NMCC/CC/1
BRIEF FOR CDF
THRO' DMI
KDF SERVICE WRITING

COMMENTS

Introduction

1.   On 15 Mar 24, Cyber Command Offrs participated in lecture of opportunity from Col Cyber on KDF Service Writing (SW) at Moran Center. The Offrs were introduced to Defence Writing Manual, a guidance reference when writing briefs, minutes and reports. Key guidance elements highlighted included document fonts, headings, spacing, numberings and annexes.

Fonts

2.   Official fonts allowed in SW are font type Times New Roman size twelve (12), and type Ariel Narrow size fourteen (14). However, Commanders' font preferences precede the above considerations. Fonts sizes for headings always are two (2) points higher while tables take 2 points lower.

Headings

3.   Title and Main Heading are be bold and capitalized without underline. Subject Heading can be bold but capitalize only the first letter. No underline in the document.

Spacing

4.   A Tab space between the number and the beginning of the sentence should be 1cm wide. Document margins are 2cm on both left and right. The right margin can be adjusted to 4cm IOT create comment space for the Commander. Top and Bottom margins should also be 2cm. Above the header is 1.5cm, and below the footer, make 1.5cm.

Numbering

5.   Page numbering for restricted documents adopts the page number justified above the restricted classification while secret documents will have the page number of the total pages in the document for example 1 of 10 above the secret classification.

6.   Paragraph numberings are normally written in figures starting from 1, followed by sub para in letters a, followed by sub-sub para with figures in brackets (1) and followed by sub sub-sub para with letters in brackets (a).

Tables

7.   Tables and Ref materials can be attached as an annex (or flags for briefs). Annex must be introduced in the main document. Annex can include appendices for further reference. An example is attached for your reference. **See ………………………………………. Flag A**.

Recommendation

8.   Offrs to refer to the Defence Writing Manual regularly IOT sharpen their writing skills.

9.   Sir, for your information/guidance.

Mar 24   **T S HAMZA**
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