

PROCESSING ODCMO ISSUANCES

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FORWARD: GENERAL PRINCIPLES

GENERAL PRINCIPLES. This document provides procedures for action officers in the Office of the Deputy Chief Management Officer (DCMO) who are processing DoD directives (DoDDs), instructions (DoDIs), and manuals (DoDMs), administrative instructions (AIs), and directive-type memorandums (DTMs) for Deputy Secretary of Defense (DepSecDef), DCMO, or Director, Washington Headquarters Service (WHS) approval as well as changes to and cancellations of those issuances. In this document:

- “Issuance” includes DoDDs, DoDIs, DoDMs, DTMs, and AIs
- “You” refers to the action officer
- “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.

All offices and subordinate organizations in the Office of the DCMO (ODCMO) must process issuances and their revisions, changes, and cancellations according to these procedures and DoDI 5025.01, “DoD Issuances 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. Tables 1 and 2 show a brief description of 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:

whs.mc-alex.esd.mbx.dod-directives@mail.mil (unclassified)
whs.pentagon.esd.mbx.dod-directives@mail.smil.mil (classified)

Table 1. Stages in Processing Issuances

<p>STAGE 1: DEVELOPMENT</p>	<ul style="list-style-type: none"> • You draft the issuance or revision and coordinate it within your directorate. • Send the issuance and any associated documents to us for a compliance review. • Coordinate the issuance throughout the ODCMO. Make necessary changes to your issuance.
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Table 1. Stages in Processing Issuances, Continued

STAGE 2: PRECOORDINATION	<ul style="list-style-type: none"> • We look at it again to make sure the issuance still complies to required standards. • If appropriate, the Office of the General Counsel of the DoD (OGC) reviews the issuance for legal matters.
STAGE 3: FORMAL COORDINATION	<ul style="list-style-type: none"> • The issuance is coordinated throughout DoD. • You adjudicate and incorporate any comments received as appropriate.
STAGE 4: PRESIGNATURE, LEGAL SUFFICIENCY, AND SECURITY REVIEWS	<ul style="list-style-type: none"> • We look at your approval package to make sure the issuance and supporting documentation complies with standards. • You make any changes necessary; we send the material to OGC via the Portal for a legal sufficiency review. • If your issuance will be available to the public online, you send it to the Defense Office of Prepublication and Security Review (DOPSR) for approval for publication.
STAGE 5: APPROVAL AND PUBLICATION	<ul style="list-style-type: none"> • Your director or deputy signs the WHS Form 2 requesting approval. We review the final package and, if everything is in order, forward it for approval. • Once the issuance is approved and returned to us, we publish it on our website or return it to you if distribution is controlled.

Table 2. Types of Issuance Actions

ESTABLISHING A NEW ISSUANCE	<p>Includes:</p> <ul style="list-style-type: none"> • DoDDs, DoDIs, DTMs, and DoDMs establish or implement DoD policy, assign responsibilities, or provide procedures for the DoD Components. • AIs implement DoD policy established in a DoDD or DoDI and assign responsibilities for the administration of the DoD Components that are serviced by ODCMO and subordinate organizations, primarily in the National Capitol Region. AIs can establish policy particular to those organizations supported by ODCMO.
REISSUING AN EXISTING ISSUANCE	<p>Includes updating an issuance or combining two or more issuances.</p>

Table 2. Types of Issuance Actions, Continued

<p>CHANGING AN EXISTING ISSUANCE</p>	<p>Includes:</p> <ul style="list-style-type: none"> • Administrative Changes <ul style="list-style-type: none"> - Changing an essential section of an issuance when it is made as a result of a fully coordinated substantive change to the DoDD or DoDI the issuance implements. - Changing an issuance as a result of law, Executive order, or SecDef/DepSecDef direction when the change is taken, word for word, from that direction. - Changing only nonsubstantive portions of an issuance such as titles/dates of references and organizational names/symbols. • Substantive Changes. Changing an essential section of an issuance such as purpose, applicability, responsibilities, procedures, information requirements, and releasability.
<p>CANCELLING AN EXISTING ISSUANCE</p>	<p>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.</p>

AUTHORITIES AND PROCESSING WITHIN ODCMO.

a. Authorities.

(1) **DCMO.** The DCMO has full authority over the DoD Issuance Program and its stages.

(2) **Director of Administration, ODCMO (DA ODCMO).** The DA ODCMO has the authority to initiate coordination (sign the DD Form 106), coordinate for ODCMO (sign the DD Form 818), and approve administrative changes to ODCMO issuances and DoDDs.

(3) **Director, WHS.** The Director, WHS, has the authority to approve publication of AIs.

b. Processing. ODCMO will use the Correspondence and Task Management System (CATMS) for processing official correspondence. If you don't have access to CATMS, e-mail may be used. See Table 3 for general guidelines.

Table 3. Internal Routing Guide

<p>If your issuance is ready for...</p>	<p>You'll use...¹</p>	<p>To send it to...</p>
<p>Internal coordination</p>	<p><i>WHS Form 2 for Internal Coord</i></p>	<p>Appropriate directorate contacts (see our website) via CATMS</p>
<p>DD Form 106 signature / formal coordination</p>	<p><i>WHS Form 2 for DD Form 106 Signature</i></p>	<p>Directives Division via e-mail²</p>

Table 3. Internal Routing Guide, Continued

If your issuance is ready for...	You'll use...¹	To send it to...
Director, WHS Approval	<i>WHS Form 2 for Signature, Approval</i>	Directives Division via e-mail ²
DCMO Approval	<i>WHS Form 2 for Signature, Approval</i> Action memo from DA ODCMO to DCMO	Directives Division via e-mail ²
DepSecDef approval	<i>WHS Form 2 for DSD Signature, Approval</i> Action memo from DA ODCMO to DepSecDef	Directives Division via e-mail ²
<p>¹ This document will be the “cover sheet” of your action package, informing leadership/coordinators about your action request.</p> <p>² Send to whs.esd.mbx.dod-directives@mail.mil or whs.pentagon.esd.mbx. dod-directives@mail.smil.mil.</p>		

SECTION 1: DEVELOPMENT (STAGE 1)

1.1. ASSIGN A NUMBER TO THE ISSUANCE. Revised issuances will keep their number. For new DoDDs, DoDIs, or DoDMs, 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. For new AIs, we'll provide a temporary number during precoordination.

1.2. WRITE THE ISSUANCE

a. For New Issuances

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

(2) Follow our standards accordingly. Use of the current online template is mandatory. Don't write over an earlier version of the issuance.

b. For New and Revised Issuances

(1) Review the Writing Style Guide and Preferred Usage, Issuance Process Checklist, and Special Considerations Checklist.

(2) As you write the issuance, refer to the templates, standards, guides, checklists, and other resources available from the supporting material on our website. The DD compliance analysts are also available to help you during all stages of the process.

c. Keep Track of Directive Changes. If you are reissuing or changing a directive, the Office of the DepSecDef requires a summary of changes from the current version online (see *DoDD Summary of Changes* template). The summary won't be needed until you submit the final package for approval, but you should be aware of this requirement from the beginning and keep the necessary records.

d. Coordinate the Issuance Within Your Directorate. Coordinate the issuance within your directorate and make any changes necessary. If you are in the Administration Directorate (AD), this will be done during internal coordination, but you should be sure that all necessary people in your office have had the chance to review the issuance.

e. Prepare the Forms

(1) **DD Form 106.** Use the instructions on the back of the form along with the sample DD Form 106 on our website to determine formal coordination requirements. For DTMs or cancellations, all coordinators other than the mandatory ones will be collateral. Prepare the rest of the form according to the instructions. See *List of Signature Authorities* for who is allowed to initiate coordination by signing Block 13. **Don't** have the DD Form 106 signed at this stage.

(2) WHS Form 2 for Internal Coordination

(a) Complete the *WHS Form 2 for Internal Coord.* **Don't** have the form signed at this stage.

(b) You must request coordination from AD; the Defense Business Management, Analysis, and Optimization Directorate (DBMA&OD); the Organizational Policy and Decision Support Directorate (OP&DSD); the Directorate for Oversight and Compliance (DOC); and the Planning, Performance, and Assessment Directorate (PP&AD). Responses must be received from OP&DSD. If you are in AD, coordination with the DoD Consolidated Adjudications Facility and Pentagon Force Protection Agency (PFPA) is required.

1.3. SUBMIT YOUR PACKAGE FOR DEVELOPMENT REVIEW. Submit the draft of the issuance, DD Form 106, and *WHS Form 2 for Formal Coord* (both unsigned) to DD for review before getting internal ODCMO coordination.

a. We'll review your material for content and compliance with DoD issuance standards and current DoD policy.

b. Once our initial review is complete, incorporate our revisions. If you decide not to accept recommended changes, be sure to check with your compliance analyst before internal coordination to make sure these changes weren't mandatory.

1.4. COORDINATE THE ISSUANCE WITHIN ODCMO (INTERNAL COORDINATION).

a. Have your director, or his or her deputy, sign the WHS Form 2 electronically. Signing the form in hard copy will create unnecessary additional work for you and your coordinators.

b. Create a coordination action in CATMS and set the coordination suspense according to the length of the issuance and the urgency of the action. A minimum suspense of 10 workdays is customary for internal coordination of issuances. The action in CATMS must include:

(1) Signed WHS Form 2.

(2) Draft issuance or the issuance proposed for cancellation.

(3) A blank DD Form 818, "DoD Issuance Coordination Response."

c. Who you send the coordination request to and the response you'll receive depends on which ODCMO directorate you're in.

(1) If you're in DBMA&OD, OP&DSD, DOC, or PP&AD, you'll send coordination requests to each of the other directorates, including to a single address in AD. See *ODCMO Coordination E-mail Address* for recipient addresses. Each directorate should provide a single response.

(2) If you're in AD, you'll send coordination requests to DBMA&OD, OP&DSD, DOC, or PP&AD. You will also send requests to any offices within AD that have equity in your issuance. See *ODCMO Coordination E-mail Address* for recipient addresses. You'll get one response each from DBMA&OD, OP&DSD, DOC, and PP&AD, but each office tasked in AD will respond to you individually.

d. If you're having trouble getting responses from OP&DSD, contact us for help at whs.mc-alex.esd.mbx.dod-directives@mail.mil. Non-responses from AD, DBMA&OD, DOC, or PP&AD shouldn't delay issuance processing unless they have strong equity in the publication (e.g., your issuance is about security in the Pentagon, and PFPA (under AD) hasn't responded).

1.5. PREPARE THE PACKAGE FOR DD PRECOORDINATION REVIEW

a. Adjudicate the Internal Coordination Responses. Review and adjudicate internal coordination responses as they're received, including confirming that the WHS Form 2 has been signed or an e-mail response submitted by an approved coordinator of the coordinating agency according to *ODCMO Authorized Coordinators*.

(1) Consolidate the coordination comments on a DD Form 818-1 and indicate their resolution. You don't need to include administrative comments on the DD 818-1 (see DoDI 5025.01 for definition), but make corrections in the document as appropriate.

(2) If there are conflicts, make every effort to resolve them at the lowest level; involve your chain of command in reconciling differences as appropriate.

b. Prepare the Package for DD. Prepare a package to submit electronically to the DD for precoordination review. Package contents include:

(1) A *WHS Form 2 for DD Form 106 Signature* to initiate coordination with OSD and DoD Components via the Portal; this stage is referred to as "formal coordination." Prepare the WHS Form 2 for signature of your director or his or her deputy according to your directorate's internal procedures. **Don't** have the form signed at this time; you'll be submitting the draft for our review.

(2) Unsigned DD Form 106.

(3) Issuance or copy of issuance proposed for cancellation.

(4) DD Form 818-1.

(5) ODCMO Coord Officials.

(6) Copies of all coordinations received, including the coordinators' comments.

SECTION 2: PRECOORDINATION (STAGE 2)

a. DD Precoordination Review. We'll check the package to make sure it's complete, assign a compliance analyst for review, and contact you to provide an estimated completion date. Your compliance review will include reviews of the issuance, the WHS Form 2, and the DD Forms 106 and 818-1, as well as the internal coordination comments and how they were resolved. When we return the material to you, adjudicate and incorporate our changes and comments as appropriate.

b. OGC Legally Objectionable Review (LOR). An LOR is now optional for all issuances. See Paragraph 6.2.b of DoDI 5025.01 for complete information regarding the LOR.

(1) If you want to request an LOR:

(a) And the changes required from our precoordination review are minimal, we'll clear them with you and send your issuance to the Portal for LOR.

(b) And we've returned your issuance, adjudicate and incorporate our changes and comments in the package and resolve any outstanding coordination issues noted. Send a clean copy of the package as described in Paragraph 1.5.b to us. Your compliance analyst will review the material before it is released to OGC and will work with you to resolve any outstanding issues. We'll send the issuance to the Portal and request OGC provide an LOR.

(2) The Portal will automatically send you an alert e-mail when the LOR is released to OGC and when OGC responds.

(3) OGC will identify the issuance as "not legally objectionable" or "legally objectionable." If they found your issuance legally objectionable, see *What Do I Do During Legal Review* for guidance. If it's not legally objectionable:

(a) OGC will provide both legal comments and suggestions for improving the issuance. Incorporate any legal changes required by OGC.

(b) Don't make any additional changes to the issuance unless you clear them with the Associate Deputy General Counsel (DGC) who completed the LOR and provide that concurrence to us.

(4) If OGC doesn't respond within the approved timeline (see Table 1 in DoDI 5025.01), you may request we withdraw the issuance from LOR.

c. DA ODCMO or DCMO Approval for Formal Coordination

(1) Get the WHS Form 2 signed by your director or his or her deputy.

(2) E-mail the complete formal coordination package to us:

(a) Signed WHS Form 2.

(b) Unsigned DD Form 106.

(c) Issuance. For cancellations, no copy of the issuance proposed for cancellation is required. (We'll access via our website.)

(d) ODCMO Coord Officials (internal).

(e) The DD Form 818-1 (internal).

(f) Any electronic copies of internal coordinations, including comments, not sent during our last review (see Paragraph 1.5.b(6)).

(g) A blank DD Form 818 (with completed header information) for posting to the Portal for formal coordination.

(5) We'll review the package to ensure that any changes required by OGC have been made, if applicable, and that mandatory compliance requirements have been met and any outstanding issues resolved. If issues remain unresolved, the compliance analyst will contact you. Once issues are resolved, we'll submit the formal coordination package to the DA ODCMO or DCMO via CATMS for DD Form 106 signature.

(6) When we receive the signed DD Form 106, we'll post the coordination request to the Portal. The Portal will electronically distribute it to the DoD and OSD Components on the DD Form 106 and send you an e-mail alert. For information on Portal processes, contact the Portal Manager at whs.mc-alex.esd.mbx.dod-directives-program-portal@mail.mil.

SECTION 3: FORMAL COORDINATION (STAGE 3)

3.1. COORDINATE VIA THE PORTAL

a. 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 Components that haven't responded. Only coordinators that have access to the Portal (see *Offices with Access to DoD Directives Portal*) will receive these reminders.

b. If you requested coordination on the DD Form 106 from agencies that don't have access to the Portal, you are responsible for providing the DD Form 106, blank DD Form 818, and issuance to those agencies and getting their coordination. If you don't know how to contact them, call your focal point for help.

c. Remember that ODCMO is marked as a mandatory coordinator on the DD Form 106 by default. We all are ODCMO, and you've already coordinated your issuance internally and gotten leadership's approval. There will be no response from ODCMO on your issuance.

3.2. ADJUDICATE AND INCORPORATE COMMENTS AS APPROPRIATE

a. Review and adjudicate the responses as you receive them, including confirming that the coordination is signed at the appropriate level according to the *List of Signature Authorities and Authorized Component Coordinators*.

(1) Compile the comments on a DD Form 818-1 and note their resolution. You don't have to include administrative comments (see DoDI 5025.01 definition) on the DD 818-1, but make corrections in the issuance as appropriate.

(2) If you have received a nonconcur, follow the guidance in Paragraph 5.3.d in DoDI 5025.01 for resolution. Address unresolved nonconcurrences in the action memo requesting approval of the issuance.

b. If comments are received that touch upon a legal issue or for which OGC input may be appropriate, you may contact the Associate DGC who provided the LOR in Stage 2 via e-mail. The Associate DGC will reply with advice specific to legal issues or to other issues you specifically identified. Involving OGC throughout the adjudication process will expedite the legal sufficiency review (LSR) by identifying and resolving potential legal objections before completing the presignature draft.

c. Revise the issuance consistent with adjudication of comments received and the results of any OGC comment reviews.

SECTION 4: PRESIGNATURE, LEGAL SUFFICIENCY, AND SECURITY REVIEWS (STAGE 4)

4.1. SUBMITTING THE PACKAGE. Prepare an approval package and submit electronically to us for a presignature review. The contents of your package will depend on the approval authority, as described in Table 4.

Table 4. Approval Package Contents and Routing

If your issuance is being approved by...	Your package will include...	And will be routed for approval...
The Deputy Secretary of Defense	<ul style="list-style-type: none"> • A <i>WHS Form 2 for DSD Approval</i>. • A <i>DoD Directive or Substantive or Administrative Change Action Memo</i> to the DepSecDef from DA DCMO. • <i>DoDD Summary of Changes</i> (if reissuing an existing directive) • The issuance (or issuance proposed for cancellation). • <i>List of Coordinating Officials</i> (formal coordination only) • DD Form 818-1 	Through the Directives Division to the Executive Secretary's office via e-mail ¹
DCMO	<ul style="list-style-type: none"> • A <i>WHS Form 2 for Approval</i>, signed by your director or deputy. • A <i>DoD Directive to DoD Instruction, DoD Instruction, DoD Manual, or Substantive or Administrative Change Action Memo</i> to DCMO from DA ODCMO. • The issuance (or issuance proposed for cancellation). • <i>List of Coordinating Officials</i> (formal coordination only) • DD Form 818-1 	Through the Directives Division to the DCMO via e-mail. ¹
Director, WHS	<ul style="list-style-type: none"> • A <i>WHS Form 2 for Approval</i>, signed by your director or deputy, to the Director, WHS. • The issuance (or issuance proposed for cancellation). • <i>List of Coordinating Officials</i> (formal coordination only) • DD Form 818-1 	Through the Directives Division to the Director, WHS, via e-mail ¹
¹ Send to whs.esd.mbx.dod-directives@mail.mil or whs.pentagon.esd.mbx.dod-directives@mail.smil.mil.		

a. The WHS Form 2s and action memos that are part of your package should not be signed at this time. They must clearly and concisely explain any outstanding issues and why the issuance should be approved as is. For DepSecDef or DCMO packages, the WHS Form 2 can be more

general, with the action memo providing the necessary detail. For Director, WHS packages, the WHS Form 2 must contain all necessary detail. Issues include, but are not limited to:

- (1) Timeliness (outdated coordinations).
- (2) Non-response of primary coordinating agencies.
- (3) Unresolved nonconcurs.

b. Include any coordinations and comments from coordinators that don't have access to the Portal. You are responsible for getting these materials and must provide electronic copies of their coordinations, including comments, with the approval package. Their comments must be included on the DD Form 818-1.

4.2. PRESIGNATURE REVIEW.

a. We'll check the package to make sure it is complete, assign a compliance analyst for review, and contact you to provide an estimated completion date. Your compliance review will include the issuance, the WHS Form 2 and action memo, and the DD Form 818-1. We will also review the coordinations and the manner in which the comments were adjudicated, included in the issuance, and addressed in the WHS Form 2 and action memo.

b. We'll return the completed presignature review and tell you whether the issuance is ready to be approved or approved for cancellation, or if we'll need to do another presignature review before releasing for approval.

4.3. LEGAL SUFFICIENCY REVIEW. If the issuance is approved to move forward after incorporating our changes and resolving any outstanding coordination issues, you will submit clean electronic copies of the approval package as described in Table 4 to whs.mc-alex.esd.mbx.dod-directives@mail.mil for an LSR (only include the WHS Form 2 in Director, WHS packages).

a. We'll post your material to the Portal and request OGC provide an LSR. The Portal will automatically send an alert e-mail to you when the LSR is requested and when OGC provides a response.

b. This review is provided by the GC, DoD; the Principal Deputy GC, DoD; or one of the DGCs, as determined by the GC, DoD. 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 6.2.c of DoDI 5025.01 and *What to Do During Legal Review* for complete instructions regarding the LSR.

4.4. SECURITY REVIEW. Once you incorporate any changes from OGC, if your issuance will be released to the public as discussed in Paragraph 4.4 of DoDI 5025.01, you'll need to request approval from the Defense Office of Prepublication and Security Review (DOPSR).

DOPSR approval is not required for administrative changes, issuance cancellations, or for classified or otherwise restricted issuances. Send the following to DOPSR at whs.pentagon.esd.mbx.secrev@mail.mil:

- DD Form 1910, “Clearance Request for Public Release of Department of Defense Information,”
- The issuance.
- The LSR.
- List of coordinating officials.

OGC and, if required, DOPSR approval must be received before the issuance can be published on our website.

SECTION 5: APPROVAL AND PUBLICATION (STAGE 5)

- a. Once you've received DOPSR's approval (if applicable), prepare the issuance package as described in Table 4 for approval.
- b. Submit the package to your director or deputy for electronic signature of the WHS Form 2 and send it to us for routing. The issuance should **not** be substantially changed after completion of the LSR without OGC approval; any changes made may require another LSR via the Portal.
- c. Upon receipt of the approval issuance, we'll publish it on our website as appropriate or return it to you if distribution is controlled. For approved cancellations, we'll remove the cancelled issuance from our website and update the Cancelled DoD Issuances Search database. You'll be notified by our webmaster when it's done.

SECTION 6: SPECIAL PROCEDURES FOR CHANGES

6.1. ABOUT CHANGES.

- a. A change amends an existing issuance and has the full authority of the issuance. A changed issuance retains its original publication date. Comments made during formal coordination should be on the changing text only.
- b. Changes to issuances are permitted and encouraged during their life cycle as described in DoDI 5025.01.
- c. If more than 25% of an issuance requires change, the entire issuance should be reissued.

6.2. DRAFTING CHANGES. Don't use MS Word's "Track Changes" for this function. To draft a change:

- a. Use the MS Word version of the issuance that is published on our website(s). Contact us for the correct copy at whs.mc-alex.esd.mbx.dod-directives@mail.mil.
- b. If you're making changes to an issuance published before the template change of May 1, 2015, use the Font features on the Home ribbon of 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. See *Standards for Making Changes to DoD Issuances and Changes and Cancellations* on our website for complete instructions.
- c. If you're making changes to an issuance published in the template effective May 1, 2015, a style set has been created for deleted text and added text. In order to indicate the change, apply the style to the appropriate text. Changes to the Table of Contents will be automatically made when you update the fields. See *Standards for Making Changes to DoD Issuances and Changes and Cancellations* on our website for complete instructions.

6.3. ENTERING A RELEASABILITY STATEMENT.

- a. For guidance on determining releasability, go to DoDD 5230.09, DoDI 5230.29, and SECDEF MESSAGE: INFORMATION SECURITY/WEBSITE ALERT.
- b. If your issuance was published without a releasability statement, you'll need to add one. Select one from the options in Table 5. Enter it into the issuance in red italics immediately preceding the "effective date" section. As a rule, option 2 is used for "For Official Use Only" issuances.

Table 5. Releasability Statements for Issuances

<p>– Option 1 –</p> <p><i>#. RELEASABILITY. Cleared for public release. This [issuance type] is available on the DoD Issuances Website at http://www.dtic.mil/whs/directives.</i></p>
<p>– Option 2 –</p> <p><i>#. RELEASABILITY. Not cleared for public release. This [issuance type] is available to users with Common Access Card authorization on the DoD Issuances Website at http://www.dtic.mil/whs/directives.</i></p>
<p>– Option 3 –</p> <p><i>#. RELEASABILITY. Not cleared for public release. Authorized users may get copies of this [issuance type] on the SECRET Internet Protocol Router Network from the DoD Issuances Website at http://www.dtic.smil.mil/whs/directives.</i></p>
<p>– Option 4 –</p> <p><i>#. RELEASABILITY. Not cleared for public release. The release and distribution of this [issuance type] will be approved only by [enter the originating WHS office or directorate and contact information].</i></p>

c. For DoDMs published before 2007 that do not have a releasability paragraph, select one from the options in Table 6. Enter it into the issuance as the final paragraph of the “FOREWORD,” left-aligned immediately preceding the signature block.

Table 6. Releasability Statements for DoDMs Before 2007

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

6.4. PROCESSING ADMINISTRATIVE CHANGES. See the definition of administrative change in DoDI 5025.01. Administrative changes to issuances don’t require formal coordination or legal reviews.

a. Draft Development. Draft the change to the issuance following DD standards and coordinate the issuance internally within your directorate. Prepare a *WHS Form 2 for Approval* to be signed electronically by your director, or his or her deputy, requesting DCMO or Director, WHS, approval of the change (DA ODCMO will approve administrative changes to directives). **Don't** get the WHS Form 2 signed at this time.

b. DD Development Review. Submit the changed issuance and draft WHS Form 2 to us for review. Once we've returned the review, incorporate any changes required; be sure to check with your compliance analyst before rejecting substantive comments and changes.

c. Signature of WHS Form 2

(1) If you have added a releasability statement in accordance with Paragraph 6.3, send a clean copy of the issuance and the list of coordinating officials with DD Form 1910 to DOPSR at whs.pentagon.esd.mbx.secrev@mail.mil for approval.

(2) Have your director or his or her deputy electronically sign the WHS Form 2.

d. Get Approval to Publish the Change

(1) E-mail us:

- Signed *WHS Form 2 for Approval*.
- The issuance.
- DOPSR approval, if applicable.

(2) The DD compliance analyst will contact you if any issues are identified and will resolve them with you. After review, we'll forward the package via CATMS for approval.

(3) Upon approval, we'll publish the changed issuance to our website as appropriate and notify you.

6.5. PROCESSING SUBSTANTIVE CHANGES. Process substantive changes according to Sections 2 through 6 of these procedures. Substantive changes to ODCMO issuances are fully coordinated. We'll determine, after discussion with you, which agencies must coordinate on the issuance.

a. Coordinators should comment on changed text only. Comments made on unchanging text should be considered when the document is reissued; however, you should seriously consider making any changes requested to unchanged text if they concern incorrect information or legal issues.

b. Substantive changes also require OGC legal reviews and, if applicable, a security review by DOPSR.

SECTION 7: SPECIAL PROCEDURES FOR CANCELLATIONS

7.1. ABOUT CANCELLATIONS. If, during review of an issuance or at any other time, the owning office or directorate determines the issuance has served its purpose, is no longer needed, and is not appropriate for incorporation into a new or existing issuance, the office or directorate must initiate its cancellation.

7.2. PROCESSING CANCELLATIONS

a. All cancellations are fully coordinated and processed according to Stages 1 through 5 of these procedures. All coordinators other than the mandatory ones will be collateral.

b. An issuance is cancelled by the individual currently serving in the same position as the person who originally approved the issuance, or an individual of equal position.

c. Follow established procedures in Paragraph 1.4 to coordinate the cancellation internally. (Although it isn't required, you should consider having your General Counsel representative take a look at the cancellation during this stage; there's no point in going any further if it's actually illegal to cancel the issuance.) Precoordination review by DD before internal coordination is not needed.

d. Prepare a *WHS Form 2 for DD Form 106 Signature*. Have the WHS Form 2 signed by your director or deputy and send it and the unsigned DD Form 106 requesting cancellation to us for review.

e. We'll review and send the DD Form 106 up for signature; if any issues must be resolved, your compliance analyst will contact you to help in the process. After the DD Form 106 is signed, it will be returned to us to post to the Portal to initiate formal coordination.

f. Adjudicate any comments received during formal coordination and make a final approval package in accordance with Table 4.

g. Submit the approval package to us for a presignature review.

h. Upon receiving the completed presignature review, make our required changes. Submit the updated approval package to us for posting to OGC on the Portal for an LSR.

i. If OGC finds the cancellation legally sufficient, have your director or his or her deputy sign the *WHS Form 2 for Approval* and forward the approval package to us for routing in accordance with Table 4.

j. Upon approval, we'll remove the cancelled issuance from our website(s), update the Cancelled DoD Issuances Search database, and inform you when it's done.