

<b>COMMON ISSUANCE MISTAKES</b>	
<b>MISTAKE</b>	<b>SOLUTION</b>
<b>PRE-COORDINATION</b>	
Wrong format (spacing, tabs, etc.).	Always download the templates from the DoD Issuances Web Site before starting a new issuance.
References out of date.	Check that all references are still current before submission.
OSD Component's charter not referenced.	In its Purpose statement, the issuance must refer to the Component charter and, if relevant, any other document that authorizes publishing issuances. (This does NOT apply to issuances signed by DepSecDef.)
SD 106 not complete/incorrect version used.	Be sure to download the current version of the SD 106 from the DoD Issuances Website. Fill in Boxes 1-13 and Boxes 14a(2) and 14(b).
Responsibilities or procedures in the Policy section.	If it prompts the question "Who will do this?", it is a responsibility. If it answers the question "How will this be done?", it is a procedure. These must be moved to the appropriate section or enclosure.
<b>LEGAL OBJECTION REVIEW</b>	
Questions asked/issues raised during pre-coordination not answered/resolved.	Depending on the level of importance of the question/issue, this may delay release of issuance for legal objection review. Call or e-mail WHS processing editor (cc: Senior Editor) to discuss adjudication.
<b>FORMAL COORDINATION</b>	
Version posted to the portal is different from the version approved by OGC during legal objection review.	The legal objection review may be considered invalid and recoordination with OGC may be required.
Coordinators not on the Portal not notified.	Any outside coordinators (NOAA, PHS, DOJ, DOS, etc.) must be independently contacted and coordination material supplied by the Action Officer.
<b>PRE-SIGNATURE</b>	
Coordinations outdated or not signed at the correct level.	The issuance must be signed no more than 6 months after the coordination suspense date on the Portal (3 months for DTMs and cancellations). If past that date, the action memo must explain reason for processing delay and justification for considering the coordination(s) valid. Out of date coordinations may be rejected by the Directives Division or the primary signature

<b>COMMON ISSUANCE MISTAKES</b>	
<b>MISTAKE</b>	<b>SOLUTION</b>
	<p>authority and issuance may be returned for recoordination.</p> <p>Check the “List of Signature Authorities” to ensure the coordinator is authorized to sign. If coordinator is not listed, check authorized signators on the Portal or call WHS.</p>
Comments not transferred verbatim to the consolidated comments matrix.	All DoD Component comments, with the exception of administrative comments, must be in the consolidated comments matrix as originally written and adjudicated.
Comments in consolidated comments matrix out of order or referencing incorrect paragraphs.	Comments must be listed in page then paragraph order. If paragraphs are moved or deleted, the matrix must reflect the updated paragraph numbering.
Substantive comments marked as Critical (see the SD 818 for definitions of “substantive” and “critical”).	E-mail commenter and request to change “critical” to “substantive.”
Action memo lacks complete information (coordination missing/outdated/nonconcurs received).	<p>Action memo must note:</p> <ul style="list-style-type: none"> <li>- Explanations for outdated coordinations</li> <li>-Primary coordinators that did not respond</li> <li>-Any DoD Component that initially nonconcurred and action taken to resolve the nonconcur</li> <li>-If the issuance has any outstanding issues, justification for signing the issuance as it exists.</li> <li>-Security coordination information (unclassified issuances)</li> </ul>
Nonconcurs not officially revoked.	To revoke a nonconcur, all of the DoD Component’s comments must be fully accepted OR a new SD 106 or memo concurring must be submitted by the nonconcurring signer or a person at a higher level. E-mails are not considered official revocation of a nonconcur.
<b>LEGAL SUFFICIENCY REVIEW</b>	
Questions asked/issues raised during pre-signature not answered/resolved.	Depending on the level of importance of the question/issue, this may delay release of issuance for legal sufficiency review. Call or e-mail WHS processing editor (cc: Senior Editor) to discuss adjudication.
<b>POSTING</b>	
Signed document received is different from the version approved by GC, DoD during legal	The legal sufficiency review may be considered invalid and recoordination with

<b>COMMON ISSUANCE MISTAKES</b>	
<b>MISTAKE</b>	<b>SOLUTION</b>
sufficiency review.	OGC may be required.
Hard copy package not sent.	Original hard copy package should be sent in its entirety to WHS through the OSD mailroom or hand carried by AO. Do NOT send through U.S.P.S.
Office of Security Review approval not sent.	If WHS/ESD/DD is not cc'd on the email, forward it to DoDDirectives@whs.mil.