

List of Changes to DoD Instruction 5025.01

The forms required for use in the issuance process have been updated and redesignated in accordance with DoD policy. The DD Form 106 (formerly SD Form 106) will be used to request formal coordination only. The DD Form 818 (formerly SD 818) will be used to provide formal coordination response. The office of primary responsibility will sign the DD Form 106; the DoD Components coordinating will sign the DD Form 818. (General)

Secretary of Defense/Deputy Secretary of Defense (SecDef/DepSecDef) policy memorandums are no longer discussed in DoDI 5025.01 as part of the DoD issuance process. These memorandums, prepared in accordance with Volume 1 of DoDM 5110.04 and signed by the SecDef or DepSecDef, may quickly establish or implement DoD policy and guidance outside of the DoD issuance process. However, the memorandums will be published on the DoD Issuances Website to ensure there is one official central DoD repository for DoD policy. (Page 4)

OSD and DOD Components must place a high priority on processing issuances that codify policy or provide guidance as directed by the SecDef or DepSecDef, in new or amended Executive orders, and in new or amended statutes. (Page 5)

Director, WHS, through the ODCMO Primary Issuances Focal Point, convenes an OSD issuances planning meeting quarterly (or as needed). (Page 6)

Director, WHS, through the Chief, Directives Division, tracks and reports DoD Component compliance with the issuance process timelines in Table 1 as appropriate. Also tracks and reports DoD Component compliance with negotiated timelines for complex, sensitive, or controversial issuances. At a minimum, the applicable Primary Issuance Focal Points will be notified when timelines are not met. (Page 7)

(Page 8) OSD Components will:

- Provide the DA ODCMO with a report of Component issuances that will be developed or revised during the calendar year. This report must be provided yearly by January 1 and updated, as necessary, each quarter. The Components and Directives Division will use the report to help expedite issuance development as necessary. A proposed timeline will be provided for each issuance identified as complex, sensitive, or controversial if the issuance cannot adhere to the timeline in Table 1. (Page 8)
- Through the Issuance Focal Point(s), notify Directives Division within 7 working days upon discovering that policy or guidance must be codified in a DoD issuance as a result of the SecDef or DepSecDef direction, a new or amended Executive order or White House memorandum, or a new or amended statute. (Pages 8, 12)

- Notify the Directives Division immediately when an issuance is identified as complex, sensitive, or controversial. This will preferably occur at the beginning of the issuance process but it can happen at any point during the process. If the issuance cannot adhere to the timeline in Table 1, provide a proposed timeline for processing the issuance to the Directives Division. The timeline must include a specific proposed publication date.

The Primary Issuance Focal Point engages with other Primary Issuance Focal Points as necessary to facilitate the resolution of nonconcurs and other disagreements, and to ensure the timeliness of issuance process actions, including development and coordination. (Page 11)

Specific Primary Focal Point responsibilities can only be delegated to Alternate Focal Points. Alternate Focal Point responsibilities cannot be delegated. (Page 11)

OSD Primary Focal Points attends ODCMO quarterly DoD issuances planning meetings. (Page 12)

OSD Alternate Focal Points submit issuances to the Directives Division at each stage of the process. (Page 12)

Stages and Their Timelines. The issuance process has five stages as shown in Table 3. Table 1 contains information regarding the amount of time each stage will take. Offices of primary responsibility must follow the timelines. The DCMO and OSD Component heads will be notified if issuances don't meet Table 1 timelines. (Page 13)

Complex, Sensitive, or Controversial Issuances. These issuances may deal with politically or legally sensitive subjects, impact DoD Component activities, or impose requirements on or require approval or concurrence from government agencies outside DoD. The office of primary responsibility or the General Counsel of the Department of Defense (GC DoD) will identify these issuances upon discovery to the Directives Division. The officials authorized to identify issuances as complex, sensitive, or controversial are the heads, principal deputies, and Primary Issuance Focal Points of the office of primary responsibility and the GC DoD. (Page 13)

DoD issuances will now be tracked from the development stage in the office of primary responsibility and the timeline has been accelerated as described in Table 1. (Page 15)

The Directives Division will provide the OSD Component Issuance Focal Points with a list of the issuances for which their Component is the office of primary responsibility that are due to be reissued or require a change or cancellation within the next 18 months. (Page 22)

An issuance nearing its 10-year anniversary of publication should be reissued if it is still required. Whenever an issuance is no longer required, it should be cancelled. (Page 22)

Coordinations are considered valid for 3 months from the date of the Portal coordination suspense for DoDDs, DoDIs, DoDMs, and AIs. Coordinations for DTMs are valid for 9 weeks from the date of the Portal coordination suspense. (Page 25)

Coordinating Components must identify on the DD Form 818 which comments are basis for a nonconcur. The comment categories of “administrative,” “substantive,” and “critical” are no longer in effect. (Page 26)

The office of primary responsibility must attempt to resolve a nonconcur before an issuance is approved and published. If the nonconcur itself is in violation of law, DoD policy, or Executive order, the office of primary responsibility only needs to notify the coordinator. There is now a specific process for elevating nonconcurs. (Page 27)

The purpose of the legal review is described in Section 6. (Page 30)

An issuance that is legally objectionable must be reworked. At a minimum, it must receive a second LOR. Depending on the severity of the change, it may also need a second precoordination review. (Page 30)

An issuance that is not legally sufficient must be reworked. At a minimum, it must receive a second LSR. Depending on the severity of the change, it may need to begin the process again at the precoordination review stage. (Pages 30 and 31)

Contact information and process requirements for issuances requiring coordination with unions has been updated. (Page 34)

The definition of direct oversight directive has been changed. The standard page length is now 12 pages. (Glossary)

The definition of DoD instructions has been changed. The category of “non-policy DoDI” has been discontinued. If a DoD issuance is not establishing policy, it may be processed as a directive-type memorandum, manual, or administrative instruction. DoD policy is established by the SecDef or DepSecDef in directives, or by the Principal Staff Assistants through instructions. (Glossary)