLC) and escalated low-level conflict (ELLC). The overall impact on defence planning is not great; however, SWC encompasses a wide range of potential contingencies, including LLC, ELLC and major conflict. Thus, the
Exercise planning

11. The planning of a major exercise such as K95 requires cognisance of the latest strategic guidance, doctrine and the content of the various procedural ADFP, in particular ADFP 17—Joint Exercises and Training.

12. Two higher level planning documents have been developed for K95:
   a. Exercise KANGAROO 95 Planning Guidance (EPG), and
   b. Exercise KANGAROO 95 Joint Exercise Instruction (JEI).

As the EPG preceded the release of DA 94, it still refers to LLCs and ELLCs. By contrast, the JEI has adopted the concept of SWC, first described in DA 94. The two documents form the basis on which more detailed orders, instructions and plans are based.

13. **K95 aim.** Given that the aim of K95 is to ‘exercise elements of the ADF in the planning for, and conduct of, combined and joint operations, at the operational and tactical levels, for short warning conflict in northern Australia and its maritime approaches’, the exercise seems correctly aligned to test the ADF’s joint-operations doctrine. However, more detailed investigation is appropriate.

**METHOD**

**A framework for testing doctrine**

14. To test whether the ADF’s joint-operations doctrine is exercised by K95, a suitable framework should be identified. The MPM provides a starting point by characterising the relationships between the four fundamental doctrinal elements within the combat
environment, namely information, weapon power, logistics, and control. The MPM is illustrated in figure 1.

Figure 1: Relationship between elements of the Military Power Model

By identifying key joint-operations capabilities within each element of the MPM and tracing their associated ‘threads’ from strategic guidance, through joint operations doctrine to the K95 planning documents, a suitable testing framework is established to determine the extent of consistency throughout the different levels of documentation. This framework is illustrated in figure 2.

Figure 2: Framework for testing doctrinal consistency
16. **Key capabilities.** Effective joint operations depend on a number of key capabilities. DA 94 states: ‘depth in defence requires [...] effective command and control; carefully targeted intelligence and surveillance operations; and highly capable, responsive and mobile forces that can deal with threats quickly and decisively’. Further, such capabilities are acknowledged to rely critically on Australia’s ability to support and sustain operations, from the logistics resources of both the ADF and the community as a whole.

17. **Key threads.** Thus, within the four MPM elements, the key threads to be followed in this paper are:

   a. intelligence and surveillance to provide information;
   b. highly capable, responsive and mobile forces to employ weapon power;
   c. the ADF’s and national support bases to sustain logistics; and
   d. command, control and communications (C3) to effect control.

**INFORMATION**

18. Surveillance is one means of providing raw data. The effect of combining raw data from numerous sources, assessing it and tempering it with informed judgment in a timely manner constitutes intelligence. Intelligence is then used to inform commanders of past events, present activities and future intentions. Based on this information, commanders communicate decisions to control and coordinate the actions of their forces.

19. **Doctrine.** DA 94 states: ‘the ability to locate and monitor potentially hostile forces in our sea and air approaches and on our territory is essential’. It adds that intelligence contributes to effective command and control of our forces. ADFP 1 outlines the types of intelligence (strategic, operational, and counterintelligence) and surveillance (sea, air and land) that may be relevant to joint exercises such as K95.

20. **Joint-exercise planning.** ADFP 17 details procedures for the planning and conduct of joint exercises within the ADF. It details four exercise-planning phases, from concept through preliminary planning and the preparation of exercise-planning guidance to detailed planning. Each phase can contribute to the strategic intelligence picture. Chapter 11 of the ADFP goes on to describe how exercise intelligence should be managed, from pre-exercise development through to the progressive development of scenarios during operations, thereby influencing strategic and operational matters, and potentially even counterintelligence. However, ADFP 17 does not specifically discuss surveillance, as the nature of such operations is exercise scenario and order of battle–dependent.

21. **K95 EPG and JEI.** The K95 EPG and JEI address surveillance, stating that Phase 3 of the Exercise requires surveillance to be conducted in the sea–air gap in a deteriorating situation, which ultimately requires increased surveillance and reconnaissance over northern Australia. Further, Exercise Objective 3 requires the planning, coordination and conduct of
joint surveillance operations. Similarly, Exercise Objective 4 requires the ADF intelligence system to be exercised at the operational and tactical levels.19 Lastly, all of chapter 3 of the JEI is devoted to intelligence procedures and notes that notional strategic, operational and tactical intelligence will be disseminated to support activities, exercise objectives and tasks.20

22. **Assessment.** The surveillance and intelligence thread can be readily followed throughout the relevant documentation, and the K95 planning processes have incorporated the framework to test these doctrinal functions in a joint-exercise environment.

**WEAPON POWER**

23. **Doctrine.** Weapon power is dependent on two capabilities:

   a. that of the weapon, and
   
   b. that of the platform which conveys the weapon into the combat environment.21

From a joint-operations perspective, this is largely consistent with DA 94’s requirement for highly capable, responsive and mobile forces that can deal with threats quickly and decisively, for example:

   c. land and sea-borne missile systems to provide air defence from hostile aircraft;22

and

   d. F-111 and F/A-18 aircraft, which may use precision stand-off weapons to defeat hostile ships.

ADFP 1 deals with a number of potential joint operations such as offensive and defensive maritime operations (chapter 18), land and maritime air defence (chapter 13), amphibious and airborne operations (chapters 12 and 39 respectively). However, responsiveness is barely discussed because the focus of the document is still on scale, and not preparedness.

24. **Joint-exercise planning.** On weapon power, ADFP 17 again provides little information on the planning for effective and prompt employment of forces. However, there is discussion of some types of joint-operations training, such as air defence utilising RAAF and RAN assets, the provision of air transport for the forces of all three Services, and the conduct of offensive support and amphibious exercises.23

25. **K95 EPG and JEI.** The K95 EPG states that Exercise Objective 2 requires the exercising of ‘Maritime, Land, Air and Northern Commands in the conduct of joint operations [ ... ] in northern Australia and its maritime approaches’.24 The K95 JEI adds little to the EPG primarily because Phase 4, the Operations Phase, is a non-scenario exercise at the tactical level. Thus, commanders will conduct protective, reactive and offensive operations25 with any or all forces at their disposition, based on previous surveillance, intelligence, inputs from exercise controllers and the actions of enemy forces.
26. **Assessment.** The thread for highly capable, responsive and mobile forces becomes frayed after DA 94 and is broken after ADFP 1 in the document hierarchy. There are two main reasons for this:

   a. ADFP 1 has not yet caught up with the increased emphasis placed on preparedness by DA 94 when it adopted the SWC concept.

   b. ADFP 17, the EPG and JEI recognise that highly responsive forces are, to a large extent, reactive to scenario stimuli provided by exercise controllers throughout Phases 3 and 4.

Thus, while this thread could not be readily followed through the documents, it is not seen as a shortcoming, but as real-life operations being accurately reflected in the K95 planning process.

**LOGISTICS**

27. **Doctrine.** DA 94 acknowledges the critical nature of support for ADF operations. It states the need to integrate ‘a range of civil assets and capabilities into our defence effort’, notably by the use of the civil infrastructure for transport and telecommunications, and commercial support for activities ranging from aircraft maintenance to catering. Further, all ADF operations will require extensive resource planning; administration; and the provision of essential services such as medical and dental, fuels and lubricants, and finance. All such activities may be considered to be integral to the provision of logistic support. ADFP 1 recognises the importance of logistic support; chapter 20 addresses methods of support, planning, deployment, maintenance and logistic support within a deployed force.

28. **Joint-exercise planning.** Appropriately, ADFP 17 goes further by addressing the planning aspects of a wide range of support activities, with chapters on analysis, administration, movement planning, communications, resources planning, security and public relations—all sub-functions of logistic support.

29. **K95 EPG and JEI.** Exercise Objective 7 requires the exercising of ‘administrative and logistic arrangements needed to support joint and single-Service operations, at the operational and tactical levels [ ... ] in northern Australia and its maritime approaches’. The JEI specifically addresses logistic support, albeit briefly, in chapter 8, noting that separate coordinating instructions will be issued. Additional relevant information is also provided in chapters on civil liaison, health, simulated casualties, reinforcements and prisoners of war, analysis, and public relations.

30. **Assessment.** The logistics thread can be readily followed through the relevant documents. Much additional information will be contained in separate instructions, as these arrangements remain exercise scenario–dependent.
CONTROL

31. **Doctrine.** DA 94 lists nine key defence roles. C3 heads the list. DA 94 also gives priority to developing the ADF as an integrated whole, including command arrangements and doctrine at the operational level, and identifies C3 to be an area where a high degree of excellence is required. Thus, by using information, commanders communicate their orders to control and coordinate their forces. These interrelated facets of the control function are adequately described in ADFP 1 at the doctrinal level, with chapters on command and control of ADF operations (chapter 7), organisation of Joint Headquarters (chapter 8) and communications (chapter 10).

32. **Joint-exercise planning.** ADFP 17 provides exercise organisation (chapter 2) and planning guidance (chapter 4) that assist in the establishment of command and control relationships. It addresses communications and exercise control in chapters 8 and 15.

33. **K95 EPG and JEI.** The K95 EPG states that Exercise Objective 5 is to ‘exercise HQNORCOM [ ... ] in the control and coordination of joint and single-Service operations’. Further, Objective 6 requires the exercising of ‘command support systems (including communications) between HQADF and the Operational level Joint and Joint Forces Headquarters and within the operational commands [sic]’. The JEI provides further detail on control in chapter 1 where exercise appointments, orders of battle, activities, and command and control arrangements are promulgated. Communications and exercise control are discussed in chapters 6 and 18.

34. **Assessment.** The three facets of control covered by C3 can be readily traced from DA 94, through doctrine to the K95 planning documents. This is appropriate, given that many of the arrangements are not exercise scenario–dependent, rather they are required for any joint exercise or operation. Conversely, implementation is correctly delegated to lower level instructions.

CONCLUSION

35. DA 94 enunciates the Government’s latest strategic guidance for the defence of Australia. Consequently, DA 94 provides ‘top down’ guidance for developing both capabilities and doctrine for the ADF.

36. To assess whether K95 exercises the ADF’s joint-operations doctrine, four key capabilities were selected from DA 94, namely command and control, intelligence and surveillance, responsive and mobile forces, and logistic support. Wherever possible, these capabilities were traced like threads from strategic guidance, through doctrine to K95 planning guidance and instructions.
37. The threads for command and control, intelligence and surveillance, and logistic support were readily followed. By contrast, the thread for responsive and mobile forces became frayed after DA 94, was broken after ADFP 1 and not subsequently re-established. This was not seen to be a deficiency, rather a reflection that such capabilities in the real world are responsive to external stimuli and are thus driven by the exercise scenario. Therefore, commanders would make decisions on how to use their forces based on previous intelligence, inputs from exercise controllers and enemy activity throughout Phases 3 and 4. Consequently, the K95 planning process has sought to reflect properly real-life joint operations.

38. The planning process has appropriately addressed the key capabilities selected from DA 94, in a joint context. Post-exercise analysis will determine whether these capabilities were adequately demonstrated in practice, thereby allowing a ‘bottom up’ assessment of Australia’s defence capabilities, preparedness and sustainability. In this way, the ADF’s joint-operations doctrine can either be validated or modified, as appropriate. Thus, based on the first-principles analysis conducted in this paper, the assessment is that K95 does provide a suitable framework at the planning level to exercise satisfactorily the ADF joint-operations doctrine.

A.J. SZABO
Squadron Leader
Electronic Warfare 1

06 November 1995

Notes
1. Joint exercises and operations involve more than one Service of the ADF, while combined activities include foreign participation.
4. ibid, p 13, para 3.3.
5. ibid, p 28, para 4.27.
6. ibid, p 21, para 4.3.
7. ibid, p 29, para 4.32.
11. ibid, p 31, para 4.36.
12. ibid, p 40, para 5.15.
13. ibid, p 38, para 5.9.
16. ibid, pp 4–1 to 4–3, paras 402, 405–16.
17. ibid, pp 11–1 to 11–2, paras 1101–10.
19. Department of Defence 1995, op cit, p 1–1, paras 103c, 103d.
20. ibid, pp 3–1, 3–2, paras 301–4.
21. RAAF College, op cit, p 8–1, para 801.
27. Department of Defence, HQADF 1995, op cit, p 3, para 10g.
29. ibid, p 34, para 4.50.

Bibliography


Department of Defence, HQADF 1993, ADFP 1—Doctrine, Canberra.

Department of Defence 1995, Exercise KANGAROO 95 Joint Exercise Instruction, Canberra.
CHAPTER 10

VISIT AND POST–ACTIVITY REPORTS

10.1 This type of report is written after a visit and/or activity to record information. Each report is placed on a suitable file and given a file reference that appears above the report title block. The report should provide details, record discussions, and include decisions or instructions requiring action or follow-up. Reports must accurately reflect the situation, as well as what was discussed during the visit and/or activity.

10.2 Document design. Visit and post-activity reports are completed on plain paper and do not carry any letterhead design or crest. The rules governing fonts, titles, paragraphs and layout are to be the same as those that govern external correspondence (see part 2, chapter 1—‘Conventions of correspondence’ and part 2, chapter 3—‘External correspondence’).

REPORT FORMAT

Title block

10.3 A report title block consists of three parts; each part is headed by a primary title (all in upper-case bold typeface), and separated from the preceding primary title by a clear line:

a. The first part describes the authority or organisation undertaking the visit and/or activity (thereby being responsible for the report) and the location involved.

b. The second part states the date¹ or duration of the visit and/or activity (date(s), month(s) and year(s)).

c. The third part varies: where more than one party is likely to write a report, the third primary title designates the location name followed by REPORT; if only a single report is written, the third line of the heading would simply read VISIT REPORT, or POST–ACTIVITY REPORT.

For example, a report on Puckapunyal by Logistics Command would be titled as follows:

LOGISTICS COMMAND ACTIVITY IN PUCKAPUNYAL
25 JULY 1996
PUCKAPUNYAL REPORT

Whereas a post-activity report could be titled:

VISIT TO RAAF WILLIAMS—AIR MARSHAL SUPARNO
01 APRIL 1997
POST–ACTIVITY REPORT

¹ If the date is written in full in the title, all dates must then be written in full. If the date is abbreviated, as in annex A, then all dates must be written in an abbreviated form.


WRITING THE REPORT

10.4 As with other forms of Defence correspondence, a report presents information in discrete logical sections. The report is formatted according to the following structure.

Introduction

10.5 This section contains details of the visit and/or activity:

a. date and time,

b. location,

c. purpose, and

d. participants.

Body

10.6 This section of the report uses titles to outline details of the events of the visit. The information provided may include:

a. places and events observed,

b. activities engaged in,

c. personnel involved,

d. conversations and discussions carried out, and

e. agreements reached.

Decision

10.7 This section encapsulates action proposed or agreed. Each decision is summarised and followed by a statement of the agreement, and the appointment responsible for undertaking that action. That agreement is preceded by the most appropriate paragraph title from the following:

Agreement, For action, Further action, For information

10.8 The provision of limited background information allows the reader to understand a decision. As with other forms of writing, succinctness and brevity are desirable; detail not required to amplify an agreement should be excluded.

10.9 The extent of detail required will be determined by:

a. assumptions that the writer can make about the readers’ knowledge, and

b. the likely ‘life’ of the document.

10.10 Post-activity reports are likely to generate issues or requirements for agreement or action. Similarly, a report may form part of the history of a series of visits, or the development of a problem or project. If so, future readers may need to understand the circumstances of the visit and/or activity and be given an explanation for actions, rather than a simple list of decisions taken.

Conclusion(s)

10.11 This section is not always required; the statement of what occurred, followed by the notification of the decision and any accompanying action proposal in the decision section may be sufficient. However, a conclusion may be required to:

a. summarise overall impressions and findings,

b. reinforce details of essential follow-up action,
c. foreshadow further visits, or  
d. remind of social events.

**Recommendation(s)**

**10.12** As with the section on conclusions, recommendations are included only where appropriate.

**Signature block**

**10.13** A report is signed by the senior member of the party or the senior member of the host unit present at the time of the visit and/or activity, whichever is applicable. The conventions of the signature block conform to those outlined in part 2, chapter 1—‘Conventions of correspondence’.

**10.14** An example of a visit report is given in annex A to this chapter.

**Annexes:**

A. Example of a visit report
B. Example of a post–activity report
EXAMPLE OF A VISIT REPORT

[SECURITY CLASSIFICATION (as required)]

HQTC 16/1/Air pt 3 (79)

HEADQUARTERS TRAINING COMMAND STAFF VISIT TO GYMNASIUM AREA RAAF WILLIAMS, LAVERTON BASE

08 JAN 97

VISIT REPORT

Introduction

1. On 08 Jan 97 at 1300 h, a three-person delegation from Headquarters Training Command visited the Physical and Recreation Training Centre (P&RT Centre) at RAAF Williams, Laverton Base. The delegation was made up of GPCAPT Petersonn, FLTLT Smithill and WOFF Hall. Representatives from P&RT Centre included WOFF Lott and CPL Orr who conducted the visit for the purpose of observing the use of the indoor climbing wall with a view to establishing a similar wall at RAAF Williams, Point Cook Base.

Safety

2. The indoor wall was observed in use as part of a unit physical training lesson for members of No 6 RAAF Hospital. Factors considered during this visit were safety issues, including the availability of qualified personnel and equipment.

3. Qualified personnel. Discussions with staff from the P&RT Centre confirmed that, for a physical training lesson, there must be one Physical Training Instructor (PTI) or a qualified Unit Adventurous Training Leader present for every five ropes operating.

4. Equipment. Safety equipment must be obtained from the base gymnasium or through the Adventurous Training Cell. Equipment purchased must meet existing safety standards before use.

Discussion

5. Discussions with the P&RT staff outlined the necessary training to become a qualified instructor. A PTI who has completed the seven-month tri-Service course is qualified. Those members who have completed the Army Unit Adventurous Training Leader Course are also qualified. This latter course is held at the Adventurous Training Centre at Bonegilla and is administered by the Australian Army. Places on the course are competitive for Air Force personnel.

   a. Agreement. P&RT staff will supply an up-to-date register of qualified instructors at RAAF Williams, Laverton and Point Cook Bases.

   b. Further action. Details of the Unit Adventurous Training Leader Course should be submitted by P&RT staff to this office by 17 Jan 97.

[SECURITY CLASSIFICATION (as required)]
6. Discussions regarding equipment outlined the necessity for a rope, anchor and belay for those members climbing over the 2 m bouldering line. The expense of such equipment was discussed in detail using the recent purchase of similar equipment at the Laverton Base as a guide.

   a. **Further action.** P&RT staff will compile a list of quotations for suitable safety equipment to cover a five-rope wall. The list will be submitted to this office by 17 Jan 97.

**Conclusion**

7. The visit of 08 Jan 97 was to investigate further the proposal of establishing a similar wall at RAAF Williams, Point Cook Base. On this occasion safety aspects were noted. Discussions held with staff reinforced the need to investigate further both costing and the availability of personnel to ensure that safety standards had been met. P&RT staff will provide written details of those members qualified to instruct on the indoor climbing wall and the costing of safety equipment needed for a five-rope wall. A further visit in two weeks is scheduled at Training Command with P&RT staff to review these findings.

**Recommendation**

8. The proposal for a climbing wall at Point Cook is recommended for review after the quotation for equipment and the availability of instructors have been evaluated.

L.T. PETERSONN  
GPCAPT  
PMO  

Tel: (03) 9256 1170  

10 Jan 97
EXAMPLE OF A POST–ACTIVITY REPORT

[SECURITY CLASSIFICATION (as required)]

DITC 10/17/Air pt 1 (30)

IMPLEMENTATION STRATEGY FOR ADFP 102

21 APR 97

POST–ACTIVITY REPORT

Reference:
A. DITEP 294/97

Introduction

1. In response to the reference, a meeting was held in Russell Offices on 21 Apr 97 to consider the development of an implementation strategy for the proposed ADFP 102—Defence Writing Standards. I attended the meeting as an observer and adviser of matters pertaining to the document, being the RAAF member on the ADFP 102 Writing Team. Members at the meeting are listed in annex A.

Meeting

2. Opening by Mr Bruce Cann, DPUBS. The meeting was opened with a brief on the progress of ADFP 102 by DPUBS. He stressed the importance of a corporate solution to writing in Defence, and that common standards across both the Department and the ADF were of paramount importance. He also emphasised that the ADFP 102 is to be a dynamic document, with iteration and feedback being the model for amendment.

3. Demonstration of the Document Generator (DOCGEN)—new version. Ms Sharon Dowling from DPUBS gave a demonstration of the software package to write minutes, letters, facsimiles and the like in the new ADFP 102 format. The DOCGEN version 7.0 Beta1 was acknowledged by attendees to be of considerable benefit in minute writing (the demonstrated document was a minute), and held much promise for other Defence documents. A copy of the program—not for general release at this stage—is enclosed.

4. Implementation of the ADFP 102. This will be achieved through various strategies as follows:

   a. Distribution formats. Besides hard copy, the publication will be available in various electronic formats. These will include the Defence Managers’ Toolbox (in Portable Document Format) and the Defence Intranet (DEFWEB). For those wishing to register their use of DOCGEN, registration will be available on-line via DEFWEB.

[SECURITY CLASSIFICATION (as required)]
b. **Individual Service institution training.** Each Service expressed a desire to review the publication early, say within a few weeks, so that training courses can be amended in a timely fashion, ready for the official changeover. The idea of an implementation team was considered, but discarded in favour of a ‘train the trainer’ approach. Both Army and the RAN expressed their desires to have early copy so that training packages could begin to be amended. I explained that this year RAAF College was trialling the ‘90 per cent correct’ new format, and that the results of its use were very positive to date.

c. **Addendum to word-processing courses.** I advised that even last year two students out of RAAF College Distance Learning Section’s 500 correspondence students had requested handwritten submission of assignments. One was an elderly Reservist; the other had ‘no access to a computer’. The new format allows for handwritten text where necessary, but in the main requires the use of a word processor, say Microsoft Word or Lotus Ami Pro. I suggested one strategy to assist implementation: to make the last day of word-processor training one spent in using DOCGEN. Ms Dowling pointed out that an untrained computer user could learn how to ‘drive’ DOCGEN in about an hour. The following discussion resulted in agreement that the overall use of a word processor should still be taught, and that DOCGEN could then round out the course while showing a simple but consistent way of generating Defence documents.

d. **Release date and draft distribution.** Following DPUBS’s introductory comments, the Chair calculated a potential release date and suggested January/February 1998 for the publication to be officially released. He pointed out that there were still hoops to be gone through and that each reviewer in the chain would require time to consider the publication. Requests were made by the training representatives to gain copies of the draft publication dispatched to Commandant ADF Warfare Centre. This was agreed. Army would receive about 20 copies; Navy, 10; and RAAF, five.

e. **Amendment.** Following DPUBS’s introductory comments regarding the dynamic nature of the document, I stressed that what was finally released would be subject to simple and frequent amendment. Suggestions for the amendment of ADFP 102 would be considered by the writing team, and accepted during the early distribution to Schools phase.

f. **Publicity.** Members discussed the need for publicity of the final document, and that its format be well known before the DEFGRAM implementing publication usage is released.
Conclusion

5. The drafting of ADFP 102—Defence Writing Standards is nearing completion. Estimates suggest a release date in January/February 1998 by which time Service training institutions will have prepared courses and perhaps be conducting courses using the new format and guidelines. While DPUBS will provide assistance on a where-required basis, individual Services have chosen to implement the publication using a ‘train the trainer’ approach. The publication makes full use of modern word-processing software and is dynamic in its approach. Amendments are anticipated, and the amendment process will be straightforward. The publication will be available in various electronic formats.

M.C.B. GOLDING
SQNLDR
Member of ADFP 102 Writing Team

Tel: (03) 9256 2811

02 May 97

Annex:
A. Members attending the meeting on the Implementation Strategy for the publication of ADFP 102

Enclosure:
1. Document Generator version 7.0 Beta

Note
1. See enclosure.
MEMBERS ATTENDING THE MEETING OF THE IMPLEMENTATION STRATEGY FOR THE PUBLICATION OF ADFP 102

LTCOL J. Catchlove
LTCOL W. Monfries
LTCOL R. Morley
WGCDR R. Cox
WGCDR I. MacFarlane
LCDR G.R. Baker (Canada)
LCDR G. Spencer
MAJ A. Thomas
SQNLDR M. Golding
Mr B.H. Cann (DPUBS)
Mr F. Wood (ADPUBS)
Ms S. Dowling
CHAPTER 1

STAFF PROCESS

Introduction

1.1 The staff are the individuals assigned to a headquarters. The process that the staff utilise consists of the functions they perform in planning and implementing a commander’s orders and intentions. Staff processes demand highly trained individuals working as a team and using practised techniques.

1.2 Common staff planning processes apply to both joint- and single-Service arenas of the Australian Defence Force (ADF). Subsequent chapters address this generic process. Commanders may specify precise details and procedures when appropriate. Australian Defence Force Publication (ADFP) 1—Doctrine, and ADFP 9—Joint Planning provide further detail on the planning process.

Types of planning

1.3 There are two types of planning: immediate and deliberate. The main difference between them is in timing. Immediate planning is always undertaken in a compressed time frame.

1.4 The relationship between estimated response time and likely warning time will determine the approach to planning. Response time is the time available between the recognition of a requirement for a response and the implementation of that response, and determines the need for crisis or deliberate planning.

1.5 Immediate planning. This is the staff process of determining actions in response to a situation. Short time frames and other imperatives will preclude a complete analysis of the situation and will lessen time available for deciding on a course of action. The process aims to narrow the range of options to promote decisiveness and enable rapid execution.

1.6 Deliberate planning. Usually longer term in outlook, deliberate plans provide the framework for response to situations that could arise at short notice. Deliberate planning should be undertaken for a particular situation when:
   a. indications are that a particular situation will arise,
   b. a superior authority orders action, and
   c. warning time is shorter than response time.

If these conditions apply, then enough deliberate planning should proceed to allow policy development, resolution of conflicting requirements, and decisive action to be implemented at the required time. Deliberate planning should reduce overall planning time to less than—or at worst—equal to, the likely response time.

PLANNING PROCESS

1.7 The planning process used by the ADF is called the joint military appreciation process (JMAP). The JMAP is a logical decision-making process that analyses all the relevant factors in a situation and coordinates all staff functions towards the development of the most appropriate plan of action. The JMAP addresses planning before and after the start of operations and provides clear methods for concurrent and responsive planning for ongoing and future operations.

1.8 The JMAP consists of the following four consecutive steps with an integral and continuous part known as intelligence preparation of the battlespace (IPB):
   a. IPB. IPB is a continuous process which is integral to the JMAP. Its purpose is to maintain the situational awareness of the commander and staff. It is essentially an intelligence function; however, commanders and all staff must have an understanding of the process. The process requires a thorough study of the total operating environment, including political and social influences and their cumulative effects on threat and friendly courses of action.
b. **Step 1—Mission analysis.** This step ensures that commanders and staff clearly understand the intent of their superior commanders. This focuses planning within the boundaries of that intent. It assists commanders and their staff to identify the mission and tasks that are essential to the successful outcome of the plan. Mission analysis results in a clear statement of the commander’s mission and intent, and through a commander’s clear guidance, provides the basis for all subsequent decision making and planning.

c. **Step 2—Course of action (COA) development.** Such development involves identifying a range of COAs that will best achieve the mission. Differences in COAs are developed by emphasising distinctions in three areas: the focus or direction of the main effort; the scheme of manoeuvre; and the task organisation. The products of COA development are a number of friendly COA which meet the commander’s intent, focus on gaining or retaining the initiative, and analyse the risk associated with its prosecution.

d. **Step 3—COA analysis.** The analysis phase involves wargaming each friendly COA through to its intended end-state in an attempt to predict what may happen during the execution of a COA. It highlights the degree of risk associated with each COA and enables the commander to make subsequent decisions based on a judgment of acceptable risk.

e. **Step 4—Decision and execution.** In this step, the commander compares the strengths and weaknesses of each modified COA, and decides which COA is to be developed into a plan and executed. During the execution of the plan the commander and staff constantly review the situation, make decisions, adjust plans as required and plan future operations. Products from this step are the main plan of action, contingency plans, supporting plans and orders.

1.9 Chapter 8 to ADFP 9 provides further detail of the joint planning process.

**Annex:**

A. **Staff process**
# STAFF PROCESS

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<thead>
<tr>
<th>Level</th>
<th>Process</th>
<th>Product</th>
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<td>Strategic</td>
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<td>Written appreciation</td>
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<td>Selection of options</td>
<td>Warning orders</td>
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CHAPTER 2

WARNING ORDERS

General

2.1 Formations, units and individuals involved in the formulation and execution of plans must be given maximum notice of likely involvement in the form of warning orders (WNGOs), so that preparation—including movement and reconnaissance—can start.

2.2 When planning is reactive, WNGOs should be issued early in the planning process, to enable subordinate units to commence preparatory activities. This could be before the appreciation process has been completed. During contingency planning, WNGOs may have to be delayed until the concept of operations has been approved by CDF. At all times, WNGOs should be issued to maximise effort and concurrent action.

2.3 WNGOs may be issued orally, by radio or telephone, or in writing. In all cases, security requirements and precedence must be considered.

2.4 Content. WNGOs will vary according to the level of command at which they are issued. They must clearly state which parts are executive and which are for warning or information purposes. Information should include:

   a. situation, including threat assessment;
   b. the issuing authority’s mission statement, including tasks likely to be allocated;
   c. preliminary order of battle, including likely command and control arrangements;
   d. earliest time of movement, or degree of notice to move;
   e. time and location of further orders;
   f. preliminary movement arrangements;
   g. operational constraints; and
   h. administrative responsibilities and arrangements.

2.5 Acknowledgments. Each WNGO concludes with the requirement for all action addressees to acknowledge receipt.

2.6 Format. There is no set format for WNGOs except when they are issued as a defence message, where the ADFORM ORDER specified in the ADFP 820 series is used. However, those issuing WNGOs are to observe the requirements of paragraph 2.4 and 2.5 above regardless of the format used.

Notice to move

2.7 Commanders should receive early advice of the perceived time frame for the operation and earliest time they are required to act. This is done in order to regulate maintenance and personnel activities to ensure that the appropriate notice to move (NTM) can be met. This avoids a command having to be constantly ready to move after the time given in the WNGO, with the resultant loss of rest. A satisfactory method of stating NTM is, for example ‘At two hours NTM from 310800 MAR 9X’, which means that there will be no move before 1000 h. An order issued after 0800 h will continue to entail a two-hour delay before the unit is required to move.
CHAPTER 3

DIRECTIVES

3.1 Directives focus on command, policy, resource or planning issues. They provide guidance to staff and subordinates and a framework within which work is to be done. Directives are internal Defence documents. However, in order to signify the official status of the information delivered by the directives, their design resembles that used for external correspondence\(^1\). That is, in the letterhead the appropriate crest is presented ranged left of the primary Program title with the organisation title appearing below the title, but next to the crest. A horizontal rule\(^2\) then separates the letterhead design from address line elements. The rules governing fonts, titles, paragraphs and layout are to be the same as those used for external correspondence (see part 2, chapter 1—‘Conventions of correspondence’ and part 2, chapter 3—‘External correspondence’).

3.2 Directives can be disseminated from a Service headquarters to detail and promulgate requirements, or by higher authority to detail specific responsibilities or deadlines. They are not to be used by commanders to detail local orders; routine orders and instructions are to be used for that purpose (see part 3, chapter 6—‘Routine orders, information circulars and other instructions’).

3.3 There are four types of directives:

a. **Organisation directives.** These are issued by a Program to promulgate requirements for the implementation of a system or directions on making a change or changes. For example, an Air Force Organisation Directive is shown as a template and accompanying synopsis in annexes A and B respectively.

b. **Command directives.** These are issued to a senior command appointment. They define the commander’s functional responsibilities.

c. **Policy directives.** These define a framework within which particular aspects of a commander’s responsibilities are to be performed.

d. **Planning directives.** These are issued to initiate planning at the strategic or operational level. The directive sets guidelines for the completion of each major step in the planning process. Considerations likely to be addressed in a planning directive are outlined in annex C.

Annexes:

A. Air Force organisation directive X/95—Formation [disbandment/relocation/amalgamation] of (unit)

B. Air Force organisation directive X/95—Formation [disbandment/relocation/amalgamation] of (unit)—synopsis

C. Considerations for a planning directive

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1 See part 2, chapter 3—‘External correspondence’.

2 The horizontal rule is a straight line across the page between the left- and right-hand margins.
AIR FORCE ORGANISATION DIRECTIVE X/95—FORMATION [DISBANDMENT/RELOCATION/AMALGAMATION] OF (UNIT)

ROYAL AUSTRALIAN AIR FORCE
AIR FORCE HEADQUARTERS

R1–6–C001, CANBERRA ACT 2600

AF [file reference]

See distribution

AIR FORCE ORGANISATION DIRECTIVE X/95—FORMATION [DISBANDMENT/RELOCATION/AMALGAMATION] OF [UNIT]

INTRODUCTION

1. Reference A directed that [describe nature of organisational change] is to be effected by [target date]. [Add any further ramifications of the change which are not readily self-evident.]

PURPOSE

2. The purpose of this directive is to detail and promulgate the arrangements for [the organisational change].

RATIONALE

3. [This section is optional. Its use normally applies to those more complex organisational variations that require further detail within the Air Force organisation directive. When included, this section provides a brief explanation of the rationale that is the basis for the approved organisational changes outlined in the Air Force Organisation Directive (AFOD), for example, a brief description of functional changes that supports what is detailed in paragraph 8 below.]

EXECUTION

4. [Use the following group and paragraph titles, with appropriate text, as required.]

Formations (or Disbandment, Relocation or Amalgamation)

5. [The sponsor: ACAUST, COMSPT–AF, COMTRG (or appropriate divisional head) is to (effect the required change) by (target date).]

Transfer of responsibilities

6. [Use as appropriate to identify any specific transfers of responsibilities and/or tasking, the authority for such an agreement and the effective date of these transfers, for example, transfers from one Program to another.]

Organisation

7. [Use to outline organisational relationships and structure, as necessary.]
Functions (alternatively, Roles and tasks)

8. The functions (or roles and tasks) of [unit/s] are as detailed in Australian Allied Publication (AAP) 1010—Chief of the Air Force’s Planning Directive—The RAAF Plan (or detail new functions, roles and tasks as necessary; new or variations to existing functions, or roles and tasks, should be succinct statements suitable for inclusion in the AAP 1010).

COMMAND AND CONTROL

9. [Outline reporting chains as necessary.]

Conditions of employment

10. [These are for Commercial Support Programs (CSP) cases when appropriate, for example, preferred in-house option (PIHO). Detail requirements, for example, Australian Public Service (APS) and contracted personnel employed by the PIHO on technical tasks are to satisfy the requirements of the current version of the RAAF Standard Engineering T5022. (Specific appointment) is to provide management and supervision training to those Service personnel who are required to supervise civilian staff at the PIHO. Additionally, (subject unit) is to comply with the appropriate State and federal Occupational Health and Safety Regulations for all PIHO operations.]

Discipline

11. [Include details of which appointments exercise powers of Commanding Officer, Superior Summary Authority, Reviewing Authority etc, as necessary.]

Titles and addresses (for new, relocated or amalgamated units)

12. The approved titles and addresses for [unit] are:

   a. Title:
   b. Abbreviated title:
   c. Message address:
   d. Postal address:
   e. Telephone number:
   f. Facsimile number:
   g. Electronic mail address(es): (for example, internet, email, X.400)

ADMINISTRATION

[Use the following paragraph titles as required.]

13. Accommodation. [Subject unit] is to occupy [state details]. [The sponsor] is to adjust the records of occupancy at RAAF [base name] to reflect any changes in accommodation arrangements.
14. **Equipment.** [The sponsor] is to arrange for the transfer of equipment from [unit] to [unit], or for its disposal in accordance with the relevant Defence Instruction (Air Force) Logistics.

15. **Financial disbursements.** [Specific appointment] is to identify and transfer appropriate Cash Limited Administrative Expense (CLAE) funds to [subject unit] at [location]. In particular, the following requirements are to be addressed: (for example, travel and subsistence, contract cleaning support, postage, telephones and communications, office requisites, fuel, light and power, and replacement and maintenance of stores).

16. **Non-registered and non-classified publications.** [The sponsor or specific appointment] is to ensure that all non-registered and non-classified publications (except those required to be transferred in to the gaining unit in the case of an amalgamation—mention as necessary) are disposed of in accordance with AAP 5130.004—Administration of Publications and Audiovisual Training Aids.

17. **Registered or classified publications.** [The sponsor, or specific appointment] is to ensure that all registered or classified publications (except any to be transferred—specify as necessary) are returned to the originator or distribution authority as appropriate, in accordance with AAP 4331.001—Security in the RAAF and AAP 5130.004.

18. **Accounting records and documents.** [The sponsor] is to arrange for the finalisation of accounting records and documents for [unit] in accordance with DI(AF) FIN 1–14—Disbandment of Units—Finalisation, Check and Disposal of Accounting Records and Documents.

19. **Non-public moneys.** [The sponsor] is to ensure that all non-public moneys, including welfare property, of [unit] are actioned in accordance with DI(AF) ADMIN 12–9—Officers’ and Sergeants’ Messes and Corporals’ Clubs Organisation, Management and Responsibilities and 12–10—Disbanded Messes Fund (in cases of disbandment or loss of unit identity, for example, through amalgamation).

20. **Correspondence files.** [The sponsor] is to arrange for correspondence files to be (transferred to gaining unit if applicable or) closed and archived in accordance with the Defence Archives Policy Manual (POLMAN 3), part 2 (as applicable).

21. **Records and memorabilia.** [The sponsor] is to assess [unit] records and memorabilia, including the original painting and any close copies of the unit badge (in cases of disbandment or loss of unit identity) in accordance with DI(AF) ADMIN 8–7—Unit History Records, 8–6—Disposal of Records, and 10–18—Badges and Mottoes, and ensure that the appropriate action is taken.

22. **Honours and awards.** [The sponsor] is to ensure that [unit] honours and awards are processed in accordance with DI(AF) ADMIN 10–5—Governor-General’s Banner, 10–14—Squadron Standards or 10–15—Queen’s Colour as appropriate (in cases of disbandment or loss of unit identity).

23. **Motor transport (MT).** [The sponsor] is to ensure that the MT establishment for [unit] is referred to Officer-in-Charge (OIC GSELMU) for [cancellation or transfer as appropriate].
24. **Special requirements (for example, position annotations).** [Content can be varied in heading and coverage to address special or unique administrative aspects, for example, [the sponsor] is to ensure that the [nominated appointment] forwards a list of all required AFPEMS position annotations to DWPC–AF (with information copies to DPO–AF and DPA) by [target date] (other amplification as necessary).]

**IMPLEMENTATION**

25. On receipt of this AFOD, the following designated appointments are to take the action indicated:

a. **DWPC–AF:**
   
   (1) amend the AFPEMS database [target date may be specified]; and
   
   (2) issue the relevant AFPEMS documentation.

b. **DWPC–AF/SOM (AHQ)/DMAS (HQLC)/SOHRM (HQTC) [as applicable]:**
   
   (1) amend the CIVILPRISM database [target date may be specified]; and
   
   (2) issue the relevant CIVILPRISM documentation.

c. **Sponsor:** advise Program Management Branch – Air Force (attention PM–ADMIN) of the required amendments to AAP 5131.001—**RAAF Address Directory** (and in due course the **X.500 Electronic Directory of Services**).

d. **DAFP:** amend as necessary the AAP 1010—**Chief of the Air Staff’s Planning Directive—The RAAF Plan.**

e. **HQDCG:** amend the Allied Communications Publication (ACP) 117 (AS/NZ Supp 1) as necessary.

f. **DFINS–AF (DGSS–AF)/SFINO (AHQ)/DFIN–LC/DPRM–TC [as appropriate], in consultation with the sub-Program manager:**
   
   (1) advise DPROG–AF of proposed changes to the PMB structure [as necessary];
   
   (2) consider and forward to ASRP–AF new or revised financial delegations;
   
   (3) consult with ASRP–AF on funding transfers; and
   
   (4) arrange with ASRP–AF any changes that are required to the Chart of Accounts. (The text of sub-subparagraphs 23e(2) – 23e(4) may be varied because of the particular circumstances and after consultation with ASRP–AF staff.)
g. **DGF–AF:** amend AAP 3300.001—*RAAF Facilities Directory* as necessary.

h. **DGPERS–AF:**

   (1) initiate the appropriate posting action for RAAF members in accordance with the approved establishment tables for [specific unit/organisation] in [annex ...] [specifying a target date may also be necessary]; and

   (2) action any special personnel requirements [if applicable], for example, arrange the transfer of identified Service positions at Reference A to the APS under section 81B of the Public Service Act, redeploy uniformed personnel displaced because of the PIHO contracts, (and/or) identify any surplus positions for inclusion in the related redundancy program.

i. **DPS–AF:**

   (1) [allocate, transfer or withdraw as required] the EDP Reporting Number/s for [subject unit/s]; and

   (2) action all Personnel and Pay System computing requirements.

**Notification of completion**

26. [The sponsor] is to notify DWPC–AF by message or facsimile transmission when [the action directed at paragraph 3 above has been completed].

**Amendments and corrections**

27. Amendments to this directive will be issued only on matters of substance and/or policy. DWPC–AF will notify any minor variations or corrections by message or facsimile.

**Currency**

28. This directive remains current until all action has been initiated and completed as directed.

**Sponsor**

29. This AFOD is sponsored by (ACAUST, COMSPT–AF, COMTRG etc). All inquiries and/or input on policy matters should be addressed jointly to the sponsor and to DWPC–AF who is the distributing authority.
Contact officers

30. The contact officer for this AFOD who is acting on behalf of the sponsor is (rank, name, appointment), telephone: (**) ******, facsimile: (***) ******. The DWPC–AF contact officer for matters regarding the distribution of this AFOD is [name, appointment], telephone: (***) ******, facsimile: (***) ******.

I.M. ORGANISED
Group Captain
for Chief of Air Force

Tel: (02) 6265 4321

23 October 1997

Annexes:
A. Establishment diagram for unit/organisation
B. [Other annexes as required]

Distribution

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Notes

1. Titles followed by a colon here are not list titles. They are used to direct an appointment to action.

2. See also the distribution list in the AFOD synopsis in annex B for an example of distribution of either the whole AFOD or just the synopsis.

Comment: In the above example, HQOSW and IOSU have been nominated as additional addressees and will receive a full copy of the directive. Some AFODs have a wide circulation because of the dimensions of the changes involved and the large number of organisations that the new arrangements will affect. Sponsors should nominate the specific addressee requirements for each AFOD that they sponsor.
AIR FORCE ORGANISATION DIRECTIVE X/95—FORMATION
[DISBANDMENT/RELOCATION/AMALGAMATION] OF
(UNIT)—SYNOPSIS

ROYAL AUSTRALIAN AIR FORCE
AIR FORCE HEADQUARTERS
R1–6–C001, CANBERRA ACT 2600

AF [file reference]

See distribution

AIR FORCE ORGANISATION DIRECTIVE X/95—FORMATION
[DISBANDMENT/RELOCATION/AMALGAMATION] OF [UNIT]

SYNOPSIS

1. Reference A\(^1\) directed that [describe nature of organisational change] is to be effected by [target date]. [DWPC–AF staff will insert in this section an AFOD synopsis which provides a brief summary of the AFOD’s coverage; this synopsis will provide sufficient detail to inform addressees not directly affected by the organisational variation.] This synopsis will include the nature and timing of the organisational change as well as any pertinent resource considerations that need to be specified.

2. Sample text. DCAF directed the implementation of the Minister for Defence proposal to accommodate training of 450 Ready Reserve (RRes) Airfield Defence Guards and Ground Defence Officers. That direction led to the formation of an Airfield Defence Wing and a RRes Airfield Defence Squadron (AFDS) which supplemented the existing Permanent Air Force AFDS. To further enhance its ground defence capability, the RAAF will form a second RRes AFDS, No 3 Airfield Defence Squadron (3AFDS) as an independent unit and is to be located at RAAF Amberley.

3. Asterisked distribution entries. To maintain continuity and RAAF awareness of AFOD content, without distributing unnecessary copies, this AFOD is being dispatched only to those units and appointments directly affected, as indicated by asterisks in the attached distribution list (example only). Units and appointments listed for distribution but not asterisked will receive only this synopsis, for filing in AFOD sequence. Non-asterisked addressees who consider that they need a full copy of this AFOD should request it by minute or facsimile to DWPC–AF (for WPC–EM), A–9–04, facsimile: (02) 6265 4002.

I.M. ORGANISED
Group Captain
for Chief of Air Force

Tel: (02) 6265 4321

23 October 1997

Annexes:
A. Establishment diagram for unit/organisation
B. [Other annexes as required]
Distribution

Air Force Headquarters:

DCAF (A–8–38)*  ACMAT–AF (C–2–01)*  ACPRM–AF (A–9–38)*
ASRP–AF (A–8–24)*  DGPP–AF (A–7–38)  DGLOG–AF (A–6–05)
DGSS–AF (E–3–05)  DGPERS–AF (E–1–07)  DGPM–AF (A–9–37)
DGSPROJ–AF (C–1–05)  DGTEPROJ–AF (C–3–18)  ASMAT–AF (C–2–05)
DPA (E–2–22)*  DPO–AF (E–1–37)*  DAFP–AF (A–7–10)
DPS–AF (E–1–04)*  DPRG–AF (A–9–22)*  RAAF Historical

HQADF/Defence [other Programs]:

DIND (NCC–B7–04)  DAFR (NCC–B9–05)*  DGJOP (M–B–11)
DSPS (NCC–B11–09)  DGFD(AIR) (B–1–02)  DGAFHS (CP4–7–12)
DGF–AF (CP3–3–03)*  DFNM (NCC–B–10–05)  HQDCG Canberra (Deakin)

Commands:

AHQ (ACAUST)*  HQLC (COMSP–AF)*  HQTC (COMTRG)*
AHQ (SSPTO)*  HQLC (DMAS–LC)*  HQTC (DPRM–TC)*

Units:

HQALG  HQMPG  HQOSG
HQSRG  HQTFG  301ABW
302ABW  303ABW  304ABW
305ABW  306ABW  307ABW
321ABW  322ABW  323ABW
RAAFSUWAG  RAAFSUBUT
ARDU  1CAMD  501WG
503WG  MPLMQN  TFLMQN
TALMSQN  TELMSQN  RAAFTSUG
AJAAC  ARMYLMSQ  RAAFFP
23SQN*  ALLMSQ  1AFDS*
CSELMU  3AFDS*  GSELMU

Additional addressees (this AFOD only):

HQOSW*  1OSU*

Note

1. If there is more than one reference, they are treated the same as those for correspondence, that is, they are to be placed under a list title: ‘References:’ and then referred to as reference A (or ref A), reference B (or ref B) and so on, in the text.

Comment: In the above example, there are only a limited number of addressees selected from among the standard distributees who will receive a full copy of the AFOD; HQOSW and 1OSU have been nominated as additional addressees and will receive a full copy of the directive. Some AFODs have a wide circulation because of the dimensions of the changes involved and the large number of organisations that the new arrangements will affect. Sponsors should nominate the specific addressee requirements for each AFOD that they sponsor.
CONSIDERATIONS FOR A PLANNING DIRECTIVE

1. Planning directives express the commander’s intention and may cover, but not be limited to:
   a. situation;¹
   b. mission;
   c. assumptions;
   d. limitations;
   e. military strategic objectives;
   f. military strategic end-state;
   g. tasks;
   h. coordinating instructions:
      (1) force elements available,
      (2) timings, and
      (3) planning considerations;
   i. administration and logistics;
   j. command and control:
      (1) liaison,
      (2) security,
      (3) communications,
      (4) electronic warfare,
      (5) rules of engagement, and
      (6) reports;
   k. legal considerations; and
   l. public information.

¹ To include political constraints and national strategic end-state in a strategic planning directive.
CHAPTER 4

PLANS

4.1 Detailed planning begins after the commander has approved the concept of operations. It may lead to the issue of a main plan, which may be amplified by supporting plans. Plans are not executive in nature; they do not in themselves require action. For a plan to be implemented, directives, orders or instructions based on the plan must be raised.

4.2 Characteristics. A plan must detail how to accomplish the mission and all essential tasks. It should be clear and unambiguous; terms specific to the plan should be defined.

4.3 Plan review. As with appreciations and concepts, plans will require review when the situation changes. The requirements for review must be embodied in the plan.

4.4 Format. While accommodating specialised staff procedures, the format allows users of the plan to find information readily. Annex A to this chapter describes the format for operational plans (OPLAN); annex B outlines the format for administrative plans (ADMINPLAN).

4.5 Document design. Plans are completed on plain paper and do not carry any letterhead design or crest. The rules governing fonts, titles, paragraphs and the layout of plans are to be those used for external correspondence (see part 2, chapter 1—’Conventions of correspondence’ and part 2, chapter 3—’External correspondence’).

4.6 Composition. Plans generally consist of five sections, which are as follows:

a. Situation—provides the background information necessary to understand the mission.

b. Mission—is the expected result of actions taken.

c. Execution—specifies how the mission should be achieved.

d. Administration and logistics—describes supportive actions required.\(^1\)

e. Command and signal—states the command and communication support required.\(^3\)

Operations plans

4.7 Main plan. This focuses on achieving the mission and will describe all actions relating to that end. Where detail is abundant or only applicable to a specialist field, it should be assigned to an annex of the main plan or to a supporting plan. However, an overview of information contained in a supporting plan may be included in the main plan.

4.8 Contingency plans. These may be issued to address situations that may arise in the course of implementing a plan. They should allow units to prepare, plan and train for a contingency, thereby ensuring better and faster reaction. A contingency plan and its associated appreciation must be reviewed regularly to ensure that assumptions and deductions remain valid.

4.9 Supporting plans. These may be either operational, logistic or administrative, and address actions in support of the main plan. They allow the scope and detail of the main plan to be reduced, and are developed in parallel with the main plan. They must be reviewed and checked against the main plan at all stages of development. The commander to whom support is to be provided must endorse each supporting plan.

\(^1\) In an administrative plan, this section will fall under the title ‘Execution’.

\(^2\) The ‘Administration and logistics’ and ‘Command and signal’ sections may not be required in some documents.

\(^3\) See footnote 2.
Administrative plans

4.10 These are a type of supporting plans which deal with administrative matters. They should conform to the format in annex B.

Annexes:
A. Operations plan format
B. Administrative and logistic plan format
OPERATIONS PLAN FORMAT

[SECURITY CLASSIFICATION¹]

Copy no ... of ...²

[Issuing headquarters]

[Place of issue³]

[File reference] [Date–time group when signed]

[Operation name and OPLAN serial number]

Reference:
A. Maps, charts and relevant documents

Time zones. Time zones used throughout this plan: KILO⁴

Task organisation. Under this title the drafter should list the subdivision of the force, including attached units, together with name and ranks of the commanders. This information may alternatively be included in the EXECUTION section.

SITUATION

1. Where necessary, the general picture should be outlined. The scope of the plan, planning considerations, assumptions and sensitive parameters affecting the plan should be stated. For plans written at the strategic or operational levels, political directions and constraints should be listed, including national strategic objectives and end-states. If appropriate, separate paragraphs should address the enemy, friendly forces and any attachments and detachments.

2. Enemy forces. Enemy-force composition, disposition, location, movements, estimated strengths, identification and capabilities should be outlined. While reference to a previous intelligence report may be sufficient, a short summary that discusses the centre of gravity and decisive points should be included.

3. Friendly forces. Information on friendly forces that may directly affect the actions taken by subordinate commanders, other than those covered by the plan, should be provided. The extent and type of action expected to be taken by these forces may be outlined, including the military strategic objective and end-state.

4. Attachments and detachments. When not given under task organisation, units attached to, or detached from, the issuing unit or formation, together with the times attachments or detachments are effective, should be listed separately.

[SECURITY CLASSIFICATION¹]
MISSION

5. The mission statement describes the mission of the issuing authority. It should be expressed as a concise statement of the task and a unifying purpose, which will allow subordinates to analyse their allocated tasks in the context of the overall operation.

EXECUTION

6. This section lists all aspects contributing directly to mission achievement. It may include a clear and unambiguous statement of the commander’s intent for the immediate mission and beyond, and a concept of operations and/or general outline of the plan. Other subjects that may need to be addressed are:

- chain of command
- constraints
- preparedness
- phases
- task organisation
- tasks
- coordination requirements:
  - security
  - intelligence
  - legal aspects
  - public information and relations
  - psychological operations
  - rules of engagement
ADMINISTRATION AND LOGISTICS

7. This section details all administrative and logistic support required for operational activities. Where appropriate, separate administrative and logistic support plans may be raised. Subjects that may be covered are:
   • responsibilities
   • maintenance
   • deployment and operating stock levels
   • personnel
   • finance
   • accommodation and works
   • visitors
   • refugees
   • civil affairs and civil aid

COMMAND AND SIGNAL

8. This section contains all signal, recognition and identification plans, electronic policy, headquarters locations and movements, code words, codenames and liaison requirements. Details of chain of command, such as transfer of operational authority, should not be included in this section but should be stated under the EXECUTION section. Subjects that may be covered are:
   • headquarters locations
   • opening of headquarters
   • liaison requirements
   • code word security
   • reports
   • message identification, address indicator groups and distribution requirements

[SECURITY CLASSIFICATION]
GENERAL

9. This section covers actions relating to the administration of the staff process, such as supporting plans, review requirements, the date of effect of new plans and the cancellation of old plans.

10. **Acknowledgment instruction.** In this last sentence in the last paragraph of the plan, writers should indicate if receipt of the document requires an acknowledgment. If an acknowledgment is required, the last sentence should state:

    Acknowledgment required. 

If an acknowledgment is not needed, the last sentence should state:

    Do not acknowledge.

T. McCANN

LTCOL

**Authentication.** Senior operations officer

Annexes:

Distribution
Notes

1. As required.
2. Copy numbers are allotted regardless of the security classification of the order.
3. This may be a placename or a grid reference which may be expressed in code.
4. Time zones are always to be included and as outlined in the example are expressed phonetically.
5. Supporting operations may be addressed within separate annexes. For example, electronic warfare support plan; and communications and information systems support plan.
6. Australian Defence Force Publication (ADFP) 2—Division of Responsibilities Within the Australian Defence Force refers.
7. These subjects are discussed in ADFP 20—Logistics in Support of Joint Operations.
8. A suitable acknowledgment would read, for example, OPLAN 16/98 received at 062359Z JAN 98.
9. The plan is eventually signed here by the commander, or the senior staff officer who has the delegation to sign for the commander.
10. If neither officer is available, the paragraph title Authentication is to be used (as in the example) to identify the appointment of the authenticating staff officer. The authenticating officer signs the order using the word ‘for’ to identify that they have signed ‘for’ the commander. The commander, or the senior staff officer who has the delegation to sign ‘for’ the commander, countersigns the file copy at the first opportunity.
11. The distribution is to show the copy numbers of the plan issued to each addressee. Where the annexes are issued on a different scale from the body of the plan, this is also recorded in the distribution.
ADMINISTRATIVE AND LOGISTIC PLAN FORMAT

[SECURITY CLASSIFICATION]

Copy no ... of ...
Issuing headquarters
Place of issue

Reference number
Date–time group when signed

Operation name and ADMINPLAN serial number

Reference:
A. Maps, charts and relevant documents

Time zones. Time zones used throughout this plan: KILO

Task organisation. The subdivision of the force, including attached units, together with names and ranks of the commanders should be given.

SITUATION

1. The general picture should be outlined. The following information should then be stated.

2. Enemy forces. Outline their composition, disposition, location, movements, estimated strengths, identification and capabilities. While reference to a previous intelligence report may be sufficient, a short summary that discusses the centre of gravity and decisive points should be included.

3. Friendly forces. Include information on friendly forces (other than those covered by the plan) which may directly affect the actions taken by subordinate commanders. The drafter may outline the extent and type of action these forces are expected to take, including the military strategic objective and end-state.

4. Attachments and detachments. When not given under task organisation, units attached to, or detached from, the issuing unit, or formation, together with the times they are effective should be listed separately.

MISSION

5. This paragraph contains a clear, concise statement of the administrative and logistic task of the commander.
EXECUTION

6. **General.** This paragraph contains an outline of the administrative and logistic plan. A statement of projected duration and the required level of sustainability should be included.

**Materiel and services**

7. This section should include, but not be limited to:
   - ammunition and explosives (including dumping requirements)
   - petrol, oil, lubricants and solid fuels
   - rations
   - water
   - transport
   - salvage
   - repair, recovery and backloading
   - labour
   - local purchase
   - civil infrastructure
   - postal services
   - canteens

**Medical, evacuation and hospitalisation**

8. This section should include locations and allocation of medical installations and resources.
Personnel

9. This section should include:
   • reporting procedures
   • reinforcements
   • discipline
   • prisoners of war
   • military policing
   • burials and grave registration
   • morale, welfare and personal services
   • civilian employees
   • pay and allowances
   • chaplains

Civil affairs

10. This section covers the allocation of:
    a. civil affairs and/or military government detachments;
    b. control of refugees; and
    c. feeding and treatment of the civil population.

Miscellaneous

11. This section should include any special instructions not covered above, such as designated headquarters, protection and special reports.

COMMAND AND SIGNAL

12. This section contains all signal, recognition and identification plans, electronic policy, headquarters locations and movements, code words, codenames and liaison requirements. Details of the chain of command such as transfer of operational authority should not be included here but stated under the ‘Execution’ section.
13. **Acknowledgment instructions.** In this last sentence in the last paragraph of the plan, writers should indicate if receipt of the document requires an acknowledgment. If an acknowledgment is required, the last sentence should state:

   Acknowledgment required.⁷

If an acknowledgment is not needed, the last sentence should state:

   Do not acknowledge.

---

**T. McCANN⁸**
LTCOL

**Authentication.⁹** Senior operations officer

**Annexes:**
A. ............................
B. ............................

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<thead>
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</tr>
<tr>
<td>HQAC</td>
<td>9–10</td>
<td></td>
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</tbody>
</table>
Notes

1. As required.
2. Copy numbers are allotted regardless of the security classification of the order.
3. This may be a placename or a grid reference which may be expressed in code.
4. Time zones are always to be included and as outlined in the example are expressed phonetically.
5. There is no requirement to include a purpose for an administrative mission as this is implied.
6. Responsibilities are listed in Australian Defence Force Publication (ADFP) 2—Division of Responsibilities Within the Australian Defence Force.
7. A suitable acknowledgment would read, for example, ADMINPLAN 16/98 received at 062359Z JAN 98.
8. The plan is eventually signed here by the commander, or the senior staff officer who has the delegation to sign for the commander.
9. If neither officer is available, the paragraph title Authentication is to be used (as in the example) to identify the appointment of the authenticating staff officer. The authenticating officer signs the order using the word ‘for’ to identify that they have signed ‘for’ the commander. The commander, or the senior staff officer who has the delegation to sign ‘for’ the commander, countersigns the file copy at the first opportunity.
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CHAPTER 5
ORDERS AND INSTRUCTIONS

Introduction

5.1 A superior commander intending to implement a plan directs subordinate commanders to conduct operations by issuing orders and instructions that:
   a. allocate tasks,
   b. allocate operational resources to the subordinate commander to enable the completion of allocated tasks, and
   c. specify command and control arrangements.

5.2 Orders and instructions must be:
   a. accurate,
   b. clear and unambiguous,
   c. as brief as is consistent with clarity,
   d. capable of execution, and
   e. timely.

5.3 Composition. Orders and instructions consist of five standard paragraphs, which are numbered and titled as follows:
   1. Situation—provides the background information necessary to understand the mission.
   2. Mission—is the expected result of actions taken.
   3. Execution—specifies how the mission should be achieved.
   4. Administration and logistics\(^1\)—describes supportive actions required.\(^2\)
   5. Command and signal—states the command and communication support required.\(^3\)

5.4 Document design. Orders and instructions are completed on plain paper and do not carry any letterhead design or crest. The rules governing fonts, titles, paragraphs and layout is to be that used for external correspondence (see part 2, chapter 1—‘Conventions of correspondence’ and part 2, chapter 3—‘External correspondence’).

ORDERS

5.5 Orders may be operational or administrative. An order requires specific action to be taken to achieve the mission.

5.6 Orders are issued when the commander has immediate control over the situation, and compliance is necessary. Because orders restrict the flexibility of action allowed to subordinates, they should only be issued after consideration of the implications for the initiative or local knowledge of the subordinate.

---

1 In an administrative order or instruction, this section will be embodied under the title ‘Execution’.
2 The ‘Administration and logistics’ and ‘Command and signal’ sections may not be required in some documents.
3 See footnote 2.
5.7 **Format.** Orders may be oral or written. If presented orally, orders should be accompanied by confirmatory notes that prevent any misunderstanding. Time constraints may limit the production of written orders to the initiating stages of an operation. Because of their complexity, administrative orders are not usually presented orally.

**INSTRUCTIONS**

5.8 Like orders, instructions may be operational or administrative. An instruction sets out a commander’s intentions, and may direct a subordinate to achieve an objective. This will allow significant freedom of action to the subordinate.

5.9 Instructions will be issued:

a. when speed of movement or lack of information makes the provision of specific orders impossible,

b. when a commander wishes to communicate aims and intentions beyond those that can be detailed in an order, and

c. to deal with anticipated emergencies.

**OPERATION ORDERS AND INSTRUCTIONS**

5.10 Operation orders (OPORD) and instructions enable commanders to direct and coordinate their forces in operations and in training for operations. The use of an OPORD or instruction will be decided by the commander.

5.11 When required, all or part of a paragraph may be relegated to an annex or into a separate order. The paragraph numbering remains the same and the writer should ensure that any reference made to the annex or order, is in the following form, for example:

‘4. Administration and logistics. See Administrative Order 22 of 0316K MAR 93.’

‘5. Command and signal. See annex E.’

Note the use of italics in the references.

5.12 **Format.** Australia applies the North Atlantic Treaty Organisation (NATO) standard operation order Standardisation Agreement (STANAG 2014) as the basis for OPORD and instructions. It is described in annex A.

**Fragmentary orders**

5.13 A fragmentary order (FRAGO) is the abbreviated form of an OPORD, providing brief, specific and timely instructions. It is issued as required and contains orders of immediate concern to subordinate units. A FRAGO eliminates the need for restating information contained in a basic OPORD.

5.14 A FRAGO is usually in message format, in which case it uses the ADFORM ORDER format. It follows the standard format for OPORD, but excludes those elements that:

a. have not changed from previous orders,

b. are not essential to comprehension,

c. might delay or complicate transmission, or

d. are unavailable or incomplete at the time of issue.
Overlay operation orders and instructions

5.15 The overlay format for OPORD and instructions has been accepted by all countries party to the American–British–Canadian–Australian Agreement. The format presents information graphically on a transparent overlay, significantly reducing the written content of orders. Its major limitation lies in the availability of reprographic facilities. Annex B is an example of an overlay OPORD.

ADMINISTRATIVE ORDERS AND INSTRUCTIONS

Administrative order

5.16 Detailed administrative and logistic requirements may be included in an administrative order (ADMINORD). The composition and the sectional components of the order will be decided by the commander responsible for administration and logistic support.

5.17 While an ADMINORD supports an OPORD, it must be readable as a stand-alone document. It must also be endorsed by the commander for whom support is being provided. A supporting ADMINORD must be referred to in the ‘Administration and logistics’ section of the OPORD to which it applies.

5.18 Format. Australia has accepted the NATO standard (STANAG 2032) as the basis for ADMINORD. The format of these orders is described in annex C. When an ADMINORD is issued as a Defence message, the ADFORM ORDER specified in the ADFP 820 series is used. The content guidance in annex C is to be observed when drafting an ORDER message.

Administrative instruction

5.19 Whereas an ADMINORD supports an OPORD, an administrative instruction (ADMININST) stands alone. An ADMININST is used to coordinate action for a particular activity such as a staff development exercise, or a visit by a senior officer or public servant. It documents all planning required and is explicit as to what action is required and by whom. An ADMININST does not follow the format of an ADMINORD, and is often written after agreement has been reached between participating units or personnel. For example, a minute requesting the use of personnel will have been dispatched to a unit and a confirmatory reply tendered before the ADMININST details that the unit will provide those personnel. The ADMININST is divided into three main parts:

a. background or introductory information,

b. aim, and

c. details of the activity.4

The ADMININST format is in annex D.

5.20 General or introductory information. This section outlines the date(s) of the activity, its name, place, objectives and the personnel participating, for example, ‘BASC Bandiana is to conduct an exercise for all privates and junior noncommissioned officers at Bandiana Rifle Range Training Area on 10 Jul 97 from 0900 h to 1630 h. The purpose of this exercise is to practice firing the Austeyr rifle’.

5.21 Aim. The aim is a one-sentence statement titled ‘aim’ to inform the purpose of the ADMININST—not the purpose of the activity, for example, ‘The aim of this ADMININST is to detail the administrative arrangements for the 1/98 Officer Training School Graduation Parade’. The words ‘The aim of this ADMININST is to’ are mandatory.

5.22 Titles. Where ‘introduction’ and ‘aim’ are section titles, a further section title is required in the ‘details’ section under which will be placed group and, if necessary, paragraph titles. Where ‘introduction’ and ‘aim’ are group titles, further distinction requires the use of paragraph titles.

4 The title ‘details’ is not mandatory. This part will contain other appropriate titles which may or may not be of equal level to ‘aim’.
5.23 **Details.** Points given in the ‘details’ section will depend on the activity. However, the answers to the questions ‘who’, ‘what’, ‘where’, ‘when’ and ‘how’ should be in the writer’s mind when providing details. The following check list—a guide only—offers some suggestions:

- objectives of the activity
- dates
- timings for each event
- location(s)
- coordinating officer
- program of activities (usually relegated to an annex)
- stores
- rations
- medical support
- nominal roll (usually relegated to an annex)
- names of guests, visitors and hosts
- action on injury
- action in wet or inclement weather
- public relations details
- conferences (both pre- and post-activity)
- post-activity administration (for example, reports and thank you letters)

5.24 **Style, tone and level.** The ADMININST writer must consider the audience when including any technical language, jargon or abbreviations.

5.25 **Signature.** The ADMININST is signed by the executive or commanding officer, officer commanding, or by the administrative officer ‘for Commanding Officer’ or ‘for Officer Commanding’ or similar, as appropriate.

**Annexes:**

A. Format of operation orders and instructions
B. Example of an overlay operation order
C. Format of administrative orders
D. Format of administrative instructions
FORMAT OF OPERATION ORDERS AND INSTRUCTIONS

[SECURITY CLASSIFICATION]

Copy no ... of ... ²
Issuing headquarters
Place of issue ³

Reference number
Date–time group when signed

Operation name and OPORD/OPINST serial number

References:
A. Maps, charts and relevant documents

Time zones. Time zones used throughout this plan: KILO ⁴

Task organisation. Under this title the drafter should list the subdivision of the force, including attached units, and the names and ranks of the commanders. This may be detailed in the text or portrayed in graphical or tabular form in an annex to the OPORD/OPINST. Alternatively, this information may be included in the EXECUTION section.

1. Situation. A brief statement of the political situation or other factors that may affect a commander’s decision may be required. The general picture should be outlined under the following headings:
   a. Enemy forces. Enemy-force composition, disposition, location, movements, estimated strengths, identification and capabilities should be outlined. Reference to a previous intelligence report may be sufficient.
   b. Friendly forces. Information on friendly forces, other than those covered by the plan, which may directly affect the actions taken by subordinate commanders, should be included. The drafter may outline the extent and type of action these forces may be expected to take.
   c. Attachments and detachments. When not listed under task organisation, units attached to, or detached from, the issuing unit or formation, together with the times they are effective, should be listed under this in-line paragraph title.

2. Mission. The mission statement describes the mission of the issuing authority. It should be expressed as a concise statement of the task and unifying purpose, which will allow subordinates to analyse their allocated tasks in the context of the overall operation.
3. **Execution.** This section lists all aspects that will contribute directly to the achievement of the mission. It may include a clear and unambiguous statement of the commander's intent for the immediate mission and beyond, and a concept of operations/general outline plan. Formats vary slightly between the strategic–operational-level and tactical-level operation orders:

a. **Strategic–operational.** Subjects that may need to be addressed at the strategic and operational levels are:

   (1) chain of command;

   (2) constraints;

   (3) preparedness;

   (4) phases;

   (5) task organisation;

   (6) tasks; and

   (7) coordination requirements:

      (a) security,

      (b) intelligence,

      (c) legal aspects,

      (d) public information and relations,

      (e) psychological operations, and

      (f) rules of engagement.

b. **Tactical.** At the tactical level, the following subjects are included:

   (1) **General outline.** A summary of the course of action intended, including mission analysis.

   (2) **Name of first tactical grouping or unit.** This and subsequent subparagraphs assign specific tasks to each element of the command charged with them in the task organisation.

c. **Coordinating instructions.** These instructions apply to both strategic/operational and tactical levels, and include boundaries, objectives, lines of departure, time and direction of attack and other specifics, such as transfer of operational authority needed to coordinate the activities of two or more tactical
3

Groupings or units. Tentative dates for D-day and H-hour are also usually included. In the case of an order that is not effective on receipt, details should be given of the date and time the order will become effective.

4. **Administration and logistics.** This section states all administrative and logistic support required for operational activities. Where appropriate, separate administrative and logistic support plans may be raised. Subjects that may be covered are:
   
a. responsibilities,
b. maintenance,
c. deployment and operating stock levels,
d. personnel,
e. finance,
f. accommodation and works,
g. visitors,
h. refugees, and
i. civil affairs and civil aid.

5. **Command and signal.** This section contains all signal, recognition and identification plans, electronic policy, headquarters locations and movements, code words, codenames and liaison requirements. Details of the chain of command such as transfer of operational authority should not be included here, but should be stated under ‘Execution’. Subjects to be covered include:
   
a. headquarters locations;
b. opening of headquarters;
c. liaison requirements;
d. code-word security;
e. message identification, address indicator groups and distribution requirements.
6. **Acknowledgment instruction.** In this last sentence in the last paragraph of the plan, writers should indicate if receipt of the document requires an acknowledgment. If an acknowledgment is required, the last sentence should state:

   Acknowledgment required

If an acknowledgment is not needed, the last sentence should state:

   Do not acknowledge.

---

**T. McCANN**

LTCOL

**Authentication.** Senior operations officer

**Annexes:**

**Distribution**

---

**Notes**

1. As required.

2. Copy numbers are allotted regardless of the security classification of the order.

3. This may be a placename or a grid reference which may be expressed in code.

4. Time zones are always to be included and as outlined in the example are expressed phonetically.

5. A suitable acknowledgment would read, for example, OPORT/OPINST 16/98 received at 062359Z JAN 98.

6. The plan is eventually signed here by the commander, or the senior staff officer who has the delegation to sign for the commander.

7. If neither officer is available, the paragraph title **Authentication** is to be used (as in the example) to identify the appointment of the authenticating staff officer. The authenticating officer signs the order using the word ‘for’ to identify that they have signed ‘for’ the commander. The commander, or the senior staff officer who has the delegation to sign ‘for’ the commander, countersigns the file copy at the first opportunity.

8. The distribution is to show the copy numbers of the plan issued to each addressee. Where the annexes are issued on a different scale from the body of the plan, this is also recorded in the distribution.
EXAMPLE OF AN OVERLAY OPERATION ORDER

[SECURITY CLASSIFICATION (as required)]

OPORD 17
Ref. A 8576, Sheet 7523-1, YEA, Ed 1, 1350-000

Time Zone used throughout the order: KILO

1. Situation.
   a. En Forces. 308 Tk regt still unloc.
   b. Friendly Forces. No change.
   c. Atch and Det.
      (1) Under comd forthwith 10 Mdm Regt
      (2) In spt from 221730 No 77 Sqn RAAF

2. Mission. To secure Obj GNAT 3927 by 231800 in order to obtain crossing points across the CASTLE RIVER for Div adv.

3. Execution.
   a. 4 Bde.
      (1) Gp.
         (a) Under OPCOMD 7 CER
         (b) In DS 11 Fd Regt
      (2) Tasks.
         (a) Protect AA and LD.
         (b) Provide one bn as Div Res.
   b. 5 Bde.
      (1) Gp.
         (a) Under OPCOMD 8 CER
         (b) Under comd on arrival C Sqn 10 LH
            (a) Protect AA and LD.
            (b) Provide one bn as Div Res.
         (c) In DS 13 Fd Regt
            (2) Tasks.
               (a) Protect AA and LD.
               (b) Provide one bn as Div Res.
      (2) Gp.
         (a) Under OPCOMD 6 CER
         (b) Under comd on arrival 60 sqn 10 LH
            (a) Protect AA and LD.
            (b) Provide one bn as Div Res.
         (c) In DS 15 Fd Regt
            (2) Tasks.
               (a) Protect AA and LD.
               (b) Provide one bn as Div Res.
   c. 7 Bde.
      (1) Gp.
         (a) Under OPCOMD 17 CER
         (b) Under comd on arrival 710 LH
            (a) Protect AA and LD.
            (b) Provide one bn as Div Res.
         (c) In DS 15 Fd Regt
            (2) Tasks.
               (a) Protect AA and LD.
               (b) Provide one bn as Div Res.
      (2) Gp.
         (a) Under OPCOMD 17 CER
         (b) Under comd on arrival 710 LH
            (a) Protect AA and LD.
            (b) Provide one bn as Div Res.
         (c) In DS 15 Fd Regt
            (2) Tasks.
               (a) Protect AA and LD.
               (b) Provide one bn as Div Res.

4. Administration and Logistics. ADMINO iss by 212200.

5. Command and Signal.
   a. Loc. Rear HQ remains present loc.
   b. Elec Silence. To be maintained until 221930.

[SECURITY CLASSIFICATION (as required)]

Copy No 37 of 49
HQ 3 Div
211450K Mar 97

40

40

0

[SECURITY CLASSIFICATION (as required)]
FORMAT OF ADMINISTRATIVE ORDERS

[SECURITY CLASSIFICATION]

Copy no ... of ...  
Issuing headquarters
Place of issue

Reference number

Date–time group when signed

Operation name and ADMINORD serial number

References:
A. Maps, charts and relevant documents

Time zones. Time zones used throughout this plan: KILO

Task organisation. Under this title the drafter should list the structure of the force, including attached units, and the names and ranks of the commanders. This may be detailed in the text or portrayed in graphical or tabular form in an annex to the ADMINORD.

SITUATION

1. Situation. The general picture should be outlined. The following information should then be stated:
   a. Enemy forces. The composition, disposition, location, movements, estimated strengths, identification and capabilities of enemy forces should be outlined. Reference to a previous intelligence report may be sufficient.
   b. Friendly forces. Information on friendly forces, other than those covered by the order or instruction, which may directly affect the actions taken by subordinate commanders should be included. The drafter may outline the extent and type of action these forces may be expected to take.
   c. Attachments and detachments. When not given under task organisation, list units attached to, or detached from, the issuing unit or formation, together with the times they are effective should be listed under this in-line paragraph title.

MISSION

2. The mission statement describes the mission of the issuing authority. This allows subordinates to analyse their allocated tasks in the context of the overall operation. There is no requirement for the purpose of the mission to be included, as the nature of an administrative order or instruction implies the purpose.

[SECURITY CLASSIFICATION]
EXECUTION

3. **General.** This paragraph contains an outline of the administrative or logistic tasks. It should include a statement of projected duration and level of sustainability required, as well as details of any transfer of operational authority.

Materiel and services

4. This section may include, but not be limited to:
   a. Ammunition and explosives (including dumping requirements);
   b. petrol, oil, lubricants and solid fuels;
   c. rations;
   d. water;
   e. transport;
   f. salvage;
   g. repair, recovery and backloading;
   h. labour;
   i. local purchase;
   j. civil infrastructure;
   k. postal services; and
   l. canteens.

Medical, evacuation and hospitalisation

5. This section should include locations and allocation of medical installations and resources.

Personnel

6. This section should include such matters as:
   a. reporting procedures;
   b. reinforcements;
   c. discipline;
d. prisoners of war;
e. burials and grave registration;
f. morale, welfare and personal services;
g. civilian employees;
h. pay and allowances; and
i. chaplains.

Civil affairs

7. This section covers the allocation of:
   a. civil affairs and/or military government detachments;
   b. control of refugees; and
   c. feeding and treatment of the civil population.

Miscellaneous

8. This section outlines any special instructions not covered above, such as designated headquarters, protection and special reports.

Command and signal

9. This section contains all signal, recognition and identification procedures, electronic policy, headquarters locations and movements, code words, codenames and liaison requirements. Details of the chain of command such as transfer of operational authority should not be included here, but should be stated under the ‘Execution’ section. Subjects that may be covered include:
   a. headquarters locations;
   b. opening of headquarters;
   c. liaison requirements;
   d. code-word security;
   e. message identification, address indicator groups and distribution requirements.
10. **Acknowledgment instruction.** In this last sentence in the last paragraph of the plan, writers should indicate if receipt of the document requires an acknowledgment. If an acknowledgment is required, the last sentence should state:

   Acknowledgment required.\(^6\)

If an acknowledgment is not needed, the last sentence should state:

   Do not acknowledge.

---

T. McCANN\(^7\)

LTCOL

**Authentication.**\(^8\) Senior operations officer

**Annexes:**

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<td>HQAC</td>
<td>9–1</td>
<td></td>
</tr>
</tbody>
</table>
Notes

1. As required.
2. Copy numbers are allotted regardless of the security classification of the order.
3. This may be a placename or a grid reference which may be expressed in code.
4. Time zones are always to be included and as outlined in the example are expressed phonetically.
5. In administrative orders and instructions the five major headings may be group headings or main headings.
6. A suitable acknowledgment would read, for example, ADMINORD 16/98 received at 062359Z JAN 98.
7. The plan is eventually signed here by the commander, or the senior staff officer who has the delegation to sign for the commander.
8. If neither officer is available, the paragraph title Authentication is to be used (as in the example) to identify the appointment of the authenticating staff officer. The authenticating officer signs the order using the word ‘for’ to identify that they have signed ‘for’ the commander. The commander, or the senior staff officer who has the delegation to sign ‘for’ the commander, countersigns the file copy at the first opportunity.
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ADMINISTRATIVE INSTRUCTION NO 14/9X

ACTIVITY TYPE [—EXERCISE XXX] ON DATE

References:
A. ........................................
B. ........................................

Introduction
1. During the period ... to ... , ........................................ will be conducting an [activity type] activity, Exercise XXX [as necessary], at ... [location] ................................... .

Aim
2. The aim of this administrative instruction is to detail the administrative arrangements for Exercise XXX.

Training objectives
3. In accordance with the references, the following are the objectives of the exercise:
   a. ........................................
   b. ........................................; and
   c. ........................................

Dates
4. The exercise will be conducted during the period ..........................................................

Group title
5. ........................................................................................................................................

[SECURITY CLASSIFICATION]

[SECURITY CLASSIFICATION]
Group title

6. ........................................................................................................................................

Group title

7. ........................................................................................................................................

Coordinating conference

8. [Details of the conference location, time and participants.]

Post-activity conference and report

9. [Details of the conference location, time and participants; details of who is responsible to write the report, by when and to whom.]

A.D. MININST
[RANK]
[APPT]

Tel: (02) 6268 2345

(Date of signature)

Annexes:
A. Titles are minimally capitalised
B. Title of second annex

Enclosure:
1. Title of first enclosure

Distribution
Addressees as appropriate

For information:
Addressees as appropriate

[SECURITY CLASSIFICATION1]
Notes

1. As required.
2. For this example the letterhead has been slightly reduced in size to fit the page width.
3. Dates may be either all abbreviated or all expressed in full.
4. If there is only one reference, it should not be listed here but included in the text.
5. ‘Introduction’ and ‘Aim’ should be at the same title hierarchy. Where they are section titles, a section title such as ‘General’ should be used ahead of the various group titles.
6. This section may comprise fewer or more points as ‘objectives’. The punctuation will vary depending on the list. For more information, see part 1, chapter 4—‘Punctuation’ on punctuating lists.
7. Titles may include key appointments, nominal roll, exercise phases, program of activities, medical and safety, transport, work parties, equipment and rations.
CHAPTER 6

ROUTINE ORDERS, INFORMATION CIRCULARS AND OTHER INSTRUCTIONS

Introduction

6.1 Managers, commanders, and executive and administrative personnel can communicate both policy and general information by issuing written orders and information circulars (IC). In that context such circulars are notices and the texts of informative messages. Orders of even a routine nature are legal documents, in that failure to act upon them may result in disciplinary action. Both circulars and written orders are raised and intended for use at a unit or base level on an ‘as required’ basis.

Information circulars

6.2 These circulars are to be used to promulgate general information that affects all personnel over a defined period of time. IC are the notices disseminating information about Defence conditions and particular events, and are a means of transmitting both social and recreational information to members of units (annex A), bases (annex B) or ships. The material in IC may be sourced from signals and Defence-wide or unit information. In some instances, the circulars may include information or notices of a general nature provided by unit, base or ship personnel.

Routine orders

6.3 Matters of a routine or administrative nature are promulgated by a commanding or executive officer as routine orders (RO), and used by commanders as directives. RO may disseminate new orders or remind personnel of existing orders, and are often pertinent to local events. They may be temporary in that a cancellation date is applied, or permanent when they are added to, or mark changes in, the wider Defence instructions (annex C).

6.4 Routine instructions (RI). Annex C is titled RI, which the RAAF uses as part of a holistic instruction set. RI are detailed in AAP 5030.004, chapter 3.

6.5 Daily and weekly routine orders. For the RAN, where the period of application is often daily, orders may be titled daily (annex D) or weekly (annex E) routine orders. Orders are to be used to advise specific personnel or units of their duties; such orders may include policy statements (annex F).

Other instructions

6.6 Standing orders (SO). These are usually of a temporary nature and simplify policy directives by specifying responses to commonly occurring situations. They are to be kept at the issuing level and should not restate the SO of higher authority; for example, the SO of a unit will detail necessary regulations that are not part of the SO of the higher brigade.

6.7 Standard operating procedures (SOP). These codify the common practices within a unit, ship or base. SOP are not prescriptive, but provide guidance in the carrying out of common (and not so common) procedures. SOP are often based upon a collective experience and are most useful in providing information to newer members of a workplace about procedures. They provide an interpretation and/or application of policy regarding the unit’s or section’s operations; SOP could be part of wider procedures at the base or ship level. SOP are divided into sections, parts and procedures; for example, SOP (PERS) 2–1 would indicate the SOP for the section on personnel,1 part 2, procedure 1.

---

1 The standard subject areas for instructions are ADMIN, FIN, OPS, PERS and LOG for administration, finance, operations, personnel and logistics series respectively. SUP and TECH for supply and technical series respectively are to be integrated into the LOG series. See DI(G) ADMIN 01–1—The System of Defence Instructions for more information.
6.8 **Standing instructions (SI).** These are used by the RAAF and are an amalgamation of SO and SOP. SI communicate a commander’s instructions to subordinate organisations and personnel at all levels of command below Service offices. SI address enduring matters such as mandates, prohibitions, guidance and information. They may contain both policy and subordinate procedures and are intended to provide clear instruction on such matters. SI, like SOP, are divided into sections and parts; for example, SI (OPS) 5–3 would indicate a SI for operations, part 5, instruction 3. Information regarding the layout and content of SI is detailed in AAP 5030.004, chapter 2.

**Annexes:**

A. Australian Army 2nd Cavalry Regiment information circular  
B. Royal Australian Navy HMAS CRESWELL information circular  
C. Royal Australian Air Force No 10 Squadron routine instructions  
D. Royal Australian Navy HMAS SYDNEY daily routine orders  
E. Royal Australian Navy HMAS ALBATROSS weekly routine orders  
F. Australian Army Soldier Career Management Agency routine orders
 Decrease in Defence Service Home loan interest rates

1. The following information, taken from HQADF DGFC 25/97 message reference 072315Z SEP 97, is a paraphrase of the Department of Veterans’ Affairs media release.

2. Effective from 05 Jan 98 (subject to the passage of amending legislation) interest rates on new and existing Defence Service Home (DSH) loans will drop to 1.5 percentage points below the average standard variable home loan rate, known as the benchmark rate. The benchmark rate is calculated each month by reference to the average rates of interest for owner-occupied housing loans available from the five largest providers of housing finance in Australia.

3. Given the current benchmark rate of 7.13 per cent pa, the interest rate on a DSH loan will fall to 5.63 per cent pa. Additionally, there will be one interest rate per DSH loan, and the Government will guarantee that borrowers will never pay an interest rate higher than 6.85 per cent on their loan.

4. The multi-tiered loan system will be abolished for new loans; the 10 per cent pa and 7.25 per cent pa tiers for existing loans will be abolished as well. These rates will be replaced by a single rate of 6.5 per cent pa for three-tiered loans and 4.5 per cent per annum for two-tiered loans. Single-tiered 3.75 per cent pa loans will remain unaffected. These changes will simplify the interest rate arrangements. No existing DSH client will pay a higher effective interest rate than they are currently paying, nor will they be required to sign new mortgage documents. Monthly repayments will remain the same, but borrowers always have the right to approach the bank to restructure their repayments.

5. Establishment fees for borrowers applying for a DSH loan have not been changed, that is, the existing 50 per cent discount remains. Borrowers applying for more finance from the bank at the same time will be guaranteed a 50 per cent discount on the fees for the supplementary finance under existing arrangements. Some supplementary loans do not attract a fee, while others are subject to a full fee. This change guarantees a 50 per cent discount for all establishment fees.

6. No existing DSH client will pay any new or increased fees. Monthly account maintenance fees, discounted by 50 per cent, will be introduced for all new DSH loans taken out after these arrangements commence. Normal bank customers pay monthly account maintenance fees of $8.00. This means that new DSH borrowers will pay $4.00 per month.

7. Applicants seeking instalment relief, widow/widower advances and advances for essential repairs, all under the hardship provisions, will be excluded from these fees.
8. Service newspapers have been advised and are preparing to publish further details in issues on or after 18 Sep 97.

9. No specific information regarding individual loan accounts will be available for about 10 weeks until the new systems are established. Further inquiries of a general nature may be directed to freecall 1800 026 185.

**Future of the military superannuation schemes**

10. Over recent weeks we have received a number of questions about the future of the military superannuation arrangements provided for members of the Australian Defence Force by the Defence Force Retirement and Death Benefit (DFRDB) Scheme and the Military Superannuation and Benefits Scheme (MSBS).

11. There are no plans to close MSBS or to transfer contributors compulsorily from the DFRDB scheme to either MSBS or some other superannuation arrangement. We plan to accommodate within the existing schemes any superannuation implications that might arise from policy development work associated with the possible introduction of flexible work arrangements.

12. Further, no decision has been taken to reopen the election period for making a choice between DFRDB and MSBS.

13. In the 1997–98 Budget, the Treasurer announced that, from 01 Jul 98, new entrants to superannuation were to be given a choice of schemes into which they could lodge the funded component of their employer superannuation contribution. For existing members of schemes, a choice was to be offered by 01 Jul 2000. The Government has made no decision on this matter so far as the military superannuation schemes are concerned.

**Direct-credit requirements**

14. Personnel are again reminded that DEFMIS does not interface with the pay system computers. Recent instances have highlighted the need for personnel to check their bank account details with DEFMIS. Members, and not administrative staff, are responsible to ensure that all details are correct and current when filling out direct-credit pro-forma documents; members can obtain pro-forma documents from the Resource Cell. After completing the pro-forma documents, members should pass them directly to (and only to) SGT P. Clerk in the Pay Section.

**Farewells**

15. **321098 WO2 Dave Tankey, RACT.** Dave is to be farewelled from the Army after 20 years dedicated service to the Corps. The farewell will be held at the Sergeants Mess on 15 Nov 97. Any farewell messages and/or interesting stories can be faxed to ADJT PLB on tel: (08) 8901 2345, marked for the attention of CAPT A.T. Jones.

16. **321123 LTCOL Jim Gunning, RAINF.** LTCOL Gunning is transferring to the inactive reserve after 23 years in the ARA. A dinner will be held to farewell him at the Officers Mess on Fri, 21 Nov 97 commencing at 1900 h for 1930 h. Attendance is limited, so please make any desire to attend known to LEUT Hart on tel: (08) 8901 2356.
Functions

17. **Annual Corps luncheon.** The annual Northern Region WO and SNCO Corps luncheon is to be held at Lavarack Barracks Sergeants Mess on Fri, 24 Oct 97 at 1200 h. A surprise speaker has been invited who should prove most entertaining. All past RAAOC WOs and SNCOs, RAAOC-associated civilians and all new Corps members are invited to attend. POC is SSGT Jenny Feedham on tel: (08) 8901 3456. Cost for the function is $15.00. RSVPs are required by 17 Oct 97.

C.U. FELLOWS
Lieutenant Colonel
Commanding Officer

Tel: (08) 8901 2356

07 Oct 97

Notes

1. The crest may be the unit’s crest (here the Army crest—2 CAV REGT) to a height of 17 mm.

2. An abbreviation of the organisation reference is to be used here where possible.

3. This reference represents the Information Circular (IC) number for the calendar year followed by a solidus and the last two digits of the year. (If the reference is to the year 2000, it is to be expressed in full; see part 2, chapter 1, paragraph 1.8.)

4. The IC may be signed by an appointed delegate; the signature block will then reflect the delegate’s name and rank, to be followed by ‘for Commanding Officer’.
CRESWELL² IC 43/97³

GENERAL

1. **Women in submarines.** Copies of a new information booklet titled *Women in Submarines* have been distributed. Extra copies may be obtained from Registry if required.

2. **Rank badges.** AB rank badges are now available for issue from Naval Stores.

3. **MSBS or DFRDB information statements.** These are available for collection from the Pay Office. Members must sign for their statements which, if lost, incur a cost for replacement. The new Superannuation Ready Reckoner which members need to calculate future payouts is on the LAN under `\retirement`.

4. **Tax file number.** This is a reminder to pass your Tax File Number Quoting Form to the pay clerk by COB 12 Nov 97. The form is packaged as part of your ComSuper information statement.

5. **DEFCOM privilege cards.** DEFCOM have advised that many privilege cards issued to members will expire at the end of Oct 97. DEFCOM will not be reissuing personalised cards, but will be issuing non-personalised ones through units. Contact the Registry for more details.

6. **Reduced activity period.** CRESWELL’s reduced activity period is from 06 Dec 97 to 04 Jan 98 inclusive.

FUNCTIONS

7. **Ship’s company ball—Sat, 15 Nov 97.** The 1997 Christmas ball will be held at Huskisson RSL on Sat, 15 Nov 97 at 1900 h for 1930 h. Dress is black tie/mess undress. Tickets are available now at a cost of $25.00 per head and can be purchased from ABWTR Carr at the Pay Office (tel: 7852). All tickets must be purchased by 07 Nov 97.

8. **1997 CRESWELL Children’s Christmas Party.** Volunteers are sought to assist at this year’s event. Any help in organising, suggestions for activities and help on the day are needed and appreciated. POC is LSMED Pritchard, tel: 7843.

9. **Navy Symposium—Mon and Tue, 08–09 Dec 97.** This will be held in the Maritime Warfare Training Centre at HMAS WATSON. The theme of this year’s symposium is ‘Sailing the Winds of Change’. Nominations from officers and senior sailors to attend the symposium should be forwarded to the ASWO by COB 03 Nov 97.
SPORTS

10. **Volleyball competition.** The annual volleyball knockout will be conducted on Wed, 12 Nov 97 commencing at 0900 h. All teams must muster at the tennis courts at 0845 h for briefing.

11. **NSW inter-Service cricket.** This will be held at David Phillips Field (University of NSW) from 18 to 20 Nov 97 commencing at 1000 h daily. All nominations to play can be forwarded to LSPT Scezinski on (02) 9359 2468 at the NISC.

12. **Sydney to Wollongong ride.** Any personnel interested in participating in the Sydney to Wollongong bicycle ride on Sun, 02 Nov 97 should contact PT staff at the gymnasium for details of entry fees and transport arrangements. The distances are either 92 km or 60 km.

13. **1997 annual Bonshaw Cup.** This year’s event will again be held on Melbourne Cup Day, Tue, 04 Nov 97, at HMAS HARMAN. Walkers will begin at 1200 h followed by runners at 1230 h. For more information and entry forms, contact PT staff.

14. **Diggers and cobbers day.** Thirroul diggers and cobbers lawn bowls day will be held on Sun, 09 Nov 97 commencing at 0930 h. The entry price of $10 includes the cost of trophies, lunch and high tea. Telephone (02) 4267 1148 for details, and note that entries close 03 Nov 97.

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T.B. READ
Commander, CSC, RAN
Executive Officer

Tel: (02) 4267 7888

31 Oct 97

Notes

1. The crest may be the unit’s crest (here the Navy crest—HMAS CRESWELL) to a height of 17 mm.

2. An abbreviation of the organisation reference is to be used here where possible.

3. This reference represents the Information Circular (IC) number for the calendar year followed by a solidus and the last two digits of the year. (If the reference is to the year 2000, it is to be expressed in full; see part 2, chapter 1, paragraph 1.8.)

4. The IC may be signed by an appointed delegate; the signature block will then reflect the delegate’s name and rank, to be followed by ‘for Executive Officer’.
10SQN RI 45/96²

APPOINTMENTS

1. SQNLDR I.B. Wotching O54321 NAV is appointed T/CO over the period 18–29 Nov 96 inclusive, vice WGCDR T.B. Aerbourne O65432 PLT away on temporary duty.

INSTRUCTIONS

2. DI(AF) OPS 1–10—Flight Authorisation. This has been amended to allow flights to be authorised by non-aircrew members.

3. 92WG SI(OPS) 2–3—Categorisation Standards—Maritime Captaincy. The minimum captaincy hours required before being considered for upgrade are increased 100 hours on type.

ROSTER

4. The Unit Duty Operations Officer Roster for Dec 96 is in annex A.

PERSONAL RECORD EXTRACT (PRE) UPDATE

5. IAW DI(AF) PERS 4–1, members are to update their PRE annually, or where circumstances change. Members should contact the Orderly Room in the first instance.

T.B. AERBOURNE
Wing Commander
Commanding Officer³

Tel: (08) 8904 3277

15 Nov 96

Annex:
A. Unit duty operations officer roster for Dec 96

Notes
1. The crest may be the unit’s crest (here the RAAF crest—10SQN) to a height of 17 mm.

2. This reference represents the Routine Instructions (RI) number for the calendar year followed by a solidus and the last two digits of the year. (If the reference is to the year 2000, it is to be written in full; see part 2, chapter 1, paragraph 1.8.)

3. The RI may be signed by an appointed delegate; the signature block will then reflect the delegate’s name and rank, to be followed by ‘for Commanding Officer’.
SYDNEY\(^2\) RO 231/97\(^3\)

**WATCHBILLS FOR SAT TO MON, 25–27 OCT 97**

1. The following personnel are rostered on duty as follows, **DCO** is LEUT Schultz:

<table>
<thead>
<tr>
<th>Day</th>
<th>OOD</th>
<th>SBLT Nelson</th>
<th>AOOD</th>
<th>SBLT Hardy</th>
<th>DPO</th>
<th>PO C. Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat</td>
<td>OOD</td>
<td>SBLT Nelson</td>
<td>AOOD</td>
<td>SBLT Hardy</td>
<td>DPO</td>
<td>PO C. Smith</td>
</tr>
<tr>
<td>Sun</td>
<td>CPO Miller</td>
<td>SBLT Walker</td>
<td></td>
<td></td>
<td>PO Wright</td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>LEUT Lightbody</td>
<td>MIDN Hornblower</td>
<td></td>
<td></td>
<td>PO Bin Ahmed</td>
<td></td>
</tr>
</tbody>
</table>


3. **Dress.** S18 for all personnel, optional S9/S7 for personnel working in the SRA/Admin Office.

4. **Expiration of leave.** Leave expires for senior sailors NR for duty on Mon, 27 Oct 97 at 0730 h; leave expires for junior sailors NR for duty on Mon, 27 Oct 97 at 0730 h.

**Aim of the watch**

5. SRA 5 keeps on keeping on!

**PROGRAM**

6. **Sat, 25 Oct 97—Saturday Harbour.**

   **All day** Structural work continues  
   Shaft work  
   Stern flap preparation  
   Uptake work  
   CHT work  
   AMR 1–3 preservation

7. **Sun, 26 Oct 97—Sunday Harbour.**

   **All day** Structural work continues

8. **Mon, 27 Oct 97—SRA routine.**

   **All day** Structural work continues  
   Shaft work  
   Stern flap preparation  
   Uptake work  
   CHT work  
   AMR 1–3 preservation  
   Ricer deck  
   Signalmen PWT—HMAS CERBERUS  
   SWIPE support—HMAS WATSON
Mon, 27 Oct 97 (cont)

0750–0850 h  Cleaning stations
0800 h  LEUT Macquay on leave; LEUT Collins assumes all duties
0845 h  HODS meeting—SRA Hut
1200–1240 h  Dirty overalls to Building 2
1445–1550 h  Cleaning stations
1800–1930 h  Governor-General Reception—Government House

A.T.C. ROPER
Lieutenant Commander, RAN
Executive Officer

Tel: 123

23 Oct 97

Notes
1. The crest may be the unit’s crest (here the Navy crest—HMAS SYDNEY) to a height of 17 mm.
2. An abbreviation is to be used here where possible.
3. This reference represents the Routine Orders (RO) number for the calendar year followed by a solidus and the last two digits of the year. (If the reference is to the year 2000, it is to be expressed in full; see part 2, chapter 1, paragraph 1.8.)
4. The RO may be signed by an appointed delegate; the signature block will then reflect the delegate’s name and rank, to be followed by ‘for Executive Officer’.
ROYAL AUSTRALIAN NAVY HMAS ALBATROSS WEEKLY ROUTINE ORDERS

ROYAL AUSTRALIAN NAVY
HMAS ALBATROSS WEEKLY ROUTINE ORDERS

Nowra Hill, NOWRA NSW 2540

ALBATROSS\textsuperscript{2} RO 176/97\textsuperscript{3}

DIRECTORATE OF SAILORS’ CAREER MANAGEMENT COUNSELLORS’ VISIT TO HMAS ALBATROSS 03–07 NOV 97

1. Following the request detailed in DSCM minute N95/21120 (DSCM 10055/97) of 23 Sep 97, WOATV Alby, CPOATA Broome, CPOWTR Charles and POWTR Dawkins from DSCM Cell 4 will visit HMAS ALBATROSS 03–07 Nov 97 to give a general presentation and individual counselling for Aviation and Phot sailors.

2. The itinerary is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Place</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 Nov 97</td>
<td>0900 h</td>
<td>HMAS ALBATROSS</td>
<td>Arrival</td>
</tr>
<tr>
<td></td>
<td>0930 h</td>
<td>HMAS ALBATROSS</td>
<td>Meeting with CO</td>
</tr>
<tr>
<td></td>
<td>1030 h</td>
<td>HMAS ALBATROSS BASC Briefing Room</td>
<td>General presentation for ALBATROSS personnel</td>
</tr>
<tr>
<td></td>
<td>1330–1630 h</td>
<td>HMAS ALBATROSS BASC Briefing Room</td>
<td>Individual career counselling for ALBATROSS personnel</td>
</tr>
<tr>
<td>04 Nov 97</td>
<td>0830 h</td>
<td>HS 816</td>
<td>Meeting with CO</td>
</tr>
<tr>
<td></td>
<td>0930 h</td>
<td>HS 816, location TBA</td>
<td>General presentation for HS 816 personnel</td>
</tr>
<tr>
<td></td>
<td>until 1630 h</td>
<td>HS 816, location TBA</td>
<td>Individual career counselling for HS 816 personnel</td>
</tr>
</tbody>
</table>

3. Bookings for counselling interviews for ALBATROSS personnel can be made through POWTR John Mariner on tel: 1234. When making the booking for interview, mention any points to be raised with, or questions to be asked of, DSCM. Interview bookings for HS 816, HS 817 and HC 723 personnel should be made through the Visit Liaison Officer or admin staff.

4. Although the focus of the visit is Aviation and Phot categories, the general presentations cover a wide range of non-category-specific and promotion issues. They are therefore of interest to personnel from all categories, and maximum attendance is encouraged.

5. All DSCM career counselling bookings must be made by COB 19 Oct 97.
INSTRUCTIONS

6. **PERS 1—Chief petty officers.** IAW para 15 of ABR 10 chap 6 annex A, PERS 1, reports for PNF CPOs with less than three years seniority are due to be completed and sent to DSCM by 31 Oct 97. Reports including extreme gradings should reach the WOWTR as soon as possible; all others should reach the XOA by Mon, 27 Oct 97.

7. **Illegal parking of vehicles.** The practice of parking vehicles (outside the canteen) across the road and facing uphill is to cease.

8. **Departmental leave.** Completed request forms for departmental or short leave from duty are to be retained by the DO and destroyed after the leave has been taken. They are not to be forwarded to Registry for inclusion on personal files.

**I.B.C. WORTHY**
Commander, RAN
Executive Officer

Tel: (02) 9365 1235

15 Nov 96

**Notes**

1. The crest may be the unit’s crest (here the Navy crest—HMAS ALBATROSS) to a height of 17 mm.

2. An abbreviation is to be used here where possible.

3. This reference represents the Routine Orders (RO) number for the calendar year followed by a solidus and the last two digits of the year. (If the reference is to the year 2000, it is to be expressed in full; see part 2, chapter 1, paragraph 1.8.)

4. The RO may be signed by an appointed delegate; the signature block will then reflect the delegate’s name and rank, to be followed by ‘for Executive Officer’.
ORDERS

1. **No 87—Basic fitness assessment results.** The results for Sep 97 are in annex A.

2. **No 88—Powers of CO.** 3223322 LTCOL W.E.R. Green is empowered to act as CO SCMA over the period 01–15 Oct 97 inclusive.

3. **No 89—DCS–SV duties.** The following SCMA personnel are rostered for duty at DCS–SV on the date shown against their name:

<table>
<thead>
<tr>
<th>Date</th>
<th>Duty officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Oct 97</td>
<td>MAJ T. Barnes</td>
</tr>
<tr>
<td>12 Oct 97</td>
<td>CAPT A. Mainwaring</td>
</tr>
<tr>
<td>13 Oct 97</td>
<td>LT D. Whittington</td>
</tr>
<tr>
<td>14 Oct 97</td>
<td>WO1 A. Jones</td>
</tr>
<tr>
<td>15 Oct 97</td>
<td>WO1 R. Johnson</td>
</tr>
<tr>
<td>16 Oct 97</td>
<td>WO1 M. Goode</td>
</tr>
<tr>
<td>17 Oct 97</td>
<td>WO1 Y. Nightingale</td>
</tr>
</tbody>
</table>

   Personnel rostered for duty are to confirm their availability to DCS–SV Ops on tel: 24014 NLT 0930 h on the morning of their duty. Personnel are to report to the DCS–SV Ops in G Block NLT 1610 h on the day of their duty. Personnel rostered for duty on a Friday, weekend or public holiday are to report to DCS–SV Ops at 1000 h on the last working day before their duty begins. SO2 Coord is to be advised ASAP, but NLT seven days before mounting duty, if circumstances arise that prevent performance of the rostered duty.

4. **No 90—Recredit of BRL.** 1234567 PTE N.O.T. Sowell is recredited three days BRL, due to being ill over the period 8–10 Sep 97.

5. **No 91—Procedure for personnel calling in ill.** Chapter 2 of the SCMA Standing Orders states that a military member who is unable to report for duty due to illness is to notify their immediate supervisor or the SCMA Duty Officer on tel: 0412 654 321 NLT 0810 h. Personnel are not to call the DCS–SV Orderly Room to pass on the message.

6. **No 92—Statement on Army theft policy.** DI(A) PERS 67–5—Theft states that offences of theft, fraud, forgery and other related offences by members of the Army bring into question the integrity and trustworthiness of the member involved and, more importantly, erode the mutual trust and confidence between members which is essential to the effective operation of a disciplined force. Offences of this nature by members of the Army will not be tolerated and appropriate disciplinary action will be taken. Where disciplinary action does not result in the member’s dismissal from the Army, administrative action enabling discharge will be initiated against all offenders.
7. **No 93—Statement on drug abuse.** DI(A) PERS 66–2, (DI(G) PERS 15–2—*Involvement by Members of the Australian Defence Force with Illegal Drugs* states that the use or possession of illegal drugs or improper use of legal drugs will not be tolerated by the Army. Discharge action will be taken against all offenders.

8. **No 94—Statement on alcohol abuse.** DI(A) PERS 66–1—*Alcohol use and the Management of Alcohol Misuse in the Army* states that the abuse of alcohol is considered unacceptable behaviour. If, after counselling, a member continues to abuse alcohol or fails to follow prescribed rehabilitative treatments, discharge action will be taken.

**AMENDMENT**


**[CANCELLATIONS]**

**AUTHORITY**

10. These routine orders and this amendment [and cancellation(s)] are issued by my command.

---

**I.N. CHARGE**

Lieutenant Colonel
Commanding Officer

Tel: 23456

02 Oct 97

**Annex:**

A. Basic fitness assessment results for September 1997

**Notes**

1. The crest may be the unit’s crest (here SCMA) to a height of 17 mm.

2. This reference represents the Routine Orders (RO) number for the calendar year followed by a solidus and the last two digits of the year. (If the reference is to the year 2000, it is to be expressed in full; *see* part 2, chapter 1, paragraph 1.8.)

3. When required.

4. When required.

5. The RO may be signed by an appointed delegate; the signature block will then reflect the delegate’s name and rank, to be followed by ‘for Commanding Officer’.
BASIC FITNESS ASSESSMENT RESULTS FOR SEPTEMBER 1997

The personnel listed below have attempted a Basic Fitness Assessment during the month of September and have achieved the following results:

<table>
<thead>
<tr>
<th>Date</th>
<th>Rank</th>
<th>Name</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>08 Sep 97</td>
<td>LTCOL</td>
<td>M. Lee</td>
<td>pass</td>
</tr>
<tr>
<td>08 Sep 97</td>
<td>CAPT</td>
<td>A. Mainwaring</td>
<td>pass</td>
</tr>
<tr>
<td>08 Sep 97</td>
<td>LT</td>
<td>D. Whittington</td>
<td>pass</td>
</tr>
<tr>
<td>10 Sep 97</td>
<td>LT</td>
<td>E. B. Nguyen</td>
<td>pass</td>
</tr>
<tr>
<td>30 Sep 97</td>
<td>WO1</td>
<td>I. Smithers</td>
<td>med restricted pass</td>
</tr>
<tr>
<td>12 Sep 97</td>
<td>CPL</td>
<td>T.C. Thompson</td>
<td>pass</td>
</tr>
</tbody>
</table>
CHAPTER 1

CONSTRUCTION OF PUBLICATIONS

STANDARDS

1.1 Defence sponsors should be aware of the requirement that published documents reflect a positive image of the Defence Organisation. Writers should observe Defence and Commonwealth government guidelines for style, design and writing in order to conform to accepted standards of document construction and specification.

1.2 Books, reports and manuals may require both internal and external dissemination. When a publication is intended for distribution to other government agencies or the public, obligations and constraints apply regarding production factors such as the charging regime and Commonwealth copyright responsibilities. Stringent standards of printing and presentation (that is, standards relating to production materials, binding finishes, design, layout and format) apply when publications are to be tabled in Parliament.\(^1\)

1.3 The Director, Defence Publishing Service (DPS), acts as the primary contact point within Defence on government publishing matters. This specialised publishing support helps Defence publication sponsors in meeting standards and reduces publishing problems. In addition to supporting Canberra-based clients in negotiations with commercial printers, the DPS organisation can assist at the early planning stage with design and production advice. In some cases, clients will be given direct access to standing contracts with commercial printers, editors and graphic designers when external contractors are required to perform printing and publishing work.\(^2\)

1.4 Commonwealth Arms. While the design of some publications (such as annual reports) may warrant the Commonwealth Arms appearing with the Joint-Service Emblem or, with less frequency a single-Service Crest, the Commonwealth Arms always take precedence. This means that no other Arms, emblems, crests, graphics or words are to appear above or before the Commonwealth Arms, or to be larger in design so that they are more dominant.

TYPES OF PUBLICATIONS

Administrative publications

1.5 Administrative publications are used to disseminate executive, procedural and instructional information throughout the Defence Organisation. Rigid rules apply to the promulgation and clearance processes.

1.6 The majority of administrative publications produced within Defence relate to processes or procedures and may require amendments, for example, as legislation changes or processes evolve.

1.7 Corrections to loose-leaf publications. Loose-leaf formats are generally used for official documents as they allow a publication to be updated with a replacement page or pages, rather than by publishing a full reprint or a new edition of the publication.

1.8 When a publication is replaced, it is to be identified as a new edition. When a chapter or a number of chapters are replaced or when there are amendments to individual pages, the amendment certificate is to have those changes recorded.

1.9 To identify alterations to existing text on the addition of new material in loose-leaf documents when less than a page is affected, a one-point vertical line is placed alongside the amended material or added paragraph in the replacement page. The vertical line is placed in the right-hand margin of recto pages and in the left-hand margin of verso pages. There is a 3 mm vertical space between the printed matter and the vertical line.

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1 DPS can assist sponsors with appropriate production specifications.
2 For assistance, Defence elements outside the Canberra region can make contact with PPAS through the DPS organisation. Inquiries should be addressed to the Director, Defence Publishing Service, K–G–03, Department of Defence, CANBERRA ACT 2600 (facsimile (02) 6265 6722).
Details on Defence administrative publications and the procedures pertaining to them are contained in Defence Instructions (General) (DI(G)) ADMIN 01–1—The System of Defence Instructions and DI(G) ADMIN 01–4—System for Promulgation of Information Throughout the Department of Defence and the Defence Force.

However, not all published material falls within that group of official publications; the range of Defence Organisation publications is extensive and varied, both in design and intended purpose. Highly specialised documents such as military technical manuals (described in DEF(AUST) 5629A—Production of Military Technical Manuals) are subject to specific standards to meet particular needs, while others differ according to demand, usage and audience.

Complex and high-profile publications

These are complex publications, many incorporating colour in the text design. Although primarily intended for Defence use, these publications may be provided to Parliament, to government agencies or to the public. Examples are the Defence Annual Report and the Defence Corporate Plan.

STRUCTURING A PUBLICATION

Publications consist of a number of common and fundamental parts. Depending on need and intended usage, the appearance and presentation of such elements may differ between types of publications.

Every complex Defence publication is structured in the following order:

a. cover;

b. preliminary pages;

c. the body—the main text of the publication; and

d. end matter—which includes notes, references and bibliographies.

Covers. All publications have covers. Some publications are self-covered; others have separate covers or binding. Such finishes depend on the type of publication and usage.

Publication components. The sub-components within each of the components in the above structure may vary according to the type of publication. Writers should be aware that the structure of a publication is integral to successful presentation and a clear understanding of the content.

The following order is to be used for high-profile Defence publications. The main components must be listed in the contents page.

Books. Defence publishes a variety of monographs on particular topics. The structure for books is as follows:

a. Preliminary pages

(1) half-title page

(2) frontispiece (or list of previous titles by the same author)—on the reverse of the half-title page

(3) title page

(4) verso title page—copyright notice, bibliographic details, Cataloguing-in-Publication (CIP), International Standard Book Number (ISBN) or International Standard Serial Number (ISSN), disclaimer (if any), sponsor, publisher and printer’s imprint3

(5) foreword

(6) list of contents

3 This information is included in the verso title pages of reports and manuals.
(7) list of illustrations and photographs—diagrams, figures, maps, plates, tables
(8) preface
(9) introduction—when this relates totally and directly to the subject matter, the introduction may be considered as part of the body matter

b. Body matter
(1) text—can include annexes, appendixes and enclosures at the end of chapters

End matter
(1) annexes, appendixes and enclosures
(2) glossary
(3) bibliography
(4) list of abbreviations and acronyms
(5) index

1.19 Reports. Defence issues many reports. Most are intended for internal use; however, on occasion high-profile reports may require external issue. While the structure of reports is similar to that of books, the configuration differs, and there are different components for the writer to consider. The structure follows this order:

a. Preliminary pages
(1) title page
(2) verso title page—copyright notice, sponsor, publisher and printer’s imprint
(3) letter of transmittal
(4) terms of reference
(5) list of the members of the reporting body
(6) list of contents
(7) list of illustrations and photographs—diagrams, figures, maps, plates, tables
(8) summary of conclusions and recommendations, or executive summary
(9) introduction

b. Body matter
(1) text—can include annexes, appendixes and enclosures at the end of chapters
(2) conclusions and recommendations in full

c. End matter
(1) annexes, appendixes and enclosures
(2) references
(3) glossary
(4) bibliography
(5) list of abbreviations and acronyms

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4 See part 1, chapter 1—‘Introduction’. 
1.20 Manuals. These are primarily intended for internal distribution within Defence to provide executive advice on administrative responsibilities and obligations. However, some manuals such as the Capital Equipment Procurement Manual (CEPMAN 1) are more widely published, with many electronic or paper copies provided to the commercial sector or sold to the public. The paper documents are usually loose-leaf publications with ring binding to allow users to incorporate subsequent amendments.

a. Preliminary pages
   (1) title page—typically the front cover of the manual
   (2) verso title page—details edition, sponsor, publisher and copyright notice
   (3) authorisation page and signature block—sometimes incorporates the foreword
   (4) foreword or reason for issue—if this information is not included in the authorisation page
   (5) amendment certificate—used to record the details of authorised changes to the subject publication
   (6) list of relevant or associated publications
   (7) list of contents
   (8) list of illustrations and photographs—diagrams, figures, maps, plates, tables

b. Body matter
   (1) text—this can be broken into volumes, parts, sections and chapters (including annexes and appendixes)

c. End matter
   (1) annexes may appear in the end matter—if there are not too many
   (2) glossary
   (3) bibliography
   (4) list of abbreviations and acronyms
   (5) index
   (6) distribution

Layout and conventions

1.21 The designs used for publications are many and varied and are not rigidly fixed. However, in a series of related publications there should be a consistency of the design applied within that series. For example, Defence administrative publications printed on A4 paper have similar layouts and conventions of writing as those applied to Defence correspondence, except that head and tail margins may differ, and the font is usually 10-point Helvetica instead of 12-point Times New Roman.

1.22 Margins. For loose-leaf publications the left- and right-hand margins are set at 25 mm. Head and tail margins are set at 7.5 mm.

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5 See footnotes 2, 3 and 4 in this chapter.
6 Amendments to loose-leaf publications are signalled by the issue of an amendment authorisation page and replacement pages.
1.23 **Running heads.** This identification, carried at the head of each page of most publications, cites information useful to the reader. Running heads can include the title of the publication, part, chapter, chapter title or date of issue of a publication. For Australian Defence Force Publications the abbreviated form of the publication (ADFP) and its number appear on the top left-hand corner of each page (as in this publication).

1.24 For other publications, the position of such identification varies depending on the design needs and complexity of the document. For example, a running footline may be used alone in the design or to supplement running head or chapter–page number information. For loose-leaf publications likely to be photocopied, it is suggested that the document be designed so that the running heads and/or footlines appear on all pages.  

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**PRELIMINARY PAGES**

**Numbering**

1.25 **Covers.** For classified publications covers are numbered and accounted for in the document numbering system; covers for other publications do not carry numbers. Covers for loose-leaf publications are taken into account in the numbering system; covers for publications, such as books are not.

1.26 **Preliminary pages.** The pages that follow the cover—for example, the foreword, table of contents, list of illustrations, preface and introduction—are always numbered separately from the text using lower-case roman numerals.  

1.27 In unclassified loose-leaf publications such as Defence manuals, the cover and verso title page, although not numbered, are taken into account in the numbering process. For such documents the numbers start on the right-hand page after the verso title page (usually the authorisation page) with that page carrying the roman numeral iii.

1.28 Fully bound documents such as books and reports often vary from this standard in that covers are not included in the numbering process. The first right-hand page after the cover of any document is counted in the numbering process, but page numbers never appear on the first two preliminary pages, that is, the title page and the verso title page. Again, the numbers start on the right-hand page after the verso title page with that page carrying the roman numeral iii.

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**BODY MATTER**

**Numbering system**

1.29 **Numbering pages.** Except when security constraints demand otherwise, numbers do not appear, for example, on the title page; the verso title page; the first page of a chapter, annex or appendix; any blank pages; or on dividers separating chapters.

1.30 Simple publications—Defgrams, Defence Circular Memoranda and the like—are numbered in the same way as correspondence: consecutive arabic numerals starting at 2 on the second page, and positioned top centre. More complex publications—that is, manuals, ADFP and Defence Reference Books—are broken into chapters and are subject to specific numbering conventions for each class of document. Pages of supplementary documents such as enclosures are numbered separately from the parent document.

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7 The inclusion of publication details helps those using photocopies to locate the original document, even when only a single page is supplied.

8 Acknowledgments may be included in the preface and are used by the writer to express thanks to those who helped prepare the material. If the list of people to be acknowledged is long, the acknowledgments are placed in a separate section following the preface.

9 Roman numerals used to number preliminary pages should not be in a bold typeface.

10 In Defence usage, the cover and the verso title page of a loose-leaf Defence publication perform the same role as the cover, the title and the verso title pages of a fully bound publication.
1.31 While pagination design is not static in these examples, the design is consistent throughout each Defence publication series—for example, ADFP page numbers consist of the chapter number, an en rule and the page sequence. The page numbers in an A4 administrative publication (for example, a manual) usually appear at the head of the page. However, the page numbers in a B5 publication (for example, a report) might appear at the foot or the head of the page depending on the design used.

Titles

1.32 **Primary title.** This title is used to provide a brief but comprehensive description of the subject matter of the document; everything in the document falls within the scope of the primary title.

1.33 In administrative publications the primary title is usually the title of the publication. It appears centred, and is presented in the same font as the text, but in all upper-case letters and in a larger type size to provide additional visual emphasis. The type size used for a primary title can vary between 12 and 24 points, depending on the type of publication and its design. The title of this publication, **DEFENCE WRITING STANDARDS**, is an example.

1.34 **Chapter title.** This title is used to break an extensive document into relevant subject portions and appears only in complex publications. Each chapter is numbered and given a title. Chapter titles are centred, printed in bold upper case, in the same font as the text, but in a larger size. The title of this chapter, **STRUCTURES AND CONVENTIONS**, is an example.

1.35 **Section title.** Lengthy text in a chapter may be subdivided into segments of related material called sections. Each section is given a title but is not numbered. Section titles are centred, and printed in bold upper case, in the same font as the text, but in a larger size. The title of this section, **BODY MATTER**, is an example.

1.36 **Group title.** This type of title is optional; its use depends on the complexity of the publication. The group title introduces a number of paragraphs on a related subject, and therefore controls all paragraphs that follow until the appearance of the next chapter, section or group title. The group title is located on a separate line, positioned at the left-hand margin and printed in a bold typeface in the same font and size as the text. Apart from the first letter of the first word, the title is given initial capitals only for proper nouns and adjectives that are derived from proper nouns, and is neither numbered nor followed by a full stop. The title of this group of paragraphs, **Titles**, is an example.

1.37 **Paragraph title.** The content of individual paragraphs may be signalled by paragraph titles that control their own paragraphs and any subsidiary levels of paragraph that follow. A paragraph title is contained within the paragraph and, apart from an initial capital for the first letter, words in the title are given initial capitals only for proper nouns or adjectives that are derived from proper nouns. Paragraph titles are printed in a bold typeface, in the same font and size as the text. The paragraph title always finishes with a full stop. The text then commences one space after the full stop that completes the paragraph title. The title of this paragraph is an example.

1.38 The paragraph should not begin with the same words as those in the paragraph title because the title forms part of the contextual meaning of the paragraph.

1.39 Writers should note that the use of a title for one paragraph does not necessitate the use of titles for all paragraphs. However, as with this and the preceding paragraph, paragraphs without titles are deemed to be part of the text continuing under the subject announced in the primary, section, group or paragraph title.

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11 See the number at the head of this page.

12 Writers should note that italics are not to be used in primary titles or on any occasion when only upper case is used. Writers should also note that abbreviations are generally unacceptable in titles; the information should always be presented in full.
1.40 **List title.** Such titles precede lists of information, for example, addressees, references annexes, appendixes and enclosures. A list title is expressed in bold typeface and consists of an initial capital for the first word and is followed by a colon. The list itself is not in bold typeface: there is no clear blank line between the title and the list.

References:
A. RAAF COL WAZ ADMIN 191/96 of 090201Z SEP 96
B. HQTTC 115/1/Air pt 3 (24) of 08 September 1996
C. Discussion SQNLDR Green/WGCDR Chipp of 01 Oct 96
D. ADFP 102—Defence Writing Standards

1.41 **Titles within tables.** When titles are required to clarify tabular material or other forms of data that may be displayed in columns, left- and right-hand justification may provide an unbalanced appearance and confuse the reader. Writers should ensure that both the position and the form of setting used in titles for tables enhance clarity. For example, if the table is centred, the title may also be centred; and when a title appears, it is to be in a bold typeface.

Prefatory, introductory or subsidiary material

1.42 In many types of external publications and specialised reports, prefatory, introductory or subsidiary material appears in italics to distinguish it from the main text. Such material includes quotations at the beginning of chapters; dedications; short verse quotations; and the words *continued*, *see* and *see also* in cross-references.

1.43 **Quotations.** When an introductory quotation is used in Defence writing to set the theme of a Defence essay, a chapter of a publication or any other written material, it appears immediately below the primary (Defence essays) or the chapter title (publications) and before any text. A line space is left above and below it. The quotation is italicised one-point smaller than the text font, and is not enclosed in quotation marks. The name of the author and/or the publication from which the quotation emanates appear at the end of the example:

*A prince or general can best demonstrate his genius by managing a campaign exactly to suit his objectives and his resources, doing neither too much nor too little.*

Major General Carl von Clausewitz

Structural elements in text

1.44 Where a publication is divided into chapters, pages are identified by the chapter number, followed by an unspaced en rule, then the page number. The number at the top of this page is an example.

1.45 **Paragraphs.** These should be numbered, using the following conventions:

a. **First-level paragraphs.** Paragraphs forming the body of the document are numbered consecutively in arabic numerals placed against the left-hand margin. The numerals start with 1, and are followed by a full stop. Exceptions to this rule are as follows:

(1) If the text contains a single paragraph, it is not numbered, and the text is not indented.

(2) In a publication divided into chapters, paragraph numbers are preceded by the chapter number followed by a full stop. For example, the first paragraph in chapter 4 would be 4.1; the tenth, 4.10; and the hundredth, 4.100.

(3) Legal and technical publications may have different paragraph numbering systems. For example, the primary title may be preceded by the number 1. The first section title would be preceded by the number 1.1 and the first group title would be preceded by 1.1.1. Paragraphs follow on as 1.1.1.1.

b. **Second-level paragraphs.** These are identified by lower-case characters starting with the letter ‘a’. A full stop follows the letter. If a numbered paragraph contains only one second-level paragraph, it is still identified in this way.

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13 Distribution is not a list title but a group title.
c. **Third-level paragraphs.** These are numbered consecutively in parenthesised arabic numerals starting with (1). If there is only one third-level paragraph, it is still numbered.

d. **Further subparagraphing.** Fourth-level paragraphs are identified consecutively in parenthesised lower-case characters starting with (a). Fifth-level paragraphs are numbered consecutively in parenthesised lower-case roman numerals starting with (i). Sixth-level paragraphs are identified using parenthesised upper-case characters starting with (A) followed by (B) and so on.

1.46 **Dot-point paragraphs**\(^1\). In publications such as reports and briefs, dot-point or list-style paragraphs may be used to deliver a list of points for consideration. Each item in the list is preceded by a bullet (•), an en rule (–) or an asterisk (*). The bulleted form is the first-level paragraph, the en rule form is the second level, and the asterisked form is the third level.

**Identifying graphics and tables**

1.47 Publications may also require additional forms of material to be presented within the text of a document to assist the reader, for example, photographs, drawings, charts, graphs and tables.

1.48 Consecutive numbers and specific caption titles are used when cross-referencing figures and tables. Each caption title should be concise and unambiguously describe the matter presented; illustrations or tables should be placed as close to their text reference as possible. The font size of the figure or table identifier is the same as that of the text and the caption. Text relating to the item should be annotated as, for example:

   see table 12 for values, or

   figure 2–1 below demonstrates ...

1.49 **Layout.** The numbered identifiers and the captions that follow them are separated by a colon, presented in a bold typeface either above or below\(^1\) the figure or table. Apart from the first letter of the first word, initial capitals are used only for proper nouns and adjectives that are derived from proper nouns. A full stop is not required at the end of the caption, even if the caption is punctuated. A list of figures and tables is provided in the preliminary pages, following the list of contents.

1.50 **Figures.** The word ‘Figure’ is followed by its sequential number in arabic numerals starting with ‘1’. A colon followed by a space precedes any caption, for example:

   **Figure 1:** Engine wiring diagram

1.51 **Figures in chapters.** As outlined in the preceding paragraph, each item is individually identified by the word ‘Figure’. This is followed by the chapter number, an unspaced en rule and then the sequential number of the figure (numbered separately starting with a ‘1’), followed by a colon and a single space. This figure identifier precedes any caption, and figure 1 appearing in chapter 2 would appear as:

   **Figure 2–1:** Flying hours

1.52 **Tables.** The word ‘Table’ is followed by its sequential number in arabic numerals starting with ‘1’. A colon followed by a space precedes any caption, for example:

   **Table 1:** Flying hours

1.53 **Tables in chapters.** As outlined in the preceding paragraph, each item is individually identified by the word ‘Table’. This is followed by the chapter number, an unspaced en rule and then the sequential number of the table (numbered separately starting with a ‘1’), followed by a colon and a single space. This table identifier precedes any caption, and table 1 appearing in chapter 8 would appear as:

   **Table 8–1:** Flying hours

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\(^1\) See part 2, chapter 1, paragraph 1.63 for additional detail.

\(^2\) For most administrative documents the identifier is treated as a group title—appearing flush left above the figure or table—or any supplementary documents. Internal publications may, however, have the caption line located centrally below the inserted matter.
SUPPLEMENTARY DOCUMENTS

1.54 Annexes, appendixes, enclosures, lists and/or translations are supplementary documents, and amplify information. They are referred to in the parent document and referenced in both the list of contents and the text. The title of the supplementary document list (a list title) is followed by a colon and appears at the end of the text in each relevant chapter, for example:

Annex:

1.55 Titles in the list appear on the next line immediately below the list title (without a clear line space) and are presented exactly (verbatim) as they appear in the supplementary documents although, if the title appears in bold upper case in the original material, it is presented without bolding. Apart from the first letter of the first word, initial capitals are used in captions only for proper nouns and adjectives that are derived from proper nouns. Each item in the list falls on the next line. For example:

Annexes:
A. Proofreading marks and symbols
B. Marked-up text using proofreading symbols
C. Corrected version

Conventions applying to supplementary documents

1.56 Textual reference to material located in supplementary documents. The following examples provide guidance on how to make such references:

The list of attendees is in (not ‘at’) enclosure 1.

The sponsor’s comments are in (not ‘at’) annex C.

The various types of operations are listed in (not ‘at’) appendix 1 to annex B.

1.57 Enclosures. These include material supplied as attachments which are complete in themselves, and are transmitted under a covering document or facsimile. They are listed serially by arabic numerals. Even a single enclosure is numbered.

1.58 If an enclosure has copy numbers (for example, in the case of a classified document), these are shown after the enclosure title. Enclosures may have their own annexes and appendixes. The first page of an enclosure may be identified by a block in the top right-hand corner above the subject heading, and contains the enclosure number, with the main document identifier and its date (expressed in full or abbreviated) on subsequent lines, all in bold upper case. The block is right-justified. An example of an identification block for an enclosure is:

ENCLOSURE 1 TO
ADFWC 234/96
18 AUGUST 1996

1.59 An identification block is not necessary if it defaces an enclosure, as in the case of a cheque, photograph or map.

1.60 Annexes. These are used to provide supplementary detail to their parent document or enclosure. They list detail in the main document that would otherwise interrupt the flow of the document, or make it unnecessarily long. Annexes are listed alphabetically at the end of the text in each chapter in the order in which they are mentioned in the main document. Annexes have their own subject heading. The first page of an annex is identified by a block in the top right-hand corner (right-justified) above the
annex title, and contains the alphabetical letter of the annex, with the main identification on the next line all in upper-case bold type. The date and reference may also be included. Examples of identification blocks for an annex are:

**ANNEX A TO CHAPTER 3**

**ANNEX B TO SCL 195/65**

**04 APRIL 1996**

1.61 Supplementary documents are numbered separately from the parent document. For example, numbering in an annex A appears as A–2, A–3 and so on; numbering in an annex B appears as B–2, B–3 and so on; and numbering in an annex C appears as C–2, C–3 and so on.

1.62 Translations. Wherever possible, an English version of any document written in a foreign language should accompany the foreign-language document. In the case of publications, the translation should be treated as an annex.

1.63 Appendixes. These amplify annexes in the same way that annexes amplify main documents. They are numbered serially in arabic numerals in the order in which they are referred to in the parent annex. Appendixes are listed at the end of the parent annex, identified and set out in the same way as annexes. Each appendix has its own title. An example of an identification block for an appendix is:

**APPENDIX 1 TO ANNEX A TO CHAPTER 3**

1.64 The page numbers of an appendix would be as follows: appendix 1 to an annex A, A1–2, A1–3 and so on; appendix 2 to an annex B, B2–2, B2–3 and so on; and appendix 3 to an annex C, C3–2, C3–3 and so on.

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**END MATTER**

Notes and bibliographies

1.65 When referencing or identifying bibliographic elements of a work, the writer uses the following:

a. *Notes* concern information that is self-explanatory, peripheral to the main topic and interesting, but not intrinsic to the argument in the main text.

b. *Bibliographies* are lists containing sources quoted in the publication, or other sources that the writer considers useful or interesting to the reader.\(^{20}\)

1.66 Notes. A writer may sometimes wish to impart information to the reader that does not fit neatly into the textual flow, but which is not substantial enough to warrant its own supplementary document. The information may be peripheral, or it may give explanatory or background material which, if introduced into the text, would interfere with the reader's comprehension. However, such information may still be interesting or useful in aiding the reader to visualise the wider picture; it may also be used to acknowledge the source material within the text.

1.67 Notes falling within the text (to give an immediate explanation or fact to the reader) are not numbered. Notes that are numbered fall either at the end of the current page (a footnote), at the end of the chapter (a chapter note) or, the more usual form, at the end of the full text of a publication (an end note). An identifying number is used as a reference in the text for each note except for table and figure footnotes which are identified alphabetically (see part 1, chapter 5, annex B). The generic group title for the list of notes (whether table notes, chapter notes or end notes) is *Notes*; the appropriate group title for bibliographies is *Bibliographies*. There is no colon after either of these group titles. Notes that identify source material must be accompanied by a bibliography.

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\(^{20}\) See paragraphs 1.91 – 1.100 in this chapter.
1.68 **Footnotes and end notes.** These commence their count as a superscript number 1 in the text and increment sequentially throughout the document. In Defence usage the number is ‘reset’ to one at the start of a new chapter. However, it may, for specific requirements, continue through each chapter to the end of a volume. It is up to writers to decide whether to use footnotes or end notes—they cannot use both as the two are mutually exclusive. The decision may depend on the size of the publication and the number of notes.\(^{21}\) The differences between footnotes and end notes are outlined below:

a. **Footnotes.** The footnote numbers are placed at the point of reference in the text, in ascending order. They are also identified on the same page by their sequential number under a footnote separator, placed to separate footnotes from the main text.\(^{22}\) The footnote separator consists of a rule drawn horizontally from the left margin, one line above the footnote text. An example of footnotes appears at the bottom of this page.\(^{23}\)

b. **End notes.** These are similar in most respects to footnotes in providing a reference number in the text. The differences are that the explanation is not placed on the same page, but at the end of a chapter or at the end of a complete document, before the bibliography and index (if there is one); also, end notes are set one point smaller than the text. End notes are titled **Notes** and formatted in the same way as footnotes but, as they are listed under a group title, they are not given a separating rule.

**Listing related publications**

1.69 In Defence instructions/manuals, related publications may be listed at the end of the text for further reference purposes.

1.70 When publications are cited in a list they are presented alphabetically and numerically according to the type of publication and its number within that series. For example, any Australian Allied Publication (AAP) would be presented before Defence Instructions (Air Force) (DI(AF)), which would in turn be presented before Defence Instructions (General) (DI(G)) in any list. DI(G) Administration would precede other DI(G) categories such as—Personnel while a 01–3 in the series would precede 01–4 in the same series.

1.71 The list is not numbered and is presented with a clear blank line between each entry. Full titles of publications are set in italics, for example:

- **AAP 5030.001—RAAF Publications System—Technical and non-technical manuals**
- **AAP 5030.002—RAAF Publication Specifications**
- **DI(AF) ADMIN 6–2—The Purpose and Structure of Defence Instructions (Air Force) Administration, and Standing Instructions (Administration)**
- **DI(AF) ADMIN 6–3 (DI(G) ADMIN 01–4)—System for Promulgation of Information Throughout the Department of Defence and the Defence Force**

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\(^{21}\) One point to keep in mind is that too many footnotes (that is more than five) occurring on the same page can pose problems in page make-up. For this reason, end notes are recommended where more than five footnotes per page would frequently appear.

\(^{22}\) Footnote numbers in the text are superscript, set in a font size two points smaller than the text and set after any punctuation that completes the element associated with the footnote. The footnote information is in a similar font. In this example the font size is 8 on 9-point Helvetica (10-point Helvetica being the text font for this publication).

\(^{23}\) Many word processors automatically insert footnotes (and end notes), and offer options regarding the footnote separator.
1.72 If key words are registered within a document, they are to appear in alphabetical order, for example:

‘instructions’
‘orders’
‘publications’
‘sponsors’

States and Territories of Australia

1.73 When referring to the Australian States and Territories in text either the full form or the abbreviated form is acceptable, depending on the nature of the work.

NSW  VIC  QLD  WA  SA  TAS  NT  ACT

While many organisations require that a list of abbreviations is included in each publication, it is only necessary to include the shortened forms in a glossary or list of abbreviations, references or a bibliography if a Defence publication is to be primarily distributed overseas.

REFERENCES

1.74 Acknowledging sources. Writers need to acknowledge all sources to avoid any impression that the work is their own, when in fact they are indebted to others for direct quotations and important ideas. To avoid dispute, sources should be cited even though the facts may have been restated in the writer’s own words.

1.75 The acknowledgment of sources by the writer:

a. enables the reader to conduct further research by taking a deeper look into particular aspects of the topic that are of interest; and

b. allows the reader to double-check the accuracy of the facts or ideas from the original source.

1.76 In Defence, identifying official sources such as approved government policy, legislation or an official publication can give credibility to text which might otherwise be seen simply as the writer’s opinion. See also part 1, chapter 2, paragraph 2.5.

Cross-references

1.77 Cross-references are used by the writer where they may help the reader by identifying additional/other areas in the text where a particular topic is covered. To do this, the references must be accurate and precise. Abbreviations are not to be used when they may be open to misinterpretation. For example:

‘pp 23 f’ (meaning pages 23 and 24) and ‘pp 15 ff’ (meaning pages 15 to 18)

are confusing and unsuitable for cross-referencing purposes.

1.78 Precise textual references should be given in full, for example:

The illustration in figure 111 was ...
The executive summary on page xi was ...
The Glossary on page 280 was ...
pages 23–4 (that is, pages 23 to 24)
pages 105–15 (that is, pages 105 to 115)

1.79 References that deal with the identification of material in another work should provide sufficient information so that the reader can locate the work if required.

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24 It is necessary to indicate only the starting page or paragraph in a reference. More comprehensive details are required in an index.
**1.80 The Harvard system.** The system for referencing in Defence is the author–date or Harvard system. The author–date method makes use of textual references which cite the author and date of publication of the source in parentheses within the text, with the bibliography providing a fuller citation of the work, title and publishing details, for example:

a. **Textual references of published works**
   - (Churchill et al 1996)
   - Churchill et al (1994, 1996) suggested that ...
   - (Pike 1989, vol 1, pp 69–99)
   - Fitzpatrick (1989b)\(^{25}\) disagreed with ...
   - (Smith 1987a, p 117; Mason 1987, p 220)

b. **Textual references of unpublished works.** If the cited work is unpublished (for example, lecture notes) or in press (for example, a paper in the process of being published) it may be acknowledged as follows:
   - (Lewis, unpub)
   - Lewis (unpub) suggests that air power is essential in...
   - (Steinbach, in press)
   - ... which disagrees with Steinbach (in press) who points out ...

c. **Textual references to the mass media.** When writers cite references from the media—for example, from newspapers and magazines—dates are given to enable precise accession, and the month is abbreviated. However, to avoid ambiguities across centuries, the year is expressed in full in these acknowledgments, for example:
   - The *Weekend Australian* (14–15 Oct 1997, p 2) reported ...
   - *(Bulletin, 16 Nov 1994, editorial)*

**1.81 Quoting articles and chapters.** Single quotation marks and a roman typeface are used when citing the title of a part of a publication such as an article, an essay, or the chapter of a publication. Apart from an initial capital for the first letter, words in the title are given initial capitals only for proper nouns and adjectives that are derived from proper nouns. If a chapter is cited, an em rule is used to separate the word ‘chapter’ and its number from the chapter title, for example:

*see* part 4, chapter 1—‘Construction of publications’

**1.82 End-note system.** Works included in lists of references are expressed in full. The system is the same as that used for making a bibliographic entry. The information is shown in the following order:

a. author’s family name and initials or given name;

b. year of publication;

c. title of publication;

d. title of series, if applicable;

e. volume number, or number of volumes, if applicable;

f. edition, if applicable;

g. editor, reviser, compiler or translator, if other than the author;

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\(^{25}\) The b after the date means that two acknowledgments for Fitzpatrick in the year 1989 are cited; the first is marked 1989a.
h. elements of a book, if applicable;

i. publisher;

j. place of publication; and

k. page number or numbers, if applicable;

The following is an example of a list of end notes:

Notes


1.83 Written notes. Rather than cite an acknowledgment or reference from printed material, a writer may make a note by giving additional detail or citing a discussion with an expert. Such notes need to include the name of the expert. While there is no set form for presenting this information, it should be written in a complementary style, tone and level to that of the main text, for example:

Discussions with LTCOL A. Baxter on 05 June 1995 revealed that there were now 16 submarines in the Eastern fleet and not 12 as previously understood.

Page numbering of supplementary documents and end matter

1.84 This numbering system presumes that the document design applies Defence policy which requires printing on both sides of the paper.

1.85 Annexes. Annex page numbers include the alphabetic descriptor of the annex and the page number separated by an en rule. The first page does not display a page number, but the second page is identified as A–2. The next identifier would appear on the third page as A–3.

1.86 Annexes to chapters. These follow the same page-numbering system outlined in the preceding paragraph, except that the chapter number is included. For example, the second page of annex A to a chapter 4 would be identified as 4A–2.

1.87 Appendixes. Appendix page numbers include details of the annex, appendix and page, with the latter two separated by an en rule. As in the case of annexes, the number does not appear on the first page. The second page of appendix 1 to an annex A is identified as A1–2.

1.88 Appendixes to chapters. These follow the same page-numbering system outlined in the preceding paragraph, except that the chapter number is included. Using the same example as the basis, the second page of appendix 1 to annex A to chapter 4 would be identified as 4A1–2.

1.89 Enclosures. Page numbers are not required in an enclosure but may be included for convenience if the enclosure does not already have page numbering. Page numbering of an enclosure should be avoided if it would inappropriately deface the document, for example, for legal reasons, or if the enclosure has original page numbering (see part 2, chapter 1—‘Conventions of correspondence’).

1.90 Notes, references, glossary, bibliography, list of abbreviations and acronyms, and index. These components constitute part of the main document to which they refer, and are included in that document’s numbering system.
1.91 **Purpose.** A bibliography is provided to enable the reader to undertake further research, or to trace or check the facts presented in a range of material such as a publication, journal, article, paper, essay, newspaper or piece of legislation. In a brief, flags and side flags tend to preclude the use of notes and hence a bibliography. A simple rule to follow is that, where notes and/or references are included, a bibliography must also be provided. This material is titled **Bibliography**, which appears as a group title after the text of a document.

1.92 **Layout.** The entries in the bibliography are presented alphabetically by author, and are not numbered. For A4 administrative publications, second or subsequent lines in a bibliographic entry are indented 10 mm from the left-hand margin and the text justified. A six-point line space is left between entries.

1.93 Where the work is a compilation, such as a compilation of papers presented at a conference, the editor’s family name should be used followed by ‘ed’ in brackets (or ‘eds’ if there is more than one editor). In some cases such as government publications, the organisation from which work has emanated is considered as the author body.

1.94 **Format.** Apart from reference to specific pages, the format of bibliographic entries is the same as that for referencing. (Note that commas are used to delimit the elements of a bibliographic entry as well as those in references.) If the work cited is whole, and not a collection of articles, the entire work is cited.

1.95 If the entry consists of one article in a work containing several by different authors, but perhaps edited, the particular article is cited as well as the title of the work; the page numbers of the article are also cited, for example, pp 45–66.

1.96 An example of a bibliography follows:

**Bibliography**


1.97 **Unpublished material.** Material from lectures and theses, and papers from conferences, seminars and meetings may be cited as unpublished material. However, such material is cited without quotation marks and without italics. The format includes sufficient detail to enable the reader to access the material if required, for example:

Herman, J.B. 1994, Towards Regional Cooperation—Australia and Cooperative Research and Development Programs, paper presented to Course 47, RAAF Command and Staff College, Canberra.


1.98 In addition to references of printed documents, a bibliography is also required to cite information gathered from electronic sources. The following is an example:

Dibb, P. [cited 05 Aug 98], The End of the Asian Miracle? Will the Current Economic Crisis Lead to Political and Social Instability?, Newsletter and Work in Progress, Spring 1997 – Summer 1998, Australian National University, Canberra. Available from Internet:

1.99 Writers should also be aware that internet addresses, and the information gathered from internet sites tend to be impermanent. To preserve an audit trail, such information should be printed and retained as hard copy.

1.100 **Interviews and discussions.** These are not included in the bibliography, but are cited as part of the text, for example:

In an interview on 30 Oct 1995, Dr G.J. Pemberton of the Department of Politics at the University of New South Wales said ...
CHAPTER 2
EDITING

Editorial responsibility

2.1 Defence personnel tasked with writing for publication are often selected because they are subject specialists, not necessarily because they have appropriate writing skills. Those required to write for publication often do so under contending conditions: they may never before have written a publication; they may be subject to rigid and often unreasonable time constraints; or they may be unable to access complementary professional writing support.

2.2 The ultimate responsibility for the accuracy of the content of a document rests with the authoring body—the Defence sponsor, the relevant functional area or the releasing authority. For that reason, the editing and correcting component of writing for publication becomes especially important: it provides an opportunity to correct inaccuracies or inconsistencies between writers and ensures that the document meets both the sponsor’s and reader’s needs. For example, as a minimal requirement, where complex documents are involved, the authoring body should ensure that someone other than the writer and subject specialist checks the work to ascertain that it is fit for its purpose, using a reader’s perspective as a guide.

Support for writers

2.3 In supporting the writing process, Defence elements may offer writers differing degrees of support. For example, discrete functional elements such as the Defence Intelligence Organisation, the Director-General Public Information, RAAF Directorate of Flying Safety, and the Army Land Warfare Studies Centre employ professional editors to support their operations directly. While not all Defence publishing elements employ professional editors, other forms of assistance are available to writers. The Defence Publishing Service (DPS) provides clients with general technical advice on all aspects of publishing and document preparation standards, for example, in sponsoring the Australian Defence Force Publication (ADFP) 102—Defence Writing Standards. To the extent that resources allow, DPS also copyedits higher-level administrative publications such as Defence Instructions (General), Defence Instructions (Navy), Defence Instructions (Army), Defence Instructions (Air Force), the Australian Defence Force Publications series and certain manuals, but does not provide a substantive editing service. Where substantive editing of a manuscript is required, DPS will help clients with the selection of a professional editor if the sponsor requests the services of such an editor, and if funding is available from the sponsor.

Correcting manuscripts

2.4 Making corrections. Correcting a manuscript entails both copyediting and proofreading phases. Copyediting does not involve a major rewrite of the manuscript for cohesiveness and purpose; such substantive editing is the role of an editor and would already have been completed before reaching the copyeditor. Copyediting involves the checking of the content of the document with regard to structure, language, consistency and layout. Proofreading on the other hand serves to identify inaccuracies between various proofs of a manuscript.

2.5 Corrections to manuscripts may be done electronically or manually. Most word-processing packages incorporate a correction tracking capability within their ‘tools’ facility, which enables writers to ‘track changes’ by colour highlighting amendments or striking through existing text that is deleted. This allows the comparison of iterations. However, corrections are more often recorded in writing on the manuscript. The following paragraphs outline such a manual correction process.

2.6 Using colour to mark amendments. Copyediting or proofreading correction marks are made on black text in a contrasting colour so that they are readily seen. To identify the source of an amendment, writers’ or editors’ corrections are to be made in one colour (for example, in purple), while

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1 The term ‘authoring’ is a collective description of the management processes associated with the creation, validation and ongoing maintenance of the information content (text, graphics and structure) of a document.

2 The term ‘publishing’ is a collective description of a range of management and production processes that are associated with the creation, manipulation, formatting and presentation of information as documents. Whether information is paper-based or in an electronic form, publishing includes maintaining (storing, manipulating and amending) and facilitating access to (converting, distributing and reusing) that inventory of information on behalf of sponsors, writers, users, and records managers.
those made by other contributors are to be in an alternative colour (for example, in red, blue, green or orange). A combination of colours such as this can be used by an organisation to identify and preserve an audit trail when more than one person has contributed to the drafting of a document. This process allows ready identification of those proposing changes and facilitates the clearance and decision process by executives.

2.7 The aim of marking a proof is to present instructions and amendments that are clearly written, legible and precise. These help writers, editors, printers, typesetters, and those operating a keyboard to understand accurately the amendments required. When reading and correcting proofs, writers, editors and proofreaders should be aware that there is a range of standard proofreading symbols and should use them to mark corrections and to indicate the nature of each correction in a manuscript.

2.8 Location of proofreading marks. Corrections on proofs are placed in the margin alongside the line containing the amendment. Where there is more than one correction on a line, proofreading marks can be placed in either the left- or right-hand margin, or in both margins depending on where the corrections appear in the text. By drawing an imaginary line down the centre of the page, the copyeditor should place the proofreading symbols corresponding to the corrections on the left side of the page in the left-hand margin, and those corresponding to the right side of the page in the right-hand margin. Symbols should not run into another line. Any additions or corrections should not be written between lines of type because the person amending the material may not notice them, or they may be obscured by the type itself.

2.9 Every symbol in the margin requires a complementary mark in the line at the location of the correction and vice versa; an oblique line is used to separate one correction in the margin from the next. The following paragraphs provide an overview of the correction process. Annex A to this chapter provides additional detail on how standard proofreading marks and symbols are used. Annex B illustrates a page of text that has been marked up for correction using proofreading symbols.

Standard proofreading symbols

2.10 These are internationally recognised marks or symbols, used throughout the publishing, printing and keyboarding industries as an unambiguous means of indicating corrections on manuscripts. Some of the more frequently used marks or symbols are explained in the following paragraphs.

2.11 To mark a change from lower case to capitals, draw three lines under the letter (or letters) and write uc (or caps) in the margin.

2.12 To mark a change from capitals to lower case, draw a diagonal line through the letter and write lc in the margin.

2.13 A full stop, when noted in the margin, should be circled (○) so that it can be clearly seen.

2.14 The location of a comma should be indicated with a caret (↑) in the text and a comma (,) placed in the margin.

2.15 The need for an apostrophe or quotation mark should be identified in the text with a caret (↑) in the position required. The punctuation mark in the margin should have a reversed caret (↓) beneath it to indicate its superior position.

2.16 The word stet is written in the margin when something already marked for alteration is to remain unchanged. Dots or hyphens are marked under the crossed-out material to indicate clearly what is to remain. Where a note in the margin is crossed out as well, stet as set will clarify what to let stand.

2.17 The delete mark (균) is placed in the margin to indicate that material is to be removed from a line. In the text a diagonal line through a letter to be deleted, or a straight, horizontal line through a word or words to be deleted, indicates where the deletion is to be made. The delete mark in the margin should be written in such a way that it cannot be confused with any handwritten letter such as d, e or i, or the word of.

2.18 The letters np in the margin indicate the start of a new paragraph. A mark like an extended square bracket ([];) is placed to the left and partly under the first word of the new paragraph to show where the paragraph is to begin.

2.19 Where there is too much space between letters or words, this is corrected by the close-up mark (绻) which is placed in both the line and the margin.
2.20 The letters $\text{trans}$ are used for transposing or moving letters, words and phrases from one position to another and must appear in the margin so that the change can be clearly seen. A symbol $\text{trans}$ is then used in the text to indicate where the transposition is to be made in the line. Where lines or paragraphs are to be transposed, a circle should be drawn around the text and an arrow inserted to indicate the position to which the matter is to be moved. The letters $\text{trans}$ should still appear in the margin.

2.21 The hash mark ( # ) is used in the margin when more space between words, lines or paragraphs is required. A caret ( ^ ) indicates where the space is to be inserted in the text.

2.22 Shortened forms or figures to be spelt out should be circled in the line. The words spell out should be written in the margin. Note that, if there is any doubt about the spelling or the meaning of the shortened form, the full word should be written in the margin.

Annexes:
A. Proofreading marks and symbols
B. Marked-up text using proofreading symbols
C. Corrected version
### PROOFREADING MARKS AND SYMBOLS

<table>
<thead>
<tr>
<th>No</th>
<th>Instruction</th>
<th>Textual mark</th>
<th>Marginal mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Indicate end of correction</td>
<td>None</td>
<td>/</td>
</tr>
<tr>
<td>2.</td>
<td>Insert in text the matter indicated in margin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Delete</td>
<td>Draw a slash through the characters to be deleted</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Delete and close up</td>
<td>Draw a slash through the characters to be deleted</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Leave as printed</td>
<td>. . . under characters to remain</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Insert additional copy</td>
<td>See copy 2</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Substitute or insert comma</td>
<td>or through character where required</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Substitute or insert semi-colon</td>
<td>or through character where required</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Substitute or insert full stop</td>
<td>or through character where required</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Substitute or insert colon</td>
<td>or through character where required</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Substitute or insert question mark</td>
<td>or through character where required</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Substitute or insert exclamation mark</td>
<td>or through character where required</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Insert parentheses</td>
<td>( / )</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Insert (square) brackets</td>
<td>or [ ]</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Insert hyphen</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Insert en rule</td>
<td>en</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Insert one-em rule</td>
<td>1em</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Insert two-em rule</td>
<td>2em</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Insert apostrophe</td>
<td>add</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Insert single quotation marks</td>
<td>add</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Insert double quotation marks</td>
<td>add</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Insert solidus</td>
<td>under characters to be changed</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Italicise</td>
<td>under characters to be changed</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Change to upper case</td>
<td>under characters to be changed</td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Change to bold type</td>
<td>under characters to be changed</td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Change to lower case</td>
<td>through character</td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Change to roman type</td>
<td>through character</td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>Substitute or insert character(s) in superior position</td>
<td>through character where required</td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>Substitute or insert character(s) in inferior position</td>
<td>through character where required</td>
<td></td>
</tr>
<tr>
<td>30.</td>
<td>Close up—delete space between characters</td>
<td>linking characters</td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td>Insert space</td>
<td>between lines to be spaced</td>
<td></td>
</tr>
<tr>
<td>32.</td>
<td>Increase space between lines or paragraphs</td>
<td>connecting lines to be closed up</td>
<td></td>
</tr>
<tr>
<td>33.</td>
<td>Reduce space between lines</td>
<td>connecting lines to be closed up</td>
<td></td>
</tr>
<tr>
<td>34.</td>
<td>Equalise space between words</td>
<td>between words</td>
<td></td>
</tr>
<tr>
<td>35.</td>
<td>Transpose</td>
<td>between characters or words</td>
<td></td>
</tr>
<tr>
<td>36.</td>
<td>Move text to right</td>
<td>at left side of group to be moved</td>
<td></td>
</tr>
<tr>
<td>37.</td>
<td>Move text to left</td>
<td>at right side of group to be moved</td>
<td></td>
</tr>
<tr>
<td>38.</td>
<td>Move text to position indicated</td>
<td>at limits of required position</td>
<td></td>
</tr>
<tr>
<td>39.</td>
<td>Take over character(s) or line to next line, column or page</td>
<td>take over</td>
<td></td>
</tr>
<tr>
<td>40.</td>
<td>Take back character(s) or line to previous line, column or page</td>
<td>take back</td>
<td></td>
</tr>
<tr>
<td>41.</td>
<td>Raise lines</td>
<td>over lines to be moved</td>
<td></td>
</tr>
<tr>
<td>42.</td>
<td>Lower lines</td>
<td>over lines to be moved</td>
<td></td>
</tr>
<tr>
<td>43.</td>
<td>Begin a new paragraph</td>
<td>before first word of new paragraph</td>
<td></td>
</tr>
<tr>
<td>44.</td>
<td>No paragraph here</td>
<td>between paragraphs</td>
<td></td>
</tr>
<tr>
<td>45.</td>
<td>Spell out the abbreviation or figure in full</td>
<td>Encircle words or figures to be altered</td>
<td></td>
</tr>
<tr>
<td>46.</td>
<td>Point out that material is not accurate—refer to sponsor</td>
<td>Encircle characters affected</td>
<td></td>
</tr>
</tbody>
</table>

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1 Words printed in the Times Roman font are instructions and not part of the marks.
2 Matter to be inserted may be designated ‘A’, ‘B’, ‘C’, etc, and ‘take in A’ (‘B’, ‘C’, etc) written in margin.
INTRODUCTION TO DEFENCE WRITING AND PUBLISHING STANDARDS

1. ADFP 102—Defence Writing Standards provides uniform conventions and standards for writing. These apply throughout the Defence organisation and are to be used for the presentation of correspondence and publications.

2. In replacing JSP(AS)102—Service Writing, ADFP 102—Defence Writing Standards also incorporates ADMINMAN 1—Preparation of Correspondence and Committee Papers, and takes into account relevant administrative material including extracts from Departmental and Service publications. The Style Manual for Authors, Editors and Printers, 5th edn (hereinafter referred to as the Style Manual) and The Macquarie Dictionary, 2nd edn (hereinafter referred to as The Macquarie) were also considered when defining Defence standards. ADFP 102 is the first point of reference when preparing material, or when creating electronic and paper-based documents for promulgation and distribution within Defence. It provides detailed information on writing and publishing and presents examples of standard formats and designs to aid both the writer and reader.

SPONSOR

3. The Publishing Director and Visual Communications (DPubs), Defence Centre, Canberra, as Chair of the Printing and Publishing Advisory Services Group (PPAS), is the sponsor of ADFP 102.

4. Background. The Heads of Defence Centres meeting, held in Sydney on 21-22 May 1994, identified a need for a Defence cross-program printing and publishing consultancy service to provide Program Managers with practicable advice relating to the production and dissemination of printed information. All Programs supported the proposal. DPUBS was subsequently appointed Chair of the PPAS, membership of which includes the Director, General Services (OGS), and a number of representatives drawn from Programs, RAAF publishing and Forces Executive.
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