



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: TORCH LIGHT PROJECT OFFICE
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This instruction describes the allowable formats for Project Torch Light documents. It details the publication formats and lists the software which may be used to generate Project documents.

SUMMARY OF REVISIONS

This is the first publication of this document.

CONTENTS

1. General	2
2. Publishing Media	4
3. Doctrine Documents	4
4. Technology Team Documents	5
5. Training Documents	6
6. Publishing Process	6

1. General

In order to insure consistency of appearance and uniform accessibility of all documents published by Project Torch Light, all Project publications will conform to the standards set forth in this instruction.

- 1.1. Standard software. Project Torch Light documents will be stored as IBM compatible files in one of the following Microsoft Corporation formats.
 - 1.1.1. Word 95 or Word 97.
 - 1.1.2. Excel 95.
 - 1.1.3. PowerPoint 97
 - 1.1.4. Access 95
 - 1.1.5. Project 2000
 - 1.1.6. Visio 2000
- 1.2. Page format. All portrait-oriented documents will use the following basic format and fonts.
 - 1.2.1. Left and right margins of 1.25 inches. Top and bottom margins of 1.00 inch with the document header and page number 0.5 inches from the top.
 - 1.2.2. The first page header will be in the same format as the first page of this instruction. Subsequent even page headers will have the page number left justified and the document identifier right justified. Subsequent odd page headers will have the page number right justified and the document identifier left justified. The font will be Times New Roman 12 point bold.
 - 1.2.3. The base font for all documents will be Times New Roman 12 point.
- 1.3. Headings and paragraph numbering.
 - 1.3.1. Multiple part documents will employ part headings with the word “part” followed by the part number (Arabic numerals) in bold uppercase type centered across the page. The title of the part will be in bold upper case type centered below the part number as shown below.

PART 1

HEADINGS FOR MULTI-PART DOCUMENTS

- 1.3.2. Documents that are divided into chapters will employ chapter headings with the word “chapter” followed by the chapter number (Arabic numerals) in bold initial-capital type centered across the page. The title of the chapter will be in bold upper case type centered below the chapter number as shown below.

Chapter 1

THE DECIMAL STYLE OF PARAGRAPH NUMBERING

- 1.3.3. Attachment headings will be formatted in the same manner as chapter headings.
 - 1.3.4. Paragraphs will be left justified and numbered using decimal style with a decimal point after the lowest ordinal. Top level (1., 2., 3., etc.) section headings will be in bold initial-capital type. These heading will be alone on a line. Second-level (1.1., 2.3, etc.) paragraphs that have a title will have that title underlined. Only the first word of a second-level title will be capitalized (except all proper nouns will be capitalized). Text will appear on the same line as the title. Separate the title from the text with a period.
 - 1.3.5. Documents divided into chapters use the chapter number as the top level paragraph number throughout the chapter. In these documents second-level paragraphs will have headings in bold initial-capital type and text will not appear on the same line as the heading. Third-level paragraphs that have titles will have the titles underlined. Text will appear on the same line as the title. Separate the title from the text with a period.
 - 1.3.6. Tab stops will be set every 0.5 inch.
- 1.4. Tables, figures, and page numbering. Tables, figures, and pages will be numbered consecutively beginning with the first table, figure or page in the document. Table and figure numbers will appear in bold type centered below the table or figure and preceded by the word “Table” or “Figure” in bold type. Page numbers will appear in the page header on all pages except page one.
 - 1.5. Revisions. Summarize revisions on page one of the document. Indicate revised material by either highlighting the text or placing a vertical bar in the left margin.
 - 1.6. Numbers.
 - 1.6.1. Write numbers less than ten as words and 10 or greater as figures. Except do not begin a sentence with a figure.
 - 1.6.2. Write numbers that precede a unit of measurement as a figure even if the number is less than ten. For example, 6 ft not six ft.
 - 1.6.3. When one number appears immediately after another as part of the same phrase, spell out one of the numbers. For example 7 ten-inch cables or two 8-member teams. Use the same style (first or second number spelled out) throughout the paragraph.
 - 1.6.4. Express sums of money as figures with a leading dollar sign. Write sums less than a dollar using a leading zero, not as cents. For example, \$0.89 not 89 cents.

- 1.6.5. Use decimals rather than common fractions except when the decimal would imply an incorrect level of precision.
- 1.6.6. Always write decimal fractions less than one with a leading zero. For example, 0.981. Use a trailing zero if necessary to indicate the correct level of precision. For example, write a quantity measured to the nearest 0.001 in as 0.500 in not 0.5 in.

1.7. Abbreviations.

- 1.7.1. Abbreviate common units of measurement when they follow a numeral unless doing so would cause confusion. Spell out the unit when used without a numeral. For example: The cable is 6 in long; or, Make all measurements in inches.
- 1.7.2. Use abbreviations for common CAP terms unless doing so will cause confusion. To use a less-common abbreviation, the first time it is used, spell it out and follow it with the abbreviation in parentheses. For example, search and rescue unit (SRU).

2. Publishing Media

All Project Torch Light documents will be available in both paper and electronic form.

- 2.1. All paper documents will be printed double-sided and three-hole punched. Short documents will be stitched with two staples at the left. Longer documents will be bound in the most effective manner.
- 2.2. Electronic documents will be published in Adobe Acrobat (.pdf) form. Electronic documents may also be published in HTML.

3. Doctrine Documents

- 3.1. Document types. There will be three types, or levels, of doctrine documents.
 - 3.1.1. Basic doctrine. Wisconsin Wing Emergency Services Doctrine Document 1 will set forth basic ES doctrine for the wing, There will be only one document at this level.
 - 3.1.2. Operational doctrine. “Two-level” doctrine documents will describe operational ES doctrine of interest to the SAR or DR incident commander. These documents will help the incident commander understand the basic approach and methods to employ in managing SAR and DR incidents in Wisconsin Wing.
 - 3.1.3. Emergency services procedures. “Three-level” documents will detail tactics, techniques, and procedures used in Wisconsin Wing ES missions. These will be practical “how-to” guides and will include checklists, SAR/DR “cookbooks”, and similar documents.

- 3.2. Document format. Doctrine documents will follow the format outlined in paragraph one. All one and two-level documents that are greater than ten pages in length will include an executive summary after the table of contents and before the first chapter.

4. Technology Team Documents

The Technology Team will publish Technology Development Plans, Design Specifications, Test and Evaluation Plans, Test Reports, Users Guides and any other documents deemed necessary by the Team Leader. Further, the Team will maintain a Working Design Manual for all products or systems being designed by the Team or a contractor to the Team.

- 4.1. Document format. Technology Team documents will follow the format outlined in paragraph one.
- 4.2. Test Reports. Test Reports will consist of a minimum of six sections. They may optionally include two additional sections and appendices.
 - 4.2.1. Background. This first section of the report will provide background information necessary for the reader to understand the test. It will usually include the reason this particular technology, system, or product was chosen for evaluation.
 - 4.2.2. Test Objectives. The report's second section will list the objectives for the test. If the test was performed in multiple phases, then this section will include the test's overall objectives as well as the objectives for each test phase.
 - 4.2.3. Method. The method section will describe the test method or methods. In multiple phase tests, the method for each phase will be described separately.
 - 4.2.4. Data. This section will discuss the data collected. The discussion will include an analysis of data validity. Raw data will be included in an appendix.
 - 4.2.5. Conclusions. The fifth section of the report details the conclusions reached from analyzing the data.
 - 4.2.6. Recommendations. The last required section puts forth the Team's recommendations based on the results of the test. This will usually recommend adopting, rejecting, or further evaluating the test item.
 - 4.2.7. Notes. This optional section will list the notes referred to by superscript numbers in the text.
 - 4.2.8. References. The optional references section will list references cited in the text of the report using in-line parenthetical citations.
 - 4.2.9. Appendices. Raw data collected will be included in appendix one. Other appendices may be added if they would improve reader understanding.

- 4.3. Working Design Manual. Working Design Manuals will maintained in three-ring binder form and will contain, as a minimum, the following.
 - 4.3.1. Design Specification.
 - 4.3.2. Cost Analysis.
 - 4.3.3. Design, test, and evaluation schedules.
 - 4.3.4. Tests and Evaluation Plans.
 - 4.3.5. Theoretical design and design analyses.
 - 4.3.6. Copies of all design drawings and software listings
 - 4.3.7. Test Reports.
 - 4.3.8. User's Guides.
 - 4.3.9. Manuals for all purchased components.

5. Training Documents

- 5.1. Document format. Except as outlined below, all training documents will use the format detailed in paragraph one.
- 5.2. Lesson Plans, Lecture Outlines, and training support documents. These documents will use standard formats defined by the Training Team. All major points in Lecture/Presentation Outlines will be indicated by a number or letter. Bulleted lists will not be used.
- 5.3. PowerPoint presentations. The Training Team will establish a standard format for PowerPoint presentations that will provide a consistent "look and feel" without being monotonous.

6. Publishing Process

- 6.1. Project Torch Light documents. Documents which will be published using a Project Torch Light number go through the following steps.
 - 6.1.1. The responsible Team Leader will:
 - 6.1.1.1. Reserve a number for the document from the Project Administrator.
 - 6.1.1.2. Assign the work of writing the document.
 - 6.1.1.3. Review and approve the completed document.
 - 6.1.1.4. Submit the document to the Project Administrator.
 - 6.1.2. The Project Administrator will:
 - 6.1.2.1. Review the document for correct grammar, spelling and compliance with this instruction.
 - 6.1.2.2. Coordinate all corrections with the responsible Team Leader.
 - 6.1.2.3. Submit the corrected document to the Project Director for approval.
 - 6.1.2.4. Print, copy, and distribute all approved documents.

- 6.1.3. The Project Director will:
 - 6.1.3.1. Review and approve or return all Project documents.
 - 6.1.3.2. Publish all approved documents to the Project Torch Light web site.

- 6.2. Wisconsin Wing documents. Documents that will be published bearing a Wisconsin Wing number will first complete the procedure in paragraph 6.1. The Project Director will then gain the appropriate approvals for the document to be published as a Wisconsin Wing publication. The Project Administrator will coordinate with the Wing Director of Administration to have the document published through normal wing channels.