

DoD ISSUANCE PREPARATION CHECKLIST
(See related resources at www.dtic.mil/whs/directives, "The Issuance Process.")

Stage 1. Development: Draft issuance and coordinate internally.		
<input type="checkbox"/> a. Issuance prepared using template and standards on issuances website	<input type="checkbox"/> b. Issuance coordinated internally (within originating Component)	<input type="checkbox"/> c. Unsigned SD 106, "Coordination Record," prepared for signature
Stage 2. Precoordination: Obtain precoordination edit.		
<input type="checkbox"/> a. Issuance and unsigned SD 106 sent to DoDDirectives@whs.mil (- or - for classified to DoDDirectives@whs.pentagon.smil.mil)	<input type="checkbox"/> b. Editor's changes reviewed and accepted/declined using MS Word Track Changes	<input type="checkbox"/> c. If critical or substantive remark declined, editor contacted and decision explained
<input type="checkbox"/> d. Clean copy of issuance submitted to the Portal for OGC legal objection review (Focal Points will assist)		
Stage 3. Formal Coordination: Coordinate externally.		
<input type="checkbox"/> a. Any OGC changes accepted and comments deleted for clean copy.	<input type="checkbox"/> b. Clean copy and SD 106 provided to appropriate official for SD 106 signature (See LIST of SIGNATURE AUTHORITIES)	<input type="checkbox"/> c. Issuance in MS Word and scanned SD 106 submitted to Portal (Focal Points will assist)
<input type="checkbox"/> d. Request OGC legal adjudication review via e-mail during/after adjudication of formal coordination		
Stage 4. Presignature: Submit final package to DoDDirectives@whs.mil; OGC; and Office of Security Review (OSR) before obtaining signature.		
<input type="checkbox"/> a. Submit final package to DoDDirectives@whs.mil or DoDDirectives@whs.smil.mil		
<input type="checkbox"/> (1) UNSIGNED action memorandum <ul style="list-style-type: none"> <input type="checkbox"/> For DoDD: Contains statement as to why a Directive is required <input type="checkbox"/> For DoDD to DoDI: Contains statement that Directive is being reissued as Instruction <input type="checkbox"/> For no response from primary coordinators: Explain why issuance should be signed without agency's coordination <input type="checkbox"/> For nonconcurs from primary coordinators: Explain reason for nonconcur and justification for why issuance should be signed without concurrence 		<input type="checkbox"/> (2) List of Coordinating Officials <ul style="list-style-type: none"> <input type="checkbox"/> Contains issuance # and title <input type="checkbox"/> Provides Component, coordinator name, and coordinator title if not the Component Head <input type="checkbox"/> Coordinators are at authorized level (per LIST OF SIGNATURE AUTHORITIES) <input type="checkbox"/> Date matches date of signature on SD 106 or coordination memo; if no date is given, use date coordination was posted to the Portal. <input type="checkbox"/> Package must be submitted for presignature review and signature ≤ 6 months from the date of coordination suspense (≤ 3 months for DTMs, cancellations); if older, action memo states why issuance is late and why coords should still be considered valid

Stage 4. Presignature (Continued)

<input type="checkbox"/> (3) SD 818, “Comments Matrix” <input type="checkbox"/> NO admin comments entered <input type="checkbox"/> Critical/substantive comments from all coordinators listed in page # and then paragraph order <input type="checkbox"/> Coordinator recommendations and rationale entered <input type="checkbox"/> Disposition of comment included (Accept/ Reject/Partially Accept) <input type="checkbox"/> If comment was rejected or partially accepted, originator justification provided	<input type="checkbox"/> (4) For coordinators that do not post coordinations to Portal, copies of coordinator SD 106s or signed memos and ALL coordination comments <input type="checkbox"/> Signatures are legible or clarification provided <input type="checkbox"/> Dates provided
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b. Submit to OGC for legal sufficiency review

<input type="checkbox"/> Clean MS Word copy to OGC via the Portal (Focal Points will assist) as described in 4.a.	<input type="checkbox"/> If determined legally insufficient by OGC, objections resolved prior to signature.
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c. Submit to OSR for approval (if releasability unlimited)

<input type="checkbox"/> Unsigned final MS Word version of issuance <input type="checkbox"/> All tracked changes and comments removed	<input type="checkbox"/> List of coordinating officials <input type="checkbox"/> Completed Form 1910
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Stage 5. POSTING: Submit signed issuance for posting to DoD Issuances Website.

<input type="checkbox"/> a. Hard copy/original signed documents delivered to Directives Division <input type="checkbox"/> Action memorandum <input type="checkbox"/> Issuance <input type="checkbox"/> List of Coordinating Officials <input type="checkbox"/> SD 818	<input type="checkbox"/> b. Electrons e-mailed to DoDDirectives@whs.mil or DoDDirectives@whs.smil.mil <input type="checkbox"/> Certification of date issuance was signed (DO NOT write this date on signed issuance) <input type="checkbox"/> MS Word version of signed issuance <input type="checkbox"/> Final version of SD 818 and List of Coordinating Officials <input type="checkbox"/> OSR approval <input type="checkbox"/> OGC Legal Sufficiency Review Results
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