Social Security Administration Logo

Choose an item. XXXX.XX

Title

Originating Component:

Choose an item.

Effective:

Month Day, Year (Version 1)

Updated Version Effective:

Month Day, Year (Version #)

Releasability:

Choose an item.

Reissues and Cancels:

Choose an item. ####.##, “Title,” Publication Date

Incorporates and Cancels:

Choose an item. ####.##, “Title,” Publication Date

Cancels:

Choose an item. ####.##, “Title,” Publication Date

Approved by:

Name, Title

Updated Version Approved by:

Name, Title

1. Purpose.

This Choose an item.:

1. [Structure and language depends on the type of issuance being issued. List each purpose point individually. If the purpose statement only has one purpose point, do not use the a, b, c list format. Instead, place the text after the Choose an item dropdown in the line above and remove the colon. Delete this text, all other texts in brackets, examples, descriptions, and sections not used in the issuance.]
2. [Use a, b, c lists if the purpose statement has multiple points. If these points reference other issuances, list them out in-line and not as sub-points. See the options provided in the SSA Issuances Standards Guide.]
3. Applicability.

This Choose an item. applies to [list the titles of all individuals to whom this policy or directive applies.

1. Policy.
2. Heading.

This is what paragraph level “a.” looks like if it has a heading. If one level “a.” paragraph has a heading, all on this level must have a heading.

1. Heading.

Heading.

This is what paragraph level “(1)” looks like if it has a heading.

* 1. This is what a “(1)” level paragraph looks like without a heading. Remember, either all paragraphs at this level must have a heading or none of them can have a heading.
     1. Do not use headings for levels lower than the “(1)” level.
     2. If you have an “i.” level sub-point, you must have a “ii.”
        1. If you have an underlined “1.” sub-point, you must have an underlined “2.”
           1. Do not subordinate paragraphs beyond this level.
           2. If you have an underlined “i.” sub-point, you must have an underlined “ii.”

1. This is what an “a.” level paragraph looks like without a heading. Remember, either all paragraphs at this level must have a heading or none of them can have a heading.
2. Numbered Header.

[Add any additional sections beyond the required Purpose, Applicability, Policy and Approval sections here. If there are no other sections, remove this example.]

1. Approval



Enclosure

1. [Include the Enclosure heading and a list of all enclosures provided here. Each enclosure should be a separate item. Enclosures should be placed in order listed here after the Change history section of the policy. If the policy does not include enclosures delete this section. Delete this text.]

References

[Include the References page in every issuance. List references in alphabetical (and then numeric, if applicable) order. An example is provided below. If your issuance should not include the example issuance, remove the reference. Refer to the SSA Issuances Standards Guide for information on how to format and list references. Delete this text.]

SSA Policy 8015.01, “Information Technology Acquisition Approval Policy,” September 29, 2017

Glossary

[Include the Glossary page in every issuance. The Glossary page should only contain the wording below with the link to the SSA Issuance Glossary. Do not add any definitions do this page. Delete this text.]

All definitions and acronyms can be found in SSA Manual 8200.01 Issuance Library Glossary.

change history

[Include the Change History section in every issuance. If this is the ORIGINAL issuance complete the first entry in the table below. If this is a NEW VERSION of an issuance, add a row to the table below. Provide the new version number in the “Version” column. The latest version number listed in the Change History table must match the VersionNumber listed for ***Updated Version Effective*** on the title page and in the headers. Provide the date the changes were finalized in the “Date” column. Provide a brief description of the change in the “Description” column. Do not delete any previous information listed. Delete this text.]

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Description of Change** |
| ####.## V1 | mm/dd/yyyy | Original CIO-Approved Version |

Enclosure #1 Title

[Include optional enclosures beginning here. The Enclosure section acts as an appendix. Enclose supporting documentation to the policy as an enclosure. Replace Enclosure #1 Title above with the actual title of the enclosure. You may include multiple enclosures. Each enclosure should have its own title. All enclosures provided must be listed after the CIO signature (see instructions for listing enclosures on the signature page. Enclosures should be included here in the order listed after the signature. If the policy does not include any enclosures, delete this section. Delete this text.]

##### Section Header

[If the enclosure includes sections, use the section header style above. Sections can be in paragraph style or in list style as shown below. Sections are not required for enclosures. Enclosures can be figures, tables, graphs or documents. Enclosure styles are not bound by the same styling rules as the actual policy, but should resemble the look and feel of the policy style as much as possible. All enclosures must have a title as shown at the top of the page. Delete this text.]

##### Section Header

[Use this section style for items that need to be listed out. Delete this text.]

1. [First list item. Delete this text.]
2. [Second list item. Delete this text.]
   1. [If the list item has sub-points, use this style.]
   2. [Second sub-point.]