

## PROCESSING DoD ISSUANCES

This document provides procedures for action officers (AOs) who are processing DoD directives (DoDDs), instructions (DoDIs), manuals (DoDMs), and directive-type memorandums (DTMs) as well as changes to and cancellations of those issuances signed or approved by OSD Component heads other than the Director of Administration and Management (DA&M) or Director, Washington Headquarters Services (WHS). If you are part of an office under DA&M or the Director, WHS, use the *Processing AIs AND DA&M/WHS Issuances*, available on the DoD Issuances Website. In this document:

- “Issuance” includes DoDDs, DoDIs, DoDMs, and DTMs.
- “You” refers to the AO; “your Component” refers to the OSD Component under which your office falls.
- “We” refers to the Directives Division (DD)
- “Our website” refers to the DoD Issuances Websites on the unclassified and classified systems.
- *Italicized* documents are supporting documents available on our website.

The DoD and OSD Components must process issuances and their revisions, changes, and cancellations according to these procedures and DoDI 5025.01, “DoD Directives Program.” Sections 1 through 5 of these procedures address establishing and revising issuances. Sections 6 and 7 contain unique requirements for changing and cancelling issuances. Figures 1 and 2 show the stages of the issuance process and the types of issuance actions. See Table 1 of DoDI 5025.01 for issuance coordination and completion timelines.

All supporting documents referenced in these procedures are available on our website at:

<http://www.dtic.mil/whs/directives> (unclassified)  
<http://www.dtic.smil.mil/whs/directives> (classified)

Submit by e-mail **all** electronic versions of issuances to DD for review to:

[DoDDirectives@whs.mil](mailto:DoDDirectives@whs.mil) (unclassified)  
[DoDDirectives@whs.smil.mil](mailto:DoDDirectives@whs.smil.mil) (classified)

Figure 1. Stages in Processing DoD Issuances

<p><b>STAGE 1: <u>DEVELOPMENT</u>.</b> Draft the issuance and coordinate internally within your Component.</p> <p><b>STAGE 2: <u>PRECOORDINATION</u>.</b> Get a precoordination edit from DD and a legal objection review (LOR) from the Office of the General Counsel, DoD (OGC).</p> <p><b>STAGE 3: <u>FORMAL COORDINATION</u>.</b> Coordinate with external agencies. Adjudicate and incorporate external agency comments in coordination with OGC.</p> <p><b>STAGE 4: <u>PRESIGNATURE</u>.</b> Send the final coordination package to DD for review and obtain a legal sufficiency review (LSR) from OGC. For unclassified issuances proposed for public release, obtain a security review from WHS Office of Security Review (OSR).</p> <p><b>STAGE 5: <u>SIGNATURE AND POSTING</u>.</b> Send the final issuance to DD for posting to the Internet.</p>
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Figure 2. Types of DoD Issuance Actions

<u>Establishing a New Issuance</u>	The office of primary responsibility (OPR) determines the need to establish new DoD policy or to assign responsibilities and/or provide procedures for implementing policy established in an existing issuance.
<u>Reissuing an Existing Issuance</u>	May include updating an issuance, combining two or more issuances, or reissuing a DoDD as a DoDI, a DoD publication as a DoDM, or a DTM as a DoDD, DoDI, or DoDM.
<u>Changing an Existing Issuance</u>	<ul style="list-style-type: none"> <li>• <u>Administrative Changes</u>. Alter only nonsubstantive portions of an issuance such as titles and/or dates of references and organizational names and/or symbols.</li> <li>• <u>Conforming Changes</u>. Comply with recent (within 90 days) and specific Executive, Legislative, Secretary or Deputy Secretary of Defense direction.</li> <li>• <u>Substantive Changes</u>. Amend an essential section of an issuance such as purpose, applicability, policy, responsibilities, and procedures.</li> </ul>
<u>Cancelling an Existing Issuance</u>	The OPR determines that an issuance has served the purpose for which it was intended, is no longer needed, and is not appropriate for incorporation into a new or existing issuance.

1. STAGE 1: DEVELOPMENT

a. Assign a Number to the Issuance. Revised issuances will keep their number. For new issuances, you may propose the basic 4-digit number (the digits to the left of the decimal point). The number of an issuance is determined by its subject. Review the *DoD Issuance Numbering System* on our website and identify which subject group applies to the issuance.

b. Write the Issuance

(1) For New Issuances

(a) Review *DoD Issuances Defined* and determine which type of issuance best suits your purpose.

(b) Select the corresponding template and standard. Use of the templates is mandatory. **Don't** write over a prior version of the issuance.

(2) For New and Revised Issuances

(a) Review the *Writing Style Guide*, *Issuance Process Checklist*, and *Special Considerations Checklist*.

(b) Draft the issuance, coordinate it within your Component, and adjudicate any internal comments you receive. Refer to the templates, standards, guides, checklists, and other resources available from the supporting material on our website. Your Component directives focal point is also available to assist you during all stages of the process. Contact us at DoDDirectives@whs.mil for focal point contact information.

c. Determine External Coordination Requirements. See the instructions for block 16 of the

SD Form 106, “DoD Directives Program Coordination Record,” to determine primary and collateral external coordinators.

d. Prepare the SD Form 106. Use the instructions on the back of the form and the sample SD Form 106. **Don’t** have the SD Form 106 signed at this stage.

e. Keep Track of Directive Changes. **If you are reissuing a directive**, the Office of the Deputy Secretary of Defense requires a summary of changes from the current version online (see *Directive Reissuance Summary Sample*). The summary won’t be needed until you submit the final package for signature, but you should be aware of this requirement from the beginning and keep the necessary records.

## 2. STAGE 2: PRECOORDINATION

a. Precoordination Edit. E-mail the unsigned SD Form 106 and a clean (no comments or changes present), Microsoft (MS) Word copy of the issuance to us at DoDDirectives@whs.mil for review. You’ll receive an e-mail from us indicating your assigned editor and an estimated completion date. The precoordination edit includes a subjective review, a technical review, and a review of the SD Form 106. DTMs, because of their urgency, will be edited and returned to you in 2 workdays.

b. Incorporation of DD Edit. When you receive the precoordination edit, revise the issuance, accepting or rejecting changes and recommendations as appropriate. Delete all comments and remove all editorial markings from the draft. If rejecting changes or recommendations, coordinate these with your editor.

c. OGC Legal Objection Review (LOR). Submit a clean copy of the issuance and the unsigned SD Form 106, through your focal point or designated authority, to OGC via the Directives Portal System (referred to in this document as “the Portal”) for an LOR.

(1) Your editor will review the issuance before it is released to OGC and will work with you to resolve any outstanding issues.

(2) OGC shall identify the issuance as “not legally objectionable” or “legally objectionable.” If the issuance is legally objectionable, OGC will provide instructions to bring it into compliance with law. See paragraph 8a of Enclosure 3 of DoD Instruction 5025.01 for complete instructions regarding the LOR.

d. SD Form 106 Signature. After adjudicating OGC’s recommendations (if any), follow your Component’s procedures to get the SD Form 106 signed. (See the *List of Signature Authorities* for guidance on who can sign the SD Form 106.) **Don’t** make any additional changes to the issuance at this point unless you clear them with the Associate Deputy General Counsel (DGC) who completed the LOR and provide that concurrence to DD.

### 3. STAGE 3: FORMAL COORDINATION

#### a. Initiate Formal Coordination Through the Portal

(1) Follow the Portal Procedures to submit the signed SD Form 106, draft issuance, and a blank SD Form 818, “Comments Matrix For DoD Issuances” (header info must be complete), through your focal point or designated authority to the Portal. You can also contact the Portal Manager for assistance at Directivesprogramportal@whs.mil.

(2) Your editor will review the materials submitted before they are posted to the Portal to ensure that any changes required by OGC have been made.

(3) Upon release of the task for coordination, the Portal will e-mail you advising that the task has been posted.

b. Coordinators Without Access to the Portal. If you entered coordinators on the SD Form 106 that do not have access to the Portal (see *Offices with Access to DoD Directives Portal* on our website homepage), you are responsible for sending the issuance, the SD Form 106, and the SD Form 818 to them and for getting their response.

#### c. Adjudicate the Coordination Responses and Revise the Issuance

(1) Throughout the coordination period, the Portal will e-mail you each time a coordination response is received, and will e-mail reminders of upcoming and overdue suspenses to those DoD Components that haven’t responded. Only coordinators that have access to the Portal shall receive reminders.

(2) Review and adjudicate the responses as they are received, including confirming that the coordination is signed at the appropriate level according to the *List of Signature Authorities*.

(3) Document coordination comments and their resolution on a consolidated SD Form 818.

(a) If there are conflicts, make every effort to resolve them at the lowest level; involve your focal point in reconciling differences; address unresolved issues in the action memo prepared during this stage (see paragraph 3e(1)).

(b) Administrative comments shouldn’t be included on the consolidated form, but corrections should be made in the issuance as appropriate.

(4) If comments are received that touch upon a legal issue or for which OGC input may be appropriate, contact the Associate DGC who provided the LOR in Stage 2. The Associate DGC will reply with advice and assistance specific to legal issues and/or to other issues you specifically identify. (See paragraph 8b of Enclosure 3 of DoD Instruction 5025.01 for complete instructions regarding the adjudication review.) Involving OGC throughout the adjudication

process will expedite the legal sufficiency review by identifying and resolving potential legal objections prior to completion of the presignature draft.

(5) Revise the issuance consistent with adjudication of comments received and the results of the OGC comment reviews.

d. Request a Final Adjudication Review from OGC. When all responding coordinating agencies' comments have been adjudicated and incorporated into the issuance as appropriate, provide the complete SD Form 818 and the final presignature draft issuance to the Associate DGC for review. The Associate DGC will inform you of any outstanding or new legal issues or confirm that all legal issues have been satisfactorily addressed.

e. Prepare the Materials for Presignature. Assemble the following materials for all actions except administrative changes (discussed in paragraph 6d).

(1) An action memo prepared according to the appropriate sample on our website for the type of issuance and action.

(a) Action memos must address issues (nonconcurrences, non-response of a primary coordinator, late coordinations) and justify signature of the document despite these issues.

(b) If the issuance is a directive being reissued, the action memo must refer to the summary of the changes (see paragraph 3e(5)).

(2) The final draft of the new, revised, or changed issuance

(3) SD Form 818

(4) List of Coordinating Officials.

(5) If the issuance is a directive being reissued, a summary of changes made from the current version published online.

(6) Coordinations and comments from coordinators that do not have Portal access. You are responsible for obtaining these materials and must provide electronic copies of their coordinations, including comments, with the materials for presignature. Their critical and substantive comments must be included on the SD Form 818.

(7) E-mail from OGC confirming completion of adjudication review. If OGC did not respond to requests for review, provide copies of your requests, including focal point involvement (see paragraph 8b of Enclosure 3 to DoDI 5025.01).

#### 4. STAGE 4: PRESIGNATURE

a. Presignature Review. E-mail the materials as described in paragraph 3e for presignature to DD for review. You'll receive an e-mail from us indicating your assigned editor and an estimated completion date. The presignature review includes a subjective review and a technical review of the issuance, the list of coordinating officials, and the action memorandum, as well as a review of the coordinations and the manner in which any comments received were addressed in the issuance.

b. Final Package (Action Memo and Its Attachments). Revise the edited issuance and other package contents as described in paragraph 3e according to the presignature review. If rejecting changes or recommendations, coordinate these with your editor.

c. OGC Legal Sufficiency Review (LSR). Submit a clean copy of the package as described in paragraphs 3e(1) through 3e(4), through your focal point or designated authority, to OGC on the Portal for an LSR. The General Counsel, DoD, Principal Deputy General Counsel, or a Deputy General Counsel will perform this review. OGC will identify the issuance as "legally sufficient" or "not legally sufficient". If the issuance is not legally sufficient, OGC will provide instructions to bring it into compliance with law. See paragraph 8c of Enclosure 3 of DoDI 5025.01 for complete instructions regarding the LSR.

d. Security Review. For issuances with unlimited releasability, upon incorporating changes from OGC, e-mail a clean copy of the issuance, the LSR, the list of coordinating officials, and a completed, signed DD Form 1910, "Clearance Request for Public Release of Department of Defense Information," to OSR at [secrev1@whs.mil](mailto:secrev1@whs.mil) for approval to publish the issuance on the unclassified DoD Issuances Website. OSR approval is mandatory for release on the unclassified Internet.

e. Prepare the Final Package. Revise the issuance and other package contents if required by the OSR review. Assemble the final package for signature in accordance with paragraph 3e(1).

## 5. STAGE 5: SIGNATURE AND POSTING

a. Posting Review. DoD issuances are processed differently in Stage 5 depending on who is signing the issuance. The issuance should **not** be substantially changed after completion of the LSR; any changes made may require refreshment of the LSR via the Portal.

### (1) Signed by the Secretary or Deputy Secretary of Defense

(a) Follow your Component's internal procedures to obtain action memo signature and submit the original hard copy final package to the Office of the Secretary or Deputy Secretary of Defense.

(b) If the directive is being reissued, include in the hard copy package a detailed summary of changes from the current version online (see *Directive Reissuance Summary Sample*).

(c) E-mail an MS Word copy of the version of the issuance that was sent for signature, the SD Form 818 and list of coordinating officials, and the OSR approval and summary of directive changes, if applicable, to us.

(2) Signed by the OSD Component PSA

(a) Follow your Component's internal procedures to submit the original hard copy final package to your PSA.

(b) After the issuance has been signed, e-mail an MS Word copy of the version of the issuance that was sent for signature and the OSR approval, if applicable, to us.

(c) Submit the original hard copy final package (signed issuance, signed action memo, the final SD Form 818, etc.) to us via the OSD mailroom or courier. **Don't** send via the U.S. Postal Service.

(3) All Issuances. Your editor will review the package and resolve any substantive issues with you.

b. Distribution

(1) For issuances that are releasable, we'll post the issuance to our unclassified and classified websites and notify you and your focal point of the posting.

(2) For classified issuances, we'll post the issuance to our classified website and notify you and your focal point of the posting.

(3) For issuances that are not releasable via our website, we'll return an electronic copy of the signed version of the issuance to you for final distribution and notify your focal point.

6. SPECIAL PROCEDURES FOR CHANGES

a. About Changes

(1) A change amends an existing DoD issuance and has the full authority of the issuance. A changed issuance retains its original date (initial publication or last coordinated revision) and its original signature. Changes to an issuance are identified in accordance with paragraph 6b(2). Agency comments made during formal coordination must be on the **changing text** only.

(2) Changes to DoD issuances are permitted and encouraged during their respective life cycles (see DoDI 5025.01).

(3) If more than 25 percent of an issuance requires change, the entire issuance must be revised, coordinated, and reissued with a new date and signature.

b. Drafting Changes. To draft a change:

(1) Contact us to get the MS Word version of the issuance currently online.

(2) Use the “Format Font” tools in MS Word to identify deleted information in red font with a red strike-through and to insert new information into the issuance in red italics. **Don’t** use “Track Changes” for this function. Always show deleted text first, placing new text after the deleted text, if applicable. See *Standards for Making Changes to DoD Issuances and Changes and Cancellations* on our website for complete instructions.

c. Entering a Releasability Statement. Releasability statements have been required in DoD issuances since January 2008. For guidance on determining releasability, go to DoDD 5230.09, DoDI 5230.29, and SECDEF MESSAGE: INFORMATION SECURITY/ WEBSITE ALERT.

(1) For DoDDs and DoDIs that do not have a releasability statement, select one from the options in Figure 3. Enter it into the issuance in red italics above the signature, immediately preceding the effective date.

(2) For DoD publications that do not have a releasability paragraph, select one from the options in Figure 4. Enter it into the issuance in red italics as the final paragraph of the “FOREWORD,” left-aligned immediately preceding the signature block.

Figure 3. Releasability Sections for DoDDs and DoDIs

<p>– Option 1 –</p> <p><i>#. <b>RELEASABILITY, Unlimited.</b> This [enter issuance type] is approved for public release and is available on the Internet from the DoD Issuances Website at <a href="http://www.dtic.mil/whs/directives">http://www.dtic.mil/whs/directives</a>.</i></p> <hr/>
<p>– Option 2 –</p> <p><i>#. <b>RELEASABILITY, Restricted.</b> This [enter issuance type] is approved for restricted release. Authorized users may obtain copies on the SECRET Internet Protocol Router Network from the DoD Issuances Website at <a href="http://www.dtic.smil.mil/whs/directives">http://www.dtic.smil.mil/whs/directives</a>.</i></p> <hr/>
<p>– Option 3 –</p> <p><i>#. <b>RELEASABILITY, Not Releasable.</b> The release and distribution of this [enter issuance type] shall be approved only by [enter the OPR and contact information].</i></p>



Figure 4. Releasability Paragraphs for Publications

<p>– Option 1 –</p> <p><i>This DoD publication is approved for public release and is available on the Internet from the DoD Issuances Website at <a href="http://www.dtic.mil/whs/directives">http://www.dtic.mil/whs/directives</a>.</i></p> <hr/>
<p>– Option 2 –</p> <p><i>This DoD publication is approved for restricted release. Authorized users may obtain copies on the SECRET Internet Protocol Router Network from the DoD Issuances Website at <a href="http://www.dtic.smil.mil/whs/directives">http://www.dtic.smil.mil/whs/directives</a>.</i></p> <hr/>
<p>– Option 3 –</p> <p><i>The release and distribution of this publication shall be approved only by [enter the OPR and contact information].</i></p>

d. Processing Administrative Changes. An administrative change alters only nonsubstantive portions of an issuance such as titles and dates of references, and organizational names and symbols.

(1) Administrative changes to most DoD issuances do not require formal coordination or legal reviews. However, directives must have an OGC LSR and, if applicable, all issuances require a security review by OSR.

(2) Follow established procedures within your Component to coordinate the draft changed issuance internally. Coordinators should **only** comment on changed text. Revise the issuance consistent with any internal coordination comments received, then assemble a package that includes:

(a) Unsigned Action Memo. Use the appropriate action memorandum template from our website.

(b) Attachments. The final draft of the changed issuance.

(3) Follow the standard procedures in section 2 to submit the package to DD for review. When following the standard procedures, the action memo will replace the SD Form 106.

(4) If your issuance is a directive:

(a) Upon receiving the DD review and incorporating changes and comments as appropriate, send the issuance to OGC through the Portal for an LSR.

(b) When OGC has determined that the change is legally sufficient, get a security review from OSR, if applicable (see paragraph 4d).

(c) After the OSR review is complete, send the original hard copy package to your Component head for signature on the action memo.

(5) Follow the standard procedures in section 5 to post the changed issuance to our website. For DoDDs, begin with paragraph 5a(1). For DoDIs, DoDMs, and DoD publications, begin with paragraph 5a(2).

e. Processing Conforming and Substantive Changes. Process conforming and substantive changes according to sections 1 through 5, beginning at paragraph 1b(2)(b) (internal coordination). Coordinating agencies should comment on changed text **only**. Comments made on unchanging text should be considered when the issuance is reissued.

(1) Conforming changes to DoD issuances require formal coordination with the mandatory agencies (DoD Inspector General and the DA&M).

(2) Substantive changes to DoD issuances are fully coordinated.

(3) Both substantive and conforming changes require OGC legal reviews and, if applicable, a security review by OSR.

## 7. SPECIAL PROCEDURES FOR CANCELLATIONS

a. About Cancellations. If, during review of a DoD issuance or at any other time, the OPR determines the issuance has served its purpose, is no longer needed, and is not appropriate for incorporation into a new or existing issuance, the OPR initiates its cancellation.

### b. Processing Cancellations

(1) All cancellations are fully coordinated.

(2) An issuance is cancelled by the original signing authority. The action memo must be signed at the same level at which the issuance was signed.

(3) Follow established procedures within your Component to coordinate the cancellation internally.

(4) Send the unsigned SD Form 106 to us for review (see section 2).

(5) Upon receiving the edited SD Form 106, follow your Component's procedures to get the SD Form 106 signed.

(6) Send the signed SD Form 106 and a copy of the issuance to be cancelled, through your focal point or designated authority, in .pdf format to the Portal to initiate formal coordination.

(7) Adjudicate any comments received during formal coordination and make a final package consisting of an action memo, list of coordinating officials, and an SD Form 818. The action memo will be signed by the OSD Component head. Use the *Cancellation Memo* template to draft the action memo.

(8) Send the action memo, list of coordinating officials, and the SD Form 818 to us for a presignature review.

(9) Upon receiving the presignature review, make any changes required and send the action memo, list of coordinating officials, consolidated SD Form 818, and a .pdf of the issuance to be cancelled through your focal point or designated authority to OGC on the Portal for an LSR.

(10) For issuances signed by the Secretary or Deputy Secretary of Defense:

(a) Upon receiving the OGC LSR, follow your Component's internal procedures to get the action memo signed and forward the package to the Office of the Secretary or Deputy Secretary of Defense.

(b) The final package will be sent back us after it is signed, and we'll remove the cancelled issuance from the DoD Issuances Website(s), update the Cancelled DoD Issuances Search database, and notify you and your focal point.

(11) For issuances not signed by the Secretary or Deputy Secretary, upon receiving the OGC LSR:

(a) Follow your Component's internal procedures to get the action memo signed.

(b) Upon receiving the signed action memorandum approving cancellation, send the final package (hard copy and electronic) to us. We'll remove the cancelled issuance from our website(s), update the Cancelled DoD Issuances Search database, and notify you and your focal point.