



STATE OF WASHINGTON
MILITARY DEPARTMENT
Camp Murray, Washington 98430-5000

August 25, 2008

TO: Executive Management Team

FROM: Major General Timothy J. Lowenberg
The Adjutant General

SUBJECT: Department Policy and Procedure Numbering and Supersession

The Military Department is in the process of transitioning to a new numbering system for Department Policies and Procedures. The numbering system is managed by the Special Assistant to the Director's Office. To clarify transition to the new numbering format and the supersession of policies and procedures, the following points are provided:

- Existing policies and procedures will retain their original number until they are updated, at which time they will receive a new policy number. If applicable, both the new and previous number for the same policy or procedure will be reflected in the document heading (i.e., there will be a line for "Previous Number" below "Title").
- The most current version of a policy or procedure supersedes previous versions.
 - This applies regardless of whether the number assigned to that policy or procedure changed. For example, if a policy created several years ago is updated and assigned a new number, the new version with the new number supersedes the previous version with the old number.
 - This applies regardless of whether the title of the policy or procedure changed. For example, if a previous version is titled "Managing Records" and the updated version is titled "Records Management," the updated version supersedes the previous version based upon the topic it addresses and its content.
 - Unless specifically stated in the updated version, this applies to updated policies or procedures that change the scope or address fewer topics than the previous version. For instance, if a section is removed from a policy in its updated version, it is assumed that the section is no longer valid and the content of the previous version is no longer valid.

