

AI Tools Field Guide Not affiliated with OpenAI, Google, xAI or Anthropic; your organization's rules come first.

Put the shelf in front of it, make it cite the paragraph, and open what it cites.



Give it the shelf

- **A broad policy or research question:** Gemini with Deep Research on. It searches the open web, nothing to upload.
- **Command instructions:** put them in a project or an agent's knowledge files. Up to 40 in ChatGPT, 100 in a Gemini agent.
- **Keep the shelf current.** Replace the file when the instruction changes; an old file gives confident old answers.
- **Keep to the data rules.** If it would not go on the share drive, it does not go here either.



Open the page it cites

- 1 **Take the careful tier.** **Pro** GPT 5.6 Terra Grok Expert Policy questions are where the fast tier skims.
- 2 **A citation is a pointer, not proof.** Open it and read the paragraph yourself.
- 3 **Check the date and the change number.** A superseded version answers just as confidently.
- 4 **Long documents are read unevenly.** If an answer looks thin, ask about that chapter by name.
- 5 **The instruction wins.** Where the answer and the page disagree, the page is right.



Say it like this

PROMPT TO COPY

Which instruction and paragraph governs this? Quote the sentence. If the attached files do not answer it, say so rather than answering from memory. Then list any attached instructions that disagree on this point, and show both passages with their paragraph numbers. Name the edition and change number of every document you used, so I can confirm I gave you the current one.

- Sailors may combine regular leave with special liberty, but the member must start and finish their leave at their home station or port [source: 5, 10]. If the member leaves the home station/port and does not return prior to checking out on leave, the entire period of leave and special liberty is charged as leave [source: 10].
- Special liberty is also strictly prohibited at the beginning or end of a Temporary Additional Duty (TAD/TDY) period if its sole purpose is to extend the TAD/TDY [source: 10].

Gemini tags each claim with a numbered source.

TAKE AWAY

The policy library for Navy-wide answers, a project or an agent for your own instructions, a quoted paragraph behind every answer, and your own eyes on the page.

An independent site to help people learn what generative AI is and how to use AI tools well. It is not official guidance from any organization. Platform, vendor, and policy facts change quickly, so follow your own organization's rules and verify anything you rely on. Use at your own risk.