

CAPITALIZATION: GENERAL

The following are recommendations for capitalizing terms commonly found in directives based on the [GPO Style Manual](#) and customary usage.

CAPITALIZED		NOT CAPITALIZED
Agency (when referring to a Federal unit)	but	Federal agency executive agency
		congressional committee
Department/Departmental (when referring to DOE)		
Directives Management System, Directives System	but	directives
Guide		
Manual		
Order		executive, legislative, or judicial branch
Policy		
Executive Order XX (when accompanied by a number)	but	Executive order(s) (when not accompanied by a number)
Executive Secretariat		
Federal (referring to the United States or other sovereign power))	but	federally
Federal Government		
Government (referring to U.S.)		
Headquarters (referring to DOE)		field office, operations office, program office, and similar

CAPITALIZED		NOT CAPITALIZED
certain job titles (see separate list)		local (Federal, State, and local regulations)
Operations Security (OPSEC) (i.e., preceding the acronym)	but	operations security (when speaking hypothetically, about the concept, in theory, generically, etc.)
		special access program (with or without the acronym)
		special Government employee (Note: This is the capping style recommended by GPO style and followed in the U.S. Code, including 18 U.S.C. 202, where the term is defined.)
State (as in State law, State government, State of Ohio)		regulation
		rule
Web (as in Web site)		home page