

**HEADQUARTERS**  
**U.S. ARMY INFORMATION SYSTEMS ENGINEERING**  
**COMMAND**  
**FORT HUACHUCA, ARIZONA 85613-5300**

AMSEL-IE-TD

14 June 2002

**LETTER OF INSTRUCTION**  
**FOR**  
**STANDARDIZED USAISEC TECHNICAL REPORT**  
**AND WHITE PAPER STYLE GUIDES**

**Effective 19 June 2002**

1. **PURPOSE.** This Letter of Instruction (LOI) provides guidance and procedures to standardize the style within Technical Report (TR) and White Paper (WP) formats produced by the U.S. Army Information Systems Engineering Command (USAISEC) Directorates, and by contractors for USAISEC customers.

2. **REFERENCES.**

a. General Services Administration (GSA), Government Printing Office (GPO) Style Manual, March 1984

b. Department of Defense (DoD) Directive (DoDD) 5230.24, Distribution Statements on Technical Documents, 18 March 1987

c. DoDD 5200.28, Security Requirements for Automated Information Systems, March 1988

d. Army Regulation (AR) 25-30, Army Publishing and Printing Program, June 1999

e. AR 25-55, Department of the Army Freedom of Information Act (FOIA) Program, 1 November 1997

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Supersedes LOI for Standardized USAISEC Technical Report  
Style Guide, 6 December 2000

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### Letter of Instruction for Standardized USAISEC Technical Report and White Paper Style Guides

- f. AR 310-50, Authorized Abbreviations, Brevity Codes, and Acronyms, November 1985
- g. AR 360-1, Army Public Affairs Program, October 2000
- h. Department of the Army (DA) Pamphlet (PAM) 25-40, Administrative Publications: Action Officers' Guide, 1 October 1997
- i. DA PAM 600-67, Effective Writing for Army Leaders, 1986
- j. USAISEC, AMSEL-IE-CO, Policy Memorandum No. 02-2, Technical Integration and Synchronization, 5 February 2002

3. **BACKGROUND.** Different TR and WP formats still exist across USAISEC, as well as a wide spectrum of products, some requiring formats dictated by the customer. A May 1999 USAISEC Configuration Control Board (CCB) tasked the Infrastructure Systems Engineering Directorate (ISED), Synchronization and Integration Group (S&IG) Leader, to collect formats from each directorate and suggest a minimum standard consistent with the policy and regulations contained in paragraph 2.

4. **SCOPE.** The guidance in this LOI applies to all TRs and WPs produced within USAISEC.

5. **APPLICABILITY.** This LOI applies to all personnel within all USAISEC directorates. Future reports produced by contractors for USAISEC will include this report style format. This requirement does not apply to present contracts, if additional cost is required for the contractor to make this change.

6. **PROCEDURES.**

a. **TRs.** To ensure an adequate amount of consistency is reflected USAISEC-wide throughout the reports, the following procedures provide a minimum amount of content requirements:

(1) Ensure the document contains the proper security classification, if applicable, in accordance with (IAW) DoDD 5200.28 (reference 2c.)

(2) Ensure the document complies with For Official Use Only (FOUO) requirements, if applicable, contained in AR 25-55, Chapter IV (reference 2e.)

(3) The USAISEC cover, disclaimer page, and the signature page (pages 1 through 3 of the TR), will be prepared according to the example at Attachment 1. Guidelines used for these instructions comply with references 2a through i.

(a) USAISEC Cover. The appropriate cover will be selected (using one from the six-page selection) based on the distribution requirements (Distribution Statements A through F). The Distribution Statement is reflected on the signature page as well. These statements and specific guidance for them are in pages B-11 through B-16 of DoDD 5230.24 (reference 2b). They are:

- Distribution A. Approved for public release; distribution is unlimited.
- Distribution B. Distribution authorized to U.S. Government agencies only, for administrative or operational use, (date of determination). Refer other requests for this document to Commander, U.S. Army Information Systems Engineering Command, ATTN: AMSEL-IE-XX, Fort Huachuca, AZ 85613-5300
- Distribution C. Distribution authorized to U.S. Government agencies and their specified contractors only, for administrative or operational use, (date of determination). Refer other requests for this document to Commander, U.S. Army Information Systems Engineering Command, ATTN: AMSEL-IE-XX, Fort Huachuca, AZ 85613-5300
- Distribution D. Distribution authorized to Department of Defense (DoD) components and U.S. DoD specified contractors only, for administrative or operational use, (date of determination). Refer other requests for this document to Commander, U.S. Army Information Systems Engineering Command, ATTN: AMSEL-IE-XX, Fort Huachuca, AZ 85613-5300
- Distribution E. Distribution authorized to Department of Defense (DoD) components only, for administrative or operational use, (date of determination). Refer other requests for this document to Commander, U.S. Army Information Systems Engineering Command, ATTN: AMSEL-IE-XX, Fort Huachuca, AZ 85613-5300
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(b) Disclaimer Page. See example at Attachment 1.

(c) Signature Page. Paragraph 3 of reference 2j requires that lead engineers submit each product to S&IG for a product review before the final design review process with the customer. To ensure this requirement is met, the signature page of the TR will be selected based on the appropriate Product Certification Statement (using one from the four-page selection) to reflect that the product:

- Has successfully completed the USAISEC architectural review process; or
- Complies with its specific template for full synchronization and integration; or
- Is undergoing USAISEC architectural review and the final content may change; or
- Does not develop a design (e.g., a Site Survey) as determined by S&IG and, therefore, does not require an architectural review.

(4) The remainder of the example TR, provided for illustrations and guidelines, reflects material that is optional, based on a variety of document contents.

b. WPs. WPs are used to inform customers, present information, and offer an overview of a technology or issue. Information should include a broad variety of issues around the technical topic, such as information about the sponsoring company or the return on investment. See Attachment 2 for detailed WP Guidelines and format. General WP guidelines are:

(1) Ensure the document complies with FOUO requirements, if applicable, contained in reference 2e.

(2) Length of WP: five or fewer pages, excluding appendices and attachments

(3) Author: identified in byline with title and E-mail address

(4) Distribution Statement and Disclaimer: at bottom of first page in text box. See LOI paragraph 6a(3) (a), and reference 2c

(5) Signature Page (with Product Certification), Acknowledgement, Executive Summary, and Table of Contents: none

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(6) Body: One or two columns (author's choice). Information in sub-paragraphs under major headings reflects material that is optional, based on a variety of document contents.

(7) Appendices: may have more than one appendix on the same page. Items in an appendix may include Acronyms and Abbreviations, Terms, or References.

(8) Header: begins on page 2 with document number and month/year

(9) Footer: begins on page 2 through end of document

7. RESPONSIBILITY. Effective immediately, all Directors will ensure that all TRs and WPs produced by their Directorate comply with the USAISEC TR and WP style guides contained in Attachments 1 and 2.

8. PROPONENTS. The points of contact (POC) for editing, formatting, and style guidance for TRs or WPs are the Technical Editors: Ms. Karyl Lamb, USAISEC, ISED, AMSEL-IE-IS, 520-538-3113/DSN 879-3113, [lambk@hqisec.army.mil](mailto:lambk@hqisec.army.mil), and Mrs. April Lankford, USAISEC, Technology Integration Center, AMSEL-IE-TI, 520-533-7227/DSN 879-7227, [lankfordk@hqisec.army.mil](mailto:lankfordk@hqisec.army.mil). The POC for technical policy is Mr. Joseph Tuggle, USAISEC, ISED, AMSEL-IE-IS, 520-538-6749/DSN 821-6749, [tugglej@hqisec.army.mil](mailto:tugglej@hqisec.army.mil).

/// signed ///

FRANK D. JENIA, Ph.D.

Deputy/Technical Director

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AMSEL-IE-DE-D

CF:

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AMSEL-IE-XO

# **ATTACHMENT 1 (TO LOI). TECHNICAL REPORT STYLE GUIDE**

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FORT HUACHUCA, ARIZONA 85613-5300**

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**ACTION OFFICER, TEAM, OR GROUP**

**MONTH AND YEAR**

**NAME OF DIRECTORATE**

**Distribution F**

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Distribution (A-F)

Same as front cover

#### Product Certification

Signatures below certify that this product has successfully completed the USAISEC architectural review process, adheres to established USAISEC architectural standards (which are based upon the Joint Technical Architecture-Army (JTA-A), and the Defense Information Infrastructure (DII)), and, to the maximum extent possible, is fully synchronized and integrated with systems currently fielded as well as those undergoing implementation.

#### Product Certification

Signatures below certify that this product complies with the *<specify template name>* template and, to the maximum extent possible, is fully synchronized and integrated with systems currently fielded as well as those undergoing implementation. The *<specify template name>* template has successfully completed the USAISEC architectural review process and adheres to established USAISEC architectural standards which are based upon the Joint Technical Architecture - Army (JTA-A), and the Defense Information Infrastructure (DII).

#### Product Certification

Signatures below indicate that this product is currently undergoing the USAISEC architectural review process. This process evaluates adherence to established USAISEC architectural standards (which are based upon the Joint Technical Architecture-Army (JTA-A), and the Defense Information Infrastructure (DII)), and synchronization and integration with systems currently fielded as well as those undergoing implementation. Upon completion of the review, the final content of this product may change.

#### Product Certification

Signatures below indicate that this product does not develop a design or require a formal architectural review and complies with all USAISEC standards.

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TEAM MEMBER  
Rank or Title  
Team

TEAM LEADER  
Rank or Title  
Team Leader

NAME  
Group Leader

NAME  
Director

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## **ACKNOWLEDGMENT**

Acknowledgement is optional.

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## **EXECUTIVE SUMMARY**

One page summary of report.

Should include key points (who, what, when, where, and why) and a brief summary of conclusions and recommendations.

Use active voice (not passive voice) such as: The United States Army Information Systems Engineering Command tasked the Directorate to evaluate the . . . . .

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(Two Tables of Contents are shown for examples to reflect the content variety.)

Example 1.

## TABLE OF CONTENTS

	<b>Page</b>
1.0 INTRODUCTION .....	
1.1 Purpose .....	
1.2 Background .....	
1.3 Scope .....	
1.4 References .....	
1.5 Document Organization .....	
2.0 CURRENT ARCHITECTURE AND SECURITY .....	
2.1 Security Philosophy .....	
2.2 Network Overview .....	
2.3 Network Architecture Overview .....	
2.4 External Network Connectivity .....	
3.0 EXISTING SECURITY VULNERABILITIES .....	
3.1 Security Policies .....	
3.2 Configuration Management .....	
3.3 External Connections .....	
4.0 RECOMMENDED NETWORK SECURITY DESIGN .....	
4.1 Security Design Approach .....	
4.2 Recommended Network Configuration Alterations .....	
4.3 Router Security .....	
5.0 SECURITY DESIGN DECISION RATIONALE .....	
5.1 Security Threat Analysis .....	
5.2 Security Solution Implementation Alternatives .....	
5.3 Firewall Requirement Decision .....	
5.4 Summary .....	
6.0 SECURITY POLICY RECOMMENDATIONS .....	
6.1 Security Policy Recommendations .....	
6.2 Information Security Policy .....	
6.3 Configuration Management Policy .....	
6.4 Firewall Security Policy .....	

### Appendix

Glossary. Acronyms and Abbreviations .....	Glossary-1
-or-	
Glossary. Acronyms, Abbreviations, and Terms .....	Glossary-1

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Example 2.

## TABLE OF CONTENTS

Page

1.0 INTRODUCTION. ....	
1.1 Purpose. ....	
1.2 Scope. ....	
1.3 Background. ....	
1.4 Document Organization. ....	
2.0 ON-SITE MAPPING AND SCANNING METHODS. ....	
2.1 Network Mapping. ....	
2.2 Scanning. ....	
3.0 SCAN RESULTS. ....	
3.1 High Risk Vulnerabilities. ....	
3.2 Medium Risk Vulnerabilities. ....	
3.3 Low Risk Vulnerabilities. ....	
3.4 Command and Control Protect Tool Kit. ....	
4.0 ANALYSIS. ....	
5.0 RECOMMENDATIONS. ....	
6.0 CONCLUSIONS. ....	

### Appendices

Appendix A. Title .....	A-1
Appendix B. Title .....	B-1
Glossary. Acronyms and Abbreviations .....	Glossary-1
- or-	
Glossary. Acronyms, Abbreviations, and Terms .....	Glossary-1

### Tables

Table 1. Title .....	
Table 2. Title .....	

### Figures

Figure 1. Title .....	
Figure 2. Title .....	

### Attachments

Attachment 1. Title .....	Att-1-1
Attachment 2. Title .....	Att-2-1

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(Use if needed for Section 1.0 to start on right-hand side.)

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# **DOCUMENT TITLE**

## **(OR CHAPTER TITLE IF REPORT IS IN CHAPTERS)**

### **1.0 SECTION, CHAPTER, OR PARAGRAPH TITLE**

Start paragraph here. Section 1.0 is typically an Introduction containing Purpose, Background, References, Document Organization, Scope, Applicability.

Using this document as the template, the margins for the document (page set-up) are:

TOP	1.0
BOTTOM	1.0
LEFT	1.0
RIGHT	1.0
GUTTER	0.3
HEADER	0.5
FOOTER	0.5

Mention appendices, tables, figures, etc, in the order they appear throughout the document. Acronyms and abbreviations are identified and spelled out once, the first time they appear.

#### **1.1 Sub-paragraph Title**

Start text here.

#### **1.2 References (Examples)**

##### **1.2.1 Department of Defense (DoD)**

- a. "Joint Technical Architecture (JTA)," Version 4.0, 2 April 2001
- b. "Army Enterprise Architecture (AEA) Guidance Document (AEAGD), Version 1.1," 25 January 1999

##### **1.2.2 Policy Messages**

- a. Army Chief Information Officer (CIO) and DISC4 message, date-time group (DTG) 180713Z FEB 97, "Army Anti-viral Program Policy Guidance"
- b. Headquarters (HQ), Department of the Army (DA), Washington, DC, DAMO-ZA message, DTG 112300Z FEB 98, "Protection of Army Command and Control (C2) Systems"

##### **1.2.3 Other**

Public Law (PL) 100-235, "Computer Security (COMPUSEC) Act of 1987"

#### **1.3 Sub-paragraph Title**

Start paragraph here

##### **1.3.1 Sub-paragraph Title**

##### **1.3.2 Sub-paragraph Title**

##### **1.3.3 Sub-paragraph Title**

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## 2.0 SECTION, CHAPTER, OR PARAGRAPH TITLE

Use “Insert – Caption” for tables and figures as shown below. This is necessary for the Table of Contents and for automatic numbering/tracking of tables and figures.

Use “Insert –Index – Mark Entry” for labeling acronyms. They are then pulled alphabetically into the Glossary.

### 2.1 Sub-paragraph Title

Example of bullet

- Bullet 1 xxx
- Bullet 2 xxx

Table 1. Table Title

Column Heading	Column Heading	Column Heading	Column Heading
table data here	table data here	table data here	table data here

Place any footnotes here

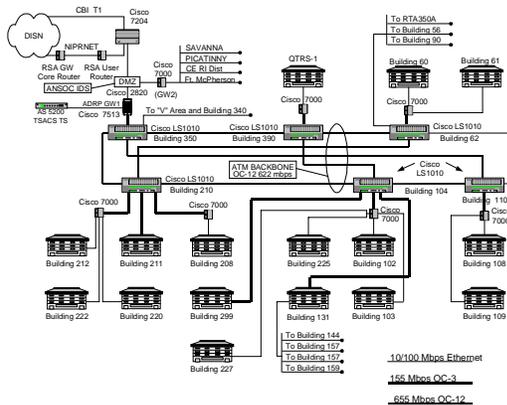


Figure 1. Figure Title

## 3.0 SECTION, CHAPTER, OR PARAGRAPH TITLE

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## **APPENDIX A. TITLE**

Optional. An appendix contains information of longer passages of text (1-3 manuscript pages) in the back of a publication that further explains or supplements a subject covered in the body. Types of materials are: lists (checklists, lists of codes), extracts from other publications, memorandums of agreement, or instructions for carrying out a procedure prescribed in the body. Refer to the appendices in the body where the topic is first discussed. Refer to each one by ascending letter, Appendix A, B, C.

**A-1.0 PARAGRAPH TITLE**

**A-2.0 PARAGRAPH TITLE**

**A-2.1 Sub-paragraph Title**

**A-2.2 Sub-paragraph Title**

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## **APPENDIX B. TITLE**

**B-1.0 PARAGRAPH TITLE**

**B-2.0 PARAGRAPH TITLE**

**B-2.1 Sub-paragraph Title**

**B-2.2 Sub-paragraph Title**

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## **GLOSSARY. ACRONYMS AND ABBREVIATIONS**

A Glossary is a columnar, alphabetical listing of acronyms, abbreviations, and term (if used) that were mentioned in the publication. They are defined at the first point of use in the document (e.g., Department of the Army (DA)).

See AR 310-50, Authorized Abbreviations, Brevity Codes, and Acronyms for correct use.

List only the acronyms and abbreviations used in this report. Identify acronym the first time it appears. Use Indexing method (under Insert, Index and Tables, Mark Index Entry); and Index 1 style as shown below, to generate an automatic listing. Using this function also identifies acronyms mistakenly spelled out more than once. If terms used throughout the publication need to be defined, use Parts I and II.

- or -

## **GLOSSARY. ACRONYMS, ABBREVIATIONS, AND TERMS**

### **Part I. Acronyms and Abbreviations**

### **Part II. Terms**

Insert terms used

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## **ATTACHMENT 1. TITLE**

Attachments, if used, are supporting, stand-alone documents, e.g., a System Threat Assessment Report (STAR) as part of a System Security Authorization and Agreement (SSAA). Refer to the attachment in the body where topic is first discussed. Refer to each one by ascending number, Attachment 1, 2, 3, etc.

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## ATTACHMENT 2 (TO LOI). WHITE PAPER GUIDELINES

### 1.0 GENERAL

<sup>(1)</sup> “Typically, a white paper explains the results, conclusions, or construction resulting from some organized committee, research collaboration, or design and development effort on a particular product, service, or theory. The basic questions that a white paper typically answers are:

- a. What is the problem to be solved?
- b. What kinds of solutions are available?
- c. Which solution is best, and why?

For example, a white paper about a product might be organized to answer the following questions that a potential consumer may have:

- a. What is the consumer’s problem, and by what symptoms does it manifest itself?
- b. What technologies have been tried and are currently available to solve the problem?
- c. Which technology solves the problem best, and why is it the best choice?
- d. How is the producer uniquely qualified to implement this technology?
- e. Which of the producer’s products implements the technology, and to what extent?
- f. How does the product work, and how is it optimized for this particular problem?

The white paper may go on to discuss prerequisite resources for using the product or how the product fits into the consumer’s work habits, although these topics are often left to separate documents, like product specifications or data sheets.

Given this general approach, there are several qualities that make it work effectively:

- a. Put “the bottom line” at the top
- b. Address customers as if they were investors
- c. Orient your audience; avoid hidden assumptions

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<sup>(1)</sup> Abstract from: “Guidelines for Writing White Papers,” Jonathan Kantor, the Appum Group, Wartham Associates, December 2000, <http://www.tradespeak.com/WarthmanAssociates.asp>

- d. Be specific; avoid generalities
- e. Differentiate your solution from others
- f. Cite credible, objective third-party evidence
- g. Illustrate objects with pictures
- h. Use simple, common English; don't try to coin new words."

## **2.0 STYLE GUIDE**

Format for a WP follows. View next sections in Page Layout

Title of Document

United States Army  
Information Systems Engineering Command  
Name of directorate



By: Author, title, group or team, E-mail

PURPOSE

- a. Background
- b. Scope
- c. Objective
- d. References (if more than 15, list in an Appendix)
- e. Sub-paragraph
- f. Sub-paragraph

DISCUSSION

- a. Sub-paragraph
- b. Sub-paragraph

Example of a figure:

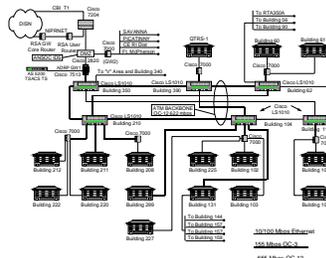


Figure 1. Figure Title

- c. Sub-paragraph

**Distribution (A through F)**  
**Select from Statements A through F. See LOI paragraph 6a(3) (a) and reference 2b.**

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Example of a table:

*Table 1. Table Title*

<b>Column Heading</b>	<b>Column Heading</b>	<b>Column Heading</b>
table data here	table data here	table data here

Place any table notes here

**CONCLUSION(S)**

- a. Sub-paragraph**
- b. Sub-paragraph**
- c. Sub-paragraph**

**RELATED ISSUE(S)**

- a. Sub-paragraph**
- b. Sub-paragraph**

## **APPENDIX A. ACRONYMS AND ABBREVIATIONS (EXAMPLES)**

AMC	U.S. Army Materiel Command
DoD	Department of Defense
DoDI	Department of Defense Instruction
ISED	Infrastructure Systems Engineering Directorate
TIC	Technology Integration Center
VPN	Virtual Private Network
USAISEC	U.S. Army Information Systems Engineering Command

## **APPENDIX B. TERMS (EXAMPLES)**

**Infrastructure:** Includes the data, information processes, organizational interactions, skills, and analytical expertise, as well as systems, networks, and information exchange capabilities. Systems and networks that provide spectrum support are in this definition.

**Infostructure:** The “information infrastructure,” the generic shareable resources (e.g., network elements, hosts, and information repositories) that are used to implement distributed information systems. More specifically, infostructure consists of those elements that may simultaneously provide multiple users with the services used to manipulate, store, and transfer data. All infrastructure falls into one of three sub-types: network, site, and information domain.

## **APPENDIX C. REFERENCES (EXAMPLES)**

Memorandum, Director of Information Systems for Command, Control, Communications, and Computers (DISC4) (LTG William H. Campbell), “Installation Information Infrastructure Architecture (I3A) Synchronization,” 28 June 1999

Army Regulation (AR) 25-1, “Army Information Management,” paragraph 2-1.c, 15 February 2000

Headquarters (HQ), Air Force Communication Agency, “Air Force Command, Control, Communications, Computers, and Intelligence Support Plan (C4ISP) and Certification Guide, Version 2 (Draft),” 1 June 2001