



# Department of Defense INSTRUCTION

NUMBER 5025.01

October 28, 2007

*Incorporating Change 1, February 1, 2010*

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DA&M

SUBJECT: DoD Directives Program

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. Reissues DoD Directive (DoDD) 5025.1 (Reference (a)) as a DoD Instruction (DoDI) in accordance with the guidance in Acting Deputy Secretary of Defense Memorandum (Reference (b)) and the authority in DoDD 5105.53 (Reference (c)).

b. Incorporates and cancels Reference (b) and Director of Administration and Management (DA&M) Memorandums (References (d) and (e)); cancels DoD 5025.01-M and DoD 5025.1-I (References (f) and (g)).

c. Updates policy, responsibilities, and procedures governing DoDDs, DoDIs, DoD Manuals (DoDMs), DoD Publications, DoD Directive-Type Memorandums (DTMs), and Administrative Instructions (AIs), hereafter referred to collectively as “DoD issuances” or “issuances.”

d. Establishes the DoD Issuances Web Sites at <http://www.dtic.mil/whs/directives> (unclassified) and <http://www.dtic.smil.mil/whs/directives> (classified) as the official DoD source for electronic publication of DoD issuances according to their releasability.

e. Establishes the DoD Directives Program Portals at [https://~~extranet.itis.osd.mil~~ dps.whs.mil](https://extranet.itis.osd.mil/dps.whs.mil) (unclassified) and [https://~~extranet.itis.osd.smil.mil~~ dps.whs.smil.mil](https://extranet.itis.osd.smil.mil/dps.whs.smil.mil) (classified) as the official sites the OSD Components shall use to coordinate DoD issuances.

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense (IG DoD), the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the “DoD Components”).

*Change 1, February 1, 2010*

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

a. The Department of Defense shall maintain a DoD Directives Program for the development, coordination, approval, publication, and review of DoD issuances in accordance with Reference (c), DoDD 5110.4 (Reference (h)), and AIs 15 and 102 (References (i) and (j)).

b. DoD issuances shall consist of DoDDs, DoDIs, DoDMs, DoD Publications, DTMs, and AIs. (See glossary for definitions.) *DoD policy shall be established in DoDDs, DoDIs, and DTMs. DoDIs, DTMs, and AIs may also implement policy. DoDMs shall ONLY implement DoD policy.* All DoD Publications that are not DoDMs shall be converted into DoDMs on their next reissuance.

c. All DoDDs shall be reviewed prior to the 4-year anniversary of their initial publication or last coordinated revision to ensure they are necessary, current, and consistent with DoD policy, existing law, and statutory authority, with the DoDD being reissued, certified as current, or canceled as a result. All DoDDs certified as current shall be revised and reissued or canceled within 6 years of their initial publication or last coordinated revision.

d. All DoDIs, DoDMs, and AIs shall be reviewed every 5 years, with the issuance being revised and reissued or canceled as a result.

e. DTMs shall be issued ONLY for time-sensitive actions that affect current issuances or that will become DoD issuances, and ONLY when time constraints prevent publishing a new issuance or a change to an existing DoD issuance. DTMs shall not be used to permanently change or supplement existing issuances. They shall be effective for no more than 180 days from the date signed, *unless an extension is approved by the DA&M*, during which time they shall be incorporated into an existing DoD issuance, converted to a new DoD issuance, reissued, or canceled.

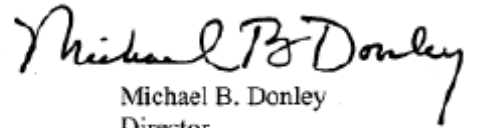
f. The Heads of the OSD Components that report directly to the Secretary of Defense shall establish DoD policy in DoDIs within their assigned functional areas. When issuing DoDIs that establish, by incorporation, policy previously established in a DoDD or DTM, they shall cancel the DoDD or DTM.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. Enclosure 3 provides overarching procedures and requirements for the review, revision, coordination, approval, and publication of DoD issuances.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release. The DoD Components, other Federal agencies, and the public may obtain copies of this Instruction through the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective immediately.

  
Michael B. Donley  
Director,  
Administration and Management

Enclosures

1. References
  2. Responsibilities
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  4. Matrix of DoD Issuances
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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5025.1, "DoD Directives System," July 14, 2004 (hereby canceled)
- (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review – Phase II," July 13, 2005 (hereby canceled)
- (c) DoD Directive 5105.53, "Director of Administration and Management (*DA&M*)," ~~November 23, 1998~~ *February 26, 2008*
- (d) Director of Administration and Management Memorandum, "Directive-Type Memorandum – DoD Directives System," May 23, 2006 (hereby canceled)
- (e) Director of Administration and Management Memorandum, "DoD Directives – Implementation of Phase II," July 15, 2005 (hereby canceled)
- (f) DoD 5025.01-M, "DoD Directives System Procedures," March 5, 2003 (hereby canceled)
- (g) DoD 5025.1-I, "DoD Directives System Annual Index," February 27, 1998 (hereby canceled)
- (h) DoD Directive 5110.4, "Washington Headquarters Services (WHS)," October 19, 2001
- (i) Administrative Instruction 15, Volume I, "Administrative Procedures for the Office of the Secretary of Defense (OSD) Records Management Program," November 14, 2006
- (j) Administrative Instruction 102, "Office of the Secretary of Defense (OSD) Federal Register (FR) System," November 6, 2006
- (k) DoD Directive 5015.2, "DoD Records Management Program," March 6, 2000
- (l) DoD Instruction 8910.01, "Information Collection and Reporting," March 6, 2007
- (m) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (n) DoD Instruction 7750.07, "DoD Forms Management Program," April 20, 2007
- (o) DoD 7750.07-M, "DoD Forms Management Program Procedures Manual," ~~August 14, 1991~~ *May 14, 2008*
- (p) DoD Directive 5101.1, "DoD Executive Agent," September 3, 2002
- (q) DoD 5200.1-R, "Information Security Program," January 14, 1997
- (r) DoD 5200.1-PH-1, "Classified Information Nondisclosure Agreement (SF-312) and Verbal Attestation Briefing Pamphlet," May 26, 2000
- (s) Under Secretary of Defense for Intelligence Memorandum, "Interim Information Security Guidance," April 16, 2004
- (t) Administrative Instruction 99, "Labor-Management Relations," August 26, 1996
- (u) DoD Directive 5230.09, "Clearance of DoD Information for Public Release," ~~April 9, 1996~~ *August 22, 2008*
- (v) DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," ~~August 6, 1999~~ *January 8, 2009*
- (w) Sections 113, 125, *131*, 133-142, 191, and 2674 of title 10, United States Code
- (x) DoD Directive 5100.1, "Functions of the Department of Defense and Its Major Components," August 1, 2002

ENCLOSURE 2

RESPONSIBILITIES

1. DA&M. The DA&M shall:

- a. Oversee the DoD Directives Program; act as the DoD policy proponent and lead for issuance currency and compliance with standards.
- b. Review and approve or disapprove requests for waiver of standards and procedures.
- c. Determine whether a proposed new or revised DoDD meets the criteria set forth in the DoDD definition in the glossary to this Instruction; provide appropriate recommendations to the Deputy Secretary of Defense.
- d. Coordinate on all DoD issuances.
- e. Mediate coordination impasses between the Heads of the DoD or OSD Components; refer unresolved nonconcurrences to the Deputy Secretary of Defense.
- f. Provide monthly reports on unresolved and delinquent coordinations, and on the progress of revisions and cancellations of issuances, to the Deputy Secretary of Defense.
- g. Develop, maintain, and oversee organizational charters.

2. DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS). The Director, WHS, under the DA&M, shall:

- a. Manage and administer the DoD Directives Program.
- b. Establish and maintain standard formats and procedures for processing DoD issuances and publish them on the DoD Issuances Web Sites.
- c. Advise and assist the OSD Components in determining whether ~~a proposed new or revised~~ *an* issuance should be published as a DoDD, DoDI, DoDM, DTM, or AI.
- d. Respond to queries regarding the management and administration of issuances and otherwise assist the DoD Components to fulfill their responsibilities to the DoD Directives Program.
- e. Approve and sign AIs proposed by the WHS Components.

f. Oversee the review of all issuances, the maintenance of the DoD Issuances Web Sites and Directives Program Portals, and the electronic publication of issuances according to their releasability.

g. Serve as the official record keeper for DoD issuances, performing the responsibilities in Reference (i). Oversee the maintenance and preservation of supporting and historical documents that constitute the official records of the development and publication of DoD issuances, except for the original coordination documents, which shall be maintained and preserved by the originating DoD or OSD Component in accordance with DoDD 5015.2 (Reference (k)).

3. GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE (GC, DoD). The GC, DoD, shall, ~~coordinate on all DoD issuances~~ *in accordance with the procedures in section 8 of Enclosure 3:*

*a. Provide a precoordination “legal objection” review, an “adjudication review,” and a presignature “legal sufficiency” review of all proposed DoD issuances.*

*b. As requested, advise the originating OSD Components when drafting proposed issuances, including revisions, and during the adjudication of formal coordination comments.*

4. IG DoD. The IG DoD shall coordinate on all DoD issuances.

5. HEADS OF THE DoD AND OSD COMPONENTS. The Heads of the DoD and OSD Components shall:

a. Follow the DoD Directives Program as set forth in this Instruction and the standards and processing procedures on the DoD Issuances Web Sites when coordinating DoD issuances, and, for the Heads of the OSD Components, when writing DoD issuances.

b. Review and coordinate on proposed DoD issuances, *or in the case of the GC, DoD, provide a precoordination legal objection review, an adjudication review, and a presignature legal sufficiency review*, in accordance with the timeframes and procedures established in Enclosure 3 of this Instruction.

c. Ensure that the official records of all coordinations on DoD issuances, to include the original signed coordinations, are preserved and maintained in accordance with Reference (k).

d. Provide the DA&M with a list of positions designated in writing as authorized to coordinate on the various types of DoD issuances on their behalf; provide a new memorandum to the DA&M when changes in positions or authorization occur and when there is a change in the Head of the Component. The authority to coordinate shall be in accordance with subparagraphs ~~7.b.(1) through 7.b.(5)~~ *7.b.(2)* of Enclosure 3.

6. HEADS OF THE OSD COMPONENTS. The Heads of the OSD Components, in addition to performing the responsibilities in section 5 *of this enclosure*, shall:

- a. Initiate the development, revision, and cancellation of DoD issuances within their functional areas.
- b. Approve and sign new and revised policy DoDIs as well as other DoDIs, DoDMs, and DTMs.
- c. Provide the DA&M with a list of positions designated in writing as authorized to initiate coordination on and sign non-policy DoDIs and DoDMs on their behalf; provide a new memorandum to the DA&M when changes in positions or authorization occur and when there is a change in the Head of the Component. The authority to coordinate shall be in accordance with subparagraphs ~~7.b.(1) through 7.b.(5)~~ 7.b.(2) of Enclosure 3.
- d. Appoint a Component Directives Focal Point in writing and provide a copy of the appointment memorandum to the DA&M; provide a new memorandum to the DA&M when a change in the appointment occurs. The Directives Focal Point shall be senior in grade (O-6/General Schedule 15/Pay Band 3 equivalent or above), have direct access to the Component Head, and be authorized, as appropriate, to act on behalf of the Component Head to resolve coordination impasses.

7. OSD COMPONENT DIRECTIVES FOCAL POINTS. The OSD Component Directives Focal Points shall:

- a. Track and manage DoD issuances for which their Component has cognizance; track and manage coordination requests on other Components' issuances.
- b. Oversee and manage their respective Component's use of the DoD Directives Program Portals.
- c. Ensure the processing standards and timelines for completing issuances are met; assist action officers (AOs) within their Components and other Component Focal Points to obtain timely coordinations.
- d. Consistent with the authority authorized by their respective Component Heads according to paragraph 6.d. *of this enclosure*, act on behalf of the Component Head to resolve coordination impasses.
- e. Report issuance status to the Heads of their Components and to the Directives Division (DD), Executive Services Directorate (ESD), WHS, as required.

ENCLOSURE 3

PROCEDURES

1. GENERAL PROVISIONS

a. This enclosure provides the basic requirements and standards for review, revision, coordination, approval, and publication of DoD issuances. (See Enclosure 4 for a matrix of DoD issuances. See glossary for full definitions.)

b. Additional information on these subjects shall be separately published and maintained on the DoD Issuances Web Sites to provide more accessible and timely guidance and direction:

(1) Format, writing style, and content standards.

(2) Instructions for preparing, coordinating, and completing an issuance.

(3) A DoD Component-specific list of positions authorized or delegated authority to initiate coordination on, coordinate on, and sign issuances.

(4) An explanation of the issuance numbering system.

(5) Templates, forms, common reference citations, and examples.

c. The procedures for requesting access to and using the DoD Directives Program Portals to coordinate issuances shall be posted to the portals and to the DoD Issuances Web Sites.

2. INFORMATION REQUIREMENTS, FORMS, AND FEDERAL REGISTER (FR)

a. Issuances that Contain Information Requirements and/or Prescribe Forms. The OSD Components shall comply with DoDI 8910.01, DoD 8910.1-M, DoDI 7750.07, and DoD 7750.7-M (References (l) through (o)) when establishing a form or any other type of information requirement within an issuance for obtaining information from the DoD Components, non-DoD Federal agencies, and the public.

b. Issuances that Require Publication in the FR. Any issuance that levies requirements or restrictions on the public, Federal or Government employees outside the Department of Defense, and/or the Reserve Components, or that has public or political interest, should be considered for publication in the FR. The OSD Components shall comply with Reference (j) when preparing and submitting issuances to be published in the FR.

### 3. CHARTERING DoDDs

a. The Director of Organizational and Management Planning (O&MP), under the DA&M, shall develop and maintain all chartering DoDDs in coordination with the staff of the organization or position being addressed by the charter. Chartering DoDDs shall:

(1) Define the scope of functional responsibilities and identify all delegated authorities for the chartered organization or position.

(2) Comprise a unique DoDD format, developed by O&MP in coordination with DD, and relief from the 8-page limit for DoDDs.

b. The Under Secretaries of Defense, as applicable and as delegated by the Deputy Secretary of Defense in their respective chartering DoDDs, shall issue chartering DoDDs for their subordinate OSD Presidentially Appointed, Senate-confirmed (PAS) officials. The Director, O&MP, shall develop and maintain these chartering DoDDs.

c. The Head of the cognizant OSD Component may prepare and issue DoDIs to define the administration and operations of boards, councils, committees, and other subordinate officials and elements of the DoD or OSD Components that do not meet the definition of a chartering DoDD. (See glossary for definition.)

(1) These DoDIs shall be processed using the standard formats and procedures described in this Instruction and posted to the DoD Issuances Web Sites.

(2) The Director, O&MP, shall assist the OSD Components in preparing these DoDIs as requested.

### 4. DoD EXECUTIVE AGENT (EA) ISSUANCES

a. The Director, O&MP, shall oversee the implementation of the DoD EA process for the DA&M consistent with DoDD 5101.1 (Reference (p)).

b. The Heads of the OSD Components shall consult with the Director, O&MP, regarding all proposed issuances that designate, update, or terminate EA assignments prior to posting the issuances on the DoD Directives Program Portals for formal coordination.

### 5. REVIEW, REVISION, CHANGE, AND CANCELLATION STANDARDS

a. Notification. On the first workday of each quarter, DD shall provide the Component Directives Focal Points a list of the issuances under their purview that require review and revision or cancellation within the next 6 months.

b. Review and Currency of DoDDs

(1) Currency. A DoDD is current when the stated policies, responsibilities, authorities, references, organizational entities, and information contained therein are accurate and in effect, and it has been:

(a) Updated, revised, or certified as current by the Head of the cognizant OSD Component within 4 years of its initial publication or last coordinated revision.

(b) For a DoDD certified as current, updated or revised within 6 years of its initial publication or last coordinated revision.

(2) 4-Year Review. The Heads of the OSD Components shall ensure the actions in subparagraphs 5.b.(2)(a) through 5.b.(2)(e) *of this enclosure* are taken for each DoDD nearing the 4-year anniversary of its initial publication or last coordinated revision.

(a) The issuance is reviewed to determine if it still meets the criteria to remain a Directive as set forth in the DoDD definition in the glossary to this Instruction.

(b) Each policy statement is verified as consistent with the policies of the current administration (the President, Secretary and Deputy Secretary of Defense, and Head of the OSD Component).

(c) Each assignment of authority/responsibility is determined to be a current requirement and is appropriately assigned.

(d) The references are valid, correctly titled, and the latest version is cited.

(e) The organizational entities cited throughout the issuance are accurate.

(3) Certifying a DoDD as Current

(a) “Certified Current” is an administrative option available only for DoDDs and only within 4 years of their initial publication or last coordinated revision.

(b) For a DoDD determined to require no change upon completion of the 4-year review, the Head of the cognizant OSD Component shall certify by memorandum to the DA&M that each of the review actions in subparagraph 5.b.(2) of this enclosure were taken and their respective results. The memorandum shall also identify any minor administrative changes required, such as correcting the title/date of a reference, updating organizational names/abbreviations, and correcting typographical/formatting errors.

(c) Upon receipt of the certification memorandum, the DA&M shall verify and incorporate the necessary changes and minor corrections identified by the cognizant Component during the certification process and mark the issuance as certified current. The “Certified Current” marking and date of the certification memorandum shall be placed

underneath the original date. The issuance shall retain its original date (initial publication or last coordinated revision) and original signature.

c. Review and Currency of DoDIs, DoDMs, and AIs. The Heads of the OSD Components shall revise or cancel all DoDIs, DoDMs, and AIs within 5 years of their initial publication or last coordinated revision. They shall convert all DoD Publications to DoDMs upon the Publication's next revision.

d. Review and Currency of DTMs. The Heads of the OSD Components shall incorporate all DTMs into ~~an~~ existing DoD issuances or convert them to ~~a~~ new DoD issuances, or shall reissue or cancel them, prior to their expiration 180 days from the date of their publication. For DTMs issued prior to the date of this Instruction, the originating Components shall take the appropriate actions within 180 days of the date of this Instruction.

e. Changes to DoD Issuances. A change shall amend an existing DoD issuance and shall have the full authority of the issuance. A changed issuance shall retain its original date (initial publication or last coordinated revision) and original signature.

(1) To maintain the currency of DoD issuances, changes are permitted and encouraged at any time during their respective life cycles (4 years for DoDDs; 6 years for DoDDs certified as current; 5 years for DoDIs, DoDMs, and AIs; and 180 days for DTMs). However, if more than 25 percent of an issuance requires change, the entire issuance shall be revised and reissued with a new date and signature.

(2) The three types of changes to DoD issuances are:

(a) Administrative. An administrative change alters only nonsubstantive portions of an issuance such as titles/dates of references and organizational names/symbols.

(b) Conforming. A conforming change is made to comply with recent (within 90 days) and specific Executive, Legislative, or Secretary or Deputy Secretary of Defense direction.

(c) Substantive. A substantive change amends an essential section of an issuance such as purpose, applicability, policy, responsibilities, procedures, information requirements, and releasability.

(3) Upon receipt of the appropriate OSD official's approval of a change, DD shall verify the changes and mark the issuance "Incorporating Change (number and date)" beneath the original date and post the changed issuance to the DoD Issuance Web Sites.

f. Cancellation of DoD Issuances. An issuance shall be canceled when the cognizant Component determines that it has served the purpose for which it was intended, is no longer needed, and is not appropriate for incorporation into a new, revised, or existing issuance. Upon receipt of the appropriate OSD official's approval of a cancellation, DD shall verify the cancellation requirement and remove the issuance from publication on the DoD Issuance Web Sites.

## 6. COORDINATION AND COMPLETION STANDARDS

~~a. DoDDs. The coordination period for a DoDD is 20 workdays. The period of time to complete a DoDD is 45 workdays. Timelines for Developing or Revising DoD Issuances~~

~~(1) Table 1 provides the timelines for coordination and completion of DoD issuances, from the precoordination stage, through formal coordination and presignature actions, to signature. It includes timelines for completing changes that require coordination (conforming and substantive changes). (See subparagraph 5.e.(2) of this enclosure for an explanation of the types of changes.)~~

~~(a) Precoordination. The precoordination period starts when the originating OSD Component requests the DD precoordination edit. It ends when the originator posts the coordination task to the applicable DoD Directives Program Portal.~~

~~(b) Formal Coordination. The formal coordination ~~and completion~~ periods starts when the ~~Standard Form~~ Secretary of Defense (SD) Form 106, "DoD Directives Program Coordination Record," is released by e-mail through the applicable DoD Directives Program Portal. The coordination period ends ~~on the 20th workday~~ when the originating OSD Component requests the DD presignature review.~~

~~(c) Presignature. The presignature period starts when the originating OSD Component requests a presignature review from DD. The ~~completion~~ presignature period ends when the issuance is provided to the Deputy Secretary for approval, or, for ~~DoDDs~~ issuances signed by the Heads of the OSD Components or other OSD PAS officials, when the signed issuance is provided to DD for publication.~~

~~—b. DoDIs, DoDMs, and AIs. The coordination period for DoDIs, DoDMs, and AIs is 45 workdays. The period of time to complete a DoDI, DoDM, or AI is 90 workdays. The coordination and completion periods start when the SD Form 106 is released by e-mail through the applicable DoD Directives Program Portal. The coordination period ends on the 45th workday. The completion period ends when the signed issuance is provided to DD for publication.~~

~~—c. DTMs~~

~~——(1) The maximum coordination period for a DTM is 15 workdays; the maximum period of time to complete a DTM is 30 workdays. For DTMs with coordination periods of less than 15 workdays, the completion period is 2 workdays for every workday the issuance is in coordination (e.g., for a DTM with a coordination period of 5 workdays, the completion period is 10 workdays). The coordination and completion periods start when the SD Form 106 is released by e-mail through the applicable DoD Directives Program Portal. The completion period ends when the issuance is provided to the Deputy Secretary for approval, or, for DTMs signed by the Heads of the OSD Components or other OSD PAS officials, when the signed issuance is provided to DD for publication.~~

**Table 1. Timelines for Coordination and Completion of DoD Issuances**

STAGE IN THE ISSUANCE PROCESS (Steps are presented in sequential order.)	NUMBER OF WORKDAYS BY ISSUANCE TYPE			
	DoDD and DoDD to DoDI Conversion	DoDI, DoDM, and AI	Conforming and Substantive Changes	DTM <sup>1</sup>
<b>PRECOORDINATION.</b> Obtain DD precoordination edit, Office of the GC, DoD, (OGC) legal objection review, and authorizing official signature on SD Form 106.				
<i>From:</i> Date originating Component requests precoordination edit				
<i>To:</i> Date DD provides precoordination edit	5 <sup>2</sup>	5 <sup>2</sup>	5 <sup>2</sup>	2
Date originator requests OGC legal objection review	10	10	5	5
Date OGC provides legal objection review	10	15	10	10
Date originator posts coordination request to the applicable DoD Directives Program Portal	10	10	10	10
<b>TOTAL TIME FOR PRECOORDINATION</b>	<b>35</b>	<b>40</b>	<b>30</b>	<b>27</b>
<b>FORMAL COORDINATION.</b> Obtain external coordination, adjudicate comments with legal advice from OGC, and obtain final legal adjudication review.				
<i>From:</i> Date originator posts coordination request to Portal				
<i>To:</i> Coordination start date (date DD approves coordination request and SD Form 106 is released through portal)	2	2	2	2
Coordination end date	20	45	15	15
Date originator requests final adjudication review	10	15	5	5
Date OGC provides final adjudication review	5	10	5	5
Date originator requests DD presignature review	5	5	2	2
<b>TOTAL TIME FOR FORMAL COORDINATION</b>	<b>42</b>	<b>77</b>	<b>29</b>	<b>29</b>
<b>PRESIGNATURE.</b> Obtain DD presignature edit and OGC legal sufficiency review. Submit issuance for signature and, for unclassified issuances proposed for public release, Office of Security Review (OSR) clearance.				
<i>From:</i> Date originator requests presignature review				
<i>To:</i> Date DD provides presignature review	5 <sup>2</sup>	5 <sup>2</sup>	5 <sup>2</sup>	2
Date originator requests OGC legal sufficiency review	10	15	5	5
Date OGC provides legal sufficiency review <sup>3</sup>	10	15	5	5
Date originator provides issuance to OSR for clearance review (only required for unclassified issuances)	3	5	3	3
Date OSR provides clearance <sup>4</sup>	5	5	5	5
Date originator provides issuance, for DoDDs, to the Deputy Secretary for approval; for other issuances, to DD for publication	10	10	10	10
<b>TOTAL TIME FOR PRESIGNATURE</b>	<b>43</b>	<b>55</b>	<b>33</b>	<b>30</b>
<b>TOTAL TIME TO SIGNATURE</b>				
<i>Precoordination</i>	35	40	30	27
<i>Formal Coordination</i>	42	77	29	29
<i>Presignature</i>	43	55	33	30
<b>WORKDAYS TO SIGNATURE</b>	<b>120</b>	<b>172</b>	<b>92</b>	<b>86</b>
<sup>1</sup> Workdays shown are the maximum. They may be shortened depending upon the urgency of the DTM. <sup>2</sup> For issuances over 25 pages long, add 2 days for each additional 25 pages. <sup>3</sup> These time limits apply only if the originator has engaged OGC during adjudication of formal coordination comments as set forth in paragraph 8.b. of this enclosure. <sup>4</sup> Unclassified issuances should be sent to OSR for review before being forwarded for signature, but NOT until after DD presignature and OGC legal sufficiency reviews are completed. OSR clearance is mandatory for the publication of unclassified issuances.				

(2) A proposed DTM that requires a longer coordination and completion period *than that shown in Table 1* shall be issued as a new DoD issuance or incorporated into an existing DoD issuance according to the timelines ~~in paragraphs 6.a.(1) and 6.a.(2) of this enclosure, as appropriate for the type of issuance.~~

~~—d. Changes to DoD Issuances~~

~~(1) b. Administrative Changes to DoDDs, and All Conforming and Substantive Changes. The coordination period for administrative changes to DoDDs, and for all conforming and substantive changes to DoD issuances, is 15 workdays. The completion period is 30 workdays. The coordination and completion periods start when the SD Form 106 is released by e-mail through the applicable DoD Directives Program Portal. The coordination period ends on the 15th workday. The completion period ends when the approved change is provided to DD for publication, or, for DoDDs and DTMs originally signed by the Secretary or Deputy Secretary, when the approved change is provided to the Deputy Secretary for approval. Administrative changes to DoDDs do not require formal coordination. Instead they require a legal sufficiency review and, for those to which an unlimited releasability statement is added, coordination with OSR. The completion period for these changes begins when the cognizant Component identifies the need for the change. The completion period ends when the approved change is provided to DD for publication.~~

~~(2) c. Administrative Changes to DoDIs, DoDMs, DTMs, and AIs. As administrative changes to DoDIs, DoDMs, DTMs, and AIs do not require coordination, the completion period for these changes begins when the cognizant Component identifies the need for the change. The completion period ends when the approved change is provided to DD for publication.~~

~~e d. Cancellations of DoD Issuances. The coordination and completion period for all cancellations of DoD issuances when the issuance is not incorporated into a new, revised, or existing issuance shall be the same as that for the type of issuance being canceled.~~

~~e. Coordination Lifetime. Coordinations are valid for up to 6 months from the date of the coordination suspense on the appropriate DoD Directives Program Portal.~~

## 7. COORDINATION REQUIREMENTS

a. Types of Coordinators. The three types of coordinators for DoD issuances are mandatory, primary, and collateral. The type of coordination requested of each Component shall be clearly marked on the SD Form 106 based on these descriptions:

(1) Mandatory. Coordination is required from ~~the GC, DoD;~~ the IG DoD; and the DA&M for all DoD issuances. (Mandatory coordinators are pre-filled with an “M” on the SD Form 106.) *For the GC, DoD, formerly a mandatory coordinator, see section 8 of this enclosure for legal reviews.*

(2) Primary. A “P” on the SD Form 106 indicates a Component has equity in the issuance and coordination is expected. If coordination is not provided in a timely manner, the Component shall continue with the approval process. Issuances should not languish waiting for coordination or comments. (See subparagraph 7.c.(5) of this enclosure for guidance on proceeding with the approval process when a primary coordinator does not respond to a request for coordination within the allotted suspense period.)

(3) Collateral

(a) A “C” on the SD Form 106 indicates a Component has no apparent equity in an issuance, but is being provided an informational copy and may comment if desired. An issuance shall not be delayed waiting for coordination or comments from a collateral coordinator. Collateral coordinators shall be included on the list of coordinating officials only if they provide coordination.

*(b) The GC, DoD, shall be pre-filled with a “C” on the SD Form 106. The originating Component is responsible to engage OGC in the adjudication of coordinator comments as set forth in paragraph 8.b. of this enclosure.*

b. Coordination Level

(1) General. A complete, Component-specific list of positions authorized or delegated authority to coordinate on issuances shall be published on the DoD Issuances Web Sites. The list ~~that follows in subparagraph 7.b.(2) of this enclosure~~ provides the generic levels of positions within the Department of Defense that are authorized to coordinate on the various types of issuances. The officials in these positions may delegate this authority to a position at the level of a flag officer, Senior Executive Service member, Senior-Level employee, or equivalent. Any delegation shall be provided to the DA&M in writing. Delegations shall be updated when changes in positions or authorization occur, and when there is a change in the Head of the Component or any other official who signed a delegation.

(2) Coordination Authorities

~~(1)(a)~~ DoDDs and Policy DoDIs. ~~Only~~ The following officials shall coordinate on DoDDs and on policy DoDIs.

~~(a)~~ 1. OSD. The Heads of the OSD Components and their Principal Deputies.

~~(b)~~ 2. Chairman of the Joint Chiefs of Staff. The Chairman and Vice Chairman of the Joint Chiefs of Staff and the Director and Vice Director of the Joint Staff.

~~(c)~~ 3. Combatant Commands. The Combatant Commanders shall coordinate through the Chairman of the Joint Chiefs of Staff.

~~(d)~~ 4. Military Departments. The Secretaries, Under Secretaries, Assistant Secretaries, General Counsels, and Administrative Assistants of the Military Departments.

~~(2)~~ *(b)* Non-Policy DoDIs, DoDMs, and AIs. In addition to the officials listed in subparagraphs ~~7.b.(1)~~ *7.b.(2)(a)1. through 7.b.(2)(a)4.* of this enclosure, the following officials may coordinate on non-policy DoDIs and on DoDMs and AIs.

~~(a)~~ *1.* The OSD PAS officials and the Deputy Under Secretaries and Deputy Assistant Secretaries of Defense.

~~(b)~~ *2.* The DoD ~~Deputy GCs and~~ Deputy IGs.

~~(3)~~ *(c)* DTMs. DTMs shall be coordinated with the mandatory coordinators, at a minimum, *and shall receive OGC legal objection, adjudication, and legal sufficiency reviews.* DTMs that establish policy shall be coordinated at the same level as DoDDs and policy DoDIs. DTMs that implement policy shall be coordinated at the same level as non-policy DoDIs.

~~(4)~~ *(d)* Changes to DoD Issuances

~~(a)~~ *1.* Administrative Changes. All administrative changes to DoDDs shall ~~be coordinated with the GC, DoD~~ *receive an OGC legal sufficiency review.* Administrative changes do not require coordination.

~~(b)~~ *2.* Conforming Changes. All conforming changes to DoD issuances shall be coordinated with the mandatory coordinators, at a minimum, *and shall receive OGC legal reviews.* When coordinated with other Components, they shall be coordinated at the ~~same~~ *appropriate* level ~~as for~~ the type of issuance being changed. *(See subparagraphs 7.b.(2)(a) and 7.b.(2)(b) of this enclosure.)*

~~(c)~~ *3.* Substantive Changes. All substantive changes to DoD issuances shall be coordinated at the ~~same level as appropriate level for~~ the type of issuance being changed *(see subparagraphs 7.b.(2)(a) and 7.b.(2)(b) of this enclosure), and shall receive OGC legal reviews.*

~~(5)~~ *(e)* Cancellations of DoD Issuances. All cancellations of DoD issuances when the issuance is not incorporated into a new, revised, or existing issuance shall be coordinated at the ~~same level as appropriate level for~~ the type of issuance being canceled *(see subparagraphs 7.b.(2)(a) and 7.b.(2)(b) of this enclosure), and shall receive OGC legal reviews.*

c. Types of Coordination. The only acceptable types of coordination are:

(1) Concur Without Comment

(2) Concur With Comment. Comments are substantive and consist of changes meant to improve the clarity and correctness of an issuance. Critical comments shall not be included in a “Concur With Comment” response. (See paragraph 7.d. of this enclosure for an explanation of “critical” and “substantive.”)

(3) Nonconcur With Comment. Comments may be a combination of substantive and critical. They shall be labeled and grouped accordingly so critical comments are easily distinguished.

(4) No Comment. A coordinator responds to a request for coordination but does not concur, nonconcur, or comment. This response signifies the coordinator has reviewed the issuance and does not have an equity interest in it.

(5) No Response. A primary coordinator does not respond to a request for coordination within the allotted coordination suspense period. (This type of coordination does NOT apply to the mandatory or collateral coordinators.)

(a) For those ~~Components~~ *coordinators* that post their coordinations to the DoD Directives Program Portals and receive portal e-mail reminders of upcoming and overdue coordination suspenses, no ~~further~~ action *to secure the coordination, or to determine why the coordinator did not respond*, is required. The originating Component shall continue with the approval process and shall:

*1. eEnter “No Response” next to that coordinator on the list of coordinating officials accompanying the action memo.*

*2. Explain in the action memo why it is appropriate for the signature authority to sign the issuance without a response.*

(b) ~~For those Components~~ *For coordinators* that do not have access to post coordinations to the DoD Directives Program Portals, the originating Component shall make a good faith effort to obtain a response. This effort shall include requesting the assistance of the *Component* Directives Focal Point and contacting the ~~coordinating Component~~ *coordinator* subject matter expert for the issuance, if known. The number of contacts will depend upon the urgency of the issuance action. If no response is received following this effort, the *originating* Component shall:

*1. eEnter “No Response” next to that coordinator on the list of coordinating officials accompanying the action memo* ~~and shall~~.

*2. eExplain in the action memo of the attempts to secure coordination and why it is appropriate for the signature authority to sign the issuance without a response.*

d. Types of Coordination Comments

(1) Critical

(a) Critical comments are those that identify:

1. Violations of the law or contradictions of Executive Branch policy or of policy established in DoDDs or DoDIs. ~~The GC, DoD, or his or her representative shall identify legal objections as critical comments.~~

2. Unnecessary risks to safety, life, limb, or DoD materiel; waste or abuse of DoD appropriations; or imposition of an unreasonable burden on a Component's resources.

(b) When a Component has one or more critical comments, that Component's coordination shall reflect a nonconcur.

(2) Substantive. Substantive comments are made when a section in an issuance appears to be or is potentially unnecessary, incorrect, misleading, confusing, or inconsistent with other sections, or when a Component disagrees with the proposed responsibilities, requirements, and/or procedures. A substantive comment is usually not sufficient justification for a Component to nonconcur on an issuance. Several substantive comments, when taken together, may be grounds for a nonconcurrency.

(3) Administrative. Administrative comments concern nonsubstantive aspects of an issuance, such as dates of references, organizational symbols, format, and grammar. Administrative comments shall NOT be included in the formal coordination response. They may be addressed informally with the cognizant Component AO, as necessary.

e. Resolving Nonconcurrences

(1) Critical comments and substantive comments that result in a nonconcurrency should be resolved between the concerned parties before an issuance is approved and published. The resolution process is the responsibility of the cognizant Component, including the manner in which conducted. The process may consist of informal or formal exchanges by phone, e-mail, and/or memo; meetings and working groups that involve the Components' Directives Focal Points and/or other Component senior leadership; and requesting the DA&M to mediate the impasse between the Component Heads in accordance with paragraph 1.e. of Enclosure 2. Whatever the resolution process, it should reflect the cognizant Component's best practices in reconciling differences and achieving accord.

(2) Resolution of a nonconcurrency shall be documented by the coordinating Component's written withdrawal of the nonconcurrency, signed at the same or a higher level as the original coordination, EXCEPT that when the comments leading to the nonconcurrency are accepted in full and incorporated into the issuance, no withdrawal of the nonconcurrency is required.

(3) If the cognizant Component is unable to resolve a nonconcurrency within the completion timeline for the issuance, the impasse shall be addressed in the action memo that requests the issuance be signed. Both sides of the comments shall be clearly and succinctly addressed in the memo along with a recommendation for the approving authority.

f. Documenting Comments and Comment Disposition. ~~The DoD Components~~ *All coordinators* shall use SD Form 818, "Comments Matrix for DoD Issuances," available on the DoD Issuances Web Sites to provide and record substantive and critical comments and to show adjudication of the comments.

g. Coordination of Classified and For Official Use Only (FOUO) Issuances. The coordination standards and requirements for classified and FOUO issuances are the same as those for unclassified issuances. The DoD Components shall handle classified and FOUO issuances, and classified and FOUO information that is part of the issuance process, according to DoD 5200.1-R, DoD 5200.1-PH-1, and Under Secretary of Defense for Intelligence Memorandum (References (q), (r), and (s)).

h. Coordination with Unions Granted National Consultation Rights. DoD issuances containing substantive changes in conditions of employment, including personnel policies and practices and other bargaining unit matters that affect DoD civil service and non-appropriated fund employees, shall be forwarded to the appropriate unions for comment in accordance with AI 99 (Reference (t)). Assistance in meeting this requirement should be obtained from the Office of Civilian Personnel Policy, Office of the Under Secretary of Defense for Personnel and Readiness, as soon as the requirement is identified. The timeframes for completion of issuances may be extended if necessary to comply with this requirement.

8. GC, DoD, REVIEW. *The GC, DoD, shall provide these DoD issuance reviews within the timelines established in Table 1:*

a. Precoordination Legal Objection Review. *OGC shall provide a legal objection review of all proposed new and revised DoD issuances, after the DD precoordination review and prior to posting the issuance for formal coordination.*

(1) Review Level. *This review shall be conducted at the Associate Deputy General Counsel (DGC) level or above. It shall identify the issuance as "NOT LEGALLY OBJECTIONABLE" or "LEGALLY OBJECTIONABLE." If legally objectionable, the objection and the actions required to bring the issuance into compliance with the law shall be explained in writing, by memorandum or e-mail, at the DGC level or above.*

(2) Review Results. *The results of the review and any comments or required actions shall be provided through the appropriate DoD Directives Program Portal as set forth in paragraph 9.c. of this enclosure.*

(3) Resolution of Legally Objectionable Determinations

(a) A determination by OGC that an issuance is legally objectionable must be resolved before the issuance is posted to the appropriate DoD Directives Program Portal for formal coordination, unless the OSD Component Head decides to accept the potential risk that the issuance will subsequently be determined to be legally insufficient, and therefore precluded from taking effect and wants to proceed with the coordination process anyway. The resolution process shall be as set forth in subparagraph 7.e.(1) of this enclosure. Resolution shall only be by OGC written withdrawal of the objection, by memorandum or e-mail at the DGC level or above, and shall be annotated in the appropriate DoD Directives Program Portal.

(b) If the OSD Component decides to post the issuance for coordination despite the OGC objection, this determination shall be provided directly to OGC and DD, by memorandum or e-mail, signed at the appropriate level for the type of issuance being coordinated. (See subparagraphs 7.b.(2)(a) and 7.b.(2)(b) of this enclosure.)

(4) Caveat. If the AO requests an OGC legally objectionable review through the DoD Directives Program Portal and does not receive a response within the timeline in Table 1, the AO may proceed with posting the issuance for coordination.

b. Adjudication Review. At the request of the originating OSD Component, OGC shall provide legal advice and assistance during adjudication of formal coordination. Involving OGC throughout the adjudication process will expedite the presignature legal sufficiency review process by identifying and resolving potential legal objections prior to completion of the presignature draft.

(1) Review Level. The originating Component shall seek the advice and assistance of the Associate DGC that provided the precoordination legal objection review.

(2) Review Process

(a) Initial Involvement

1. The originating Component AO shall initiate contact with the Associate DGC upon receipt of the first coordination containing any comments that may touch upon a legal issue and any other comments for which the AO believes OGC input is appropriate. This contact shall be made by e-mail and the AO shall provide the draft issuance with the comments and proposed resolution on the SD Form 818. If the SD Form 818 contains comments in addition to those for which legal review is being requested, the AO shall identify the comments for legal review by matrix number in the e-mail.

2. The Associate DGC shall reply with advice and assistance specific to legal issues and/or to other issues specifically identified by the AO.

(b) Continued Involvement

1. The adjudication review shall continue in this manner throughout the formal coordination period, with the AO providing any comments that may touch upon a legal issue, and any other comments for which the AO believes OGC input is appropriate, to the Associate DGC by e-mail and SD Form 818 (and revised issuance as applicable), and the Associate DGC responding to each submission by the AO.

2. A continuous dialogue between the AO and Associate DGC is key to meeting the Table 1 timelines for completion of formal coordination, which apply to both the originating Component and OGC. Timely soliciting and responding to Associate DGC comments as part of this continuing dialogue is the responsibility of the AO. Timely responding to AO requests as part of this continuing dialogue is the responsibility of the Associate DGC. Should the dialogue break down and either party become unable to proceed for failure of the other to respond in a timely manner, the hindered party shall request the assistance of his or her Directives Focal Point, who shall request the assistance of the OGC Directives Focal Point. The relevant Focal Point shall also contact DD to keep them informed of the issues they are encountering and request assistance as appropriate.

(c) Final Review. Following the formal coordination end date, the AO shall provide the complete, final SD Form 818 and final presignature draft issuance to the Associate DGC for final review before proceeding to presignature.

(3) Review Results. The review results, and the timelines as established in Table 1, are contingent upon the continued dialogue between the originating Component AO and the applicable Associate DGC as described in subparagraph 8.b.(2) of this enclosure.

(a) Final Adjudication Review. Upon receipt of the originating Component AO's request for final adjudication review, the Associate DGC shall identify any outstanding or new legal issues with the AO, and shall provide the AO with an e-mail to document when all legal issues have been satisfactorily addressed. The AO shall include a copy of this e-mail in the request for DD presignature review.

(b) Caveats

1. If the AO has not requested Associate DGC advice and assistance throughout the formal coordination stage as set forth in subparagraph 8.b.(2) of this enclosure:

a. Neither the timeline for the OGC final adjudication review nor the timeline for the GC, DoD, legal sufficiency review shall apply, and

b. The AO shall proceed with the request for presignature review.

*2. If the AO has requested Associate DGC advice and assistance throughout the formal coordination period as set forth in subparagraph 8.b.(2) of this enclosure, but receives no e-mail affirmatively closing out the review within the timeline in Table 1:*

*a. Both the timeline for the OGC final adjudication review and the timeline for the GC, DoD, legal sufficiency review shall apply, and*

*b. The AO shall proceed with the request for DD presignature review and shall include copies of the e-mails soliciting Associate DGC advice in the request.*

*c. Presignature Legal Sufficiency Review. OGC shall provide a legal sufficiency review after the DD presignature review and prior to submitting the issuance for OSR clearance review and signature.*

*(1) Review Level. For DoDDs, this review shall be conducted by the GC, DoD, or the Principal Deputy GC, DoD. For all other issuances, the review shall be conducted by the GC, DoD; the Principal Deputy GC, DoD; or a DGC, as determined by the GC, DoD. It shall identify the issuance as “LEGALLY SUFFICIENT” or “LEGALLY INSUFFICIENT” and, if legally insufficient, shall explain by memorandum the objection and the actions required to bring the issuance into compliance with the law.*

*(2) Review Results. The results of the review and any comments or required actions shall be provided through the appropriate DoD Directives Program Portal as set forth in paragraph 9.c. of this enclosure.*

*(3) Resolution of Legally Insufficient Determinations. A determination by OGC that an issuance is legally insufficient to be published must be resolved prior to submitting the issuance for signature. The resolution process shall be consistent with that set forth in subparagraph 7.e.(1) of this enclosure. Resolution shall only be by OGC withdrawal of the determination that it was legally insufficient, provided by memorandum and annotated in the appropriate DoD Directives Program Portal. The memorandum must be signed at the same or a higher level as the determination that the issuance was legally insufficient.*

**8 9. DoD DIRECTIVES PROGRAM PORTALS.** The OSD Components shall utilize the *classified or unclassified* DoD Directives Program Portals, *as appropriate*, to post all requests for coordination and *all requests for GC, DoD, legal objection and sufficiency reviews.* *The DoD and OSD Components shall use the portals to post all coordinations and all substantive and critical coordination comments. with the exception of the GC, DoD, who may not post comments due to client attorney privilege. The Joint Staff and Military Services shall receive all requests for coordination through the portals and shall post all coordinations and all substantive and critical coordination comments to the portals upon establishment of portal accounts. Coordinators that do not have access to the portals shall provide coordinations and comments according to subparagraphs 9.a.(1)(c) and 9.b.(2) of this enclosure.*

a. Coordination Requests

(1) Portal Posting

(a) For coordination of unclassified and FOUO issuances, the OSD Components shall post the SD Form 106 and issuance to be coordinated to the DoD Directives Program unclassified portal. For classified issuances up to and including SECRET, the OSD Components shall post the SD Form 106 and issuance to be coordinated to the DoD Directives Program classified portal.

(b) Upon review and approval by DD, the coordination request shall be distributed by e-mail to the DoD and OSD Components selected on the SD Form 106. The e-mail coordination message is sent to the e-mail address of the respective Component Directives Focal Point or to an organizational address that he or she provides, and to the organizational addresses provided by the Joint Staff and Military Services.

(c) ~~For coordination with officials who have no e-mail established on the portal~~ *For coordinators that do not have access to post their coordinations to the portals* and who are identified as "Other" in block 15 of the SD Form 106 *(such as the Department of Homeland Security)*, the OSD Components shall distribute the approved SD Form 106, *the SD Form 818*, and the issuance to be coordinated to those ~~officials coordinators~~ *officials coordinators* by mail, e-mail, or facsimile.

(2) Coordination Period and Suspense Date. The coordination period is automatically calculated and assigned by the DoD Directives Program Portals when a coordination e-mail is sent. The official coordination suspense is the date displayed in the respective unclassified or classified portal and in the e-mail coordination message distributed through the portal to all coordinating parties.

(3) Expedited Coordination

(a) Coordination on DTMs shall be expedited in accordance with their urgency within the timelines set forth in ~~paragraph 6.a.(3) of this enclosure~~ *Table 1*. Block 7 of the SD Form 106, "Purpose and Remarks," shall state the reason for the urgency.

(b) For other DoD issuances when expedited coordination is required, block 7 of the SD Form 106 shall provide compelling justification. If DD deems expedited coordination is appropriate, the DoD Directives Program Portal Administrator shall adjust the suspense date.

b. Coordination Responses

(1) ~~The OSD Components~~ *All coordinators* shall record their *formal* coordination by signing ~~block 15.a.~~ and completing blocks ~~16.b. and 16.c.~~ of the requesting SD Form 106 – OR through a signed memorandum that includes the coordinating official's title and date signed – and posting a copy of the form or memo to the applicable portal. All substantive and critical comments shall be recorded on SD Form 818 and shall be posted to the portal IN MICROSOFT WORD FORMAT with the SD Form 106 or coordination memo. ~~The GC, DoD, may post only~~

~~his or her concurrence or nonconcurrence and provide SD Form 818 directly to the requesting Component and the DA&M.~~

(2) ~~Those DoD Components Coordinators~~ that do not *have access* to provide coordination through the portals shall return copies of their coordinations and SD Forms 818 to the originator by mail, e-mail, or facsimile.

*c. Legal Reviews. The GC, DoD, shall use the portals to report the results of the legal objection and legal sufficiency reviews and any comments or required actions. In addition to the OGC legal objection and sufficiency reviews, GC, DoD, shall provide advice and assistance as requested by the originating OSD Component during the adjudication review as set forth in paragraph 8.b. of this enclosure.*

*e d. Suspense Extensions. The DoD and OSD Components shall request extensions to coordination dates through the originating OSD Component Directives Focal Point.*

~~(1) The OSD Components shall request extensions to coordination dates through the portals. (See portal procedures on the DoD Issuances Web Sites for instructions.)~~

~~————(2) Those DoD Components Coordinators that do not have access to provide coordination through the portals shall request extensions to coordination dates directly from the originator by e-mail, mail, or facsimile. The request shall include the proposed extension date and justification for the request. The originator shall process the request in the same manner as requests received through the portal, with the exception that the decision to approve or disapprove the request, and rationale, shall be conveyed to the requesting Component in the same manner the request was received.~~

## 9 10. DISTRIBUTION

### a. Releasability

(1) The cognizant Component shall:

(a) Determine the appropriate release and distribution option for each DoD issuance according to the review and clearance requirements in DoDD 5230.9 and DoDI 5230.29 (References (u) and (v)).

(b) Indicate the releasability of a DoD issuance in block 12 of the SD Form 106, on the issuance itself, and in the action memo transmitting the issuance for signature. The action memo shall also include a statement that the requirements of References (u) and (v) have been met.

(2) Options for release and distribution of DoD issuances are:

(a) Unlimited. Unclassified issuance ~~approved~~ *cleared* for public release *by OSR, ESD, WHS, in accordance with References (u) and (v)*.

(b) Restricted. Issuance approved for release through controlled Internet access from the DoD Issuances Web Site on the SIPRNET.

(c) Not Releasable. Issuance shall not be released by DD. Release shall be approved and accomplished only by the cognizant Component.

b. Distribution by DD. DD shall distribute issuances electronically by posting them to the DoD Issuances Web Sites according to their releasability. The DoD Issuances Web Sites are the sole source for electronic distribution of DoD issuances. The DoD Components shall link to these Web sites; they shall not download issuances and place them on their Web sites.

(1) Unclassified Web Site. Only issuances having UNLIMITED releasability *as cleared by OSR* shall be posted to the unclassified Web site. For all other issuances, DD shall post the issuance type, number, date, unclassified title, cognizant Component, and releasability statement on the unclassified Web site.

(2) Classified Web Site. Issuances having UNLIMITED and RESTRICTED releasability shall be posted to the classified Web site on the SIPRNET. For issuances NOT RELEASABLE by DD, DD shall post the issuance type, number, date, unclassified title, cognizant Component, and releasability statement on the classified Web site.

c. Distribution by the Cognizant Component. Distribution of issuances that are NOT RELEASABLE by DD shall be controlled and accomplished by the cognizant Component.

## ENCLOSURE 4

*Table 2.* MATRIX OF DoD ISSUANCES

<b>Issuance Type</b>	<b>Purpose and Content</b>	<b>Length</b>	<b>Signature Level</b>
<b>DoD Directive (DoDD)</b>	ESTABLISHES POLICY, delegates authority, and assigns responsibilities. Consists only of one or more of these elements: <ul style="list-style-type: none"> <li>- Non-delegable responsibilities assigned to the Secretary or Deputy Secretary of Defense</li> <li>- Organizational charters</li> <li>- Assignment of functions and resources between or among the DoD or OSD Components</li> <li>- Assignment of EAs</li> <li>- Matters of special interest to the Secretary or Deputy Secretary of Defense</li> </ul>	No more than 8 pages including enclosures, with no procedures, except that the DA&M, O&MP, shall determine the length of organizational charters.	<ul style="list-style-type: none"> <li>- The Secretary or Deputy Secretary of Defense</li> <li>- The Under Secretaries of Defense, as delegated by the Deputy Secretary of Defense in their respective chartering DoDDs, shall issue chartering DoDDs for their subordinate OSD PAS officials</li> </ul>
<b>DoD Instruction (DoDI)</b>	ESTABLISHES POLICY and assigns responsibilities within a functional area assigned in the Head of an OSD Component's chartering DoDD, including defining the authorities and responsibilities of a subordinate official or element when these do not meet the criteria for a chartering DoDD. May provide general procedures for implementing policy. <ul style="list-style-type: none"> <li>- or -</li> </ul> <p>IMPLEMENTS POLICY established in a DoDD by providing general procedures for carrying out that policy.</p>	No more than 50 pages including enclosures.	<p>The Head of an OSD Component</p> <ul style="list-style-type: none"> <li>- or -</li> <li>- The Head of an OSD Component or his or her Principal Deputy</li> <li>- An OSD PAS official</li> </ul>
<b>DoD Manual (DoDM)</b>	IMPLEMENTS POLICY established in a DoDD or DoDI by providing detailed procedures for carrying out that policy. Includes the type of information formerly issued as DoD Publications.	If more than 100 pages are required, a DoDM shall be separated into volumes.	<ul style="list-style-type: none"> <li>- The Head of an OSD Component or his or her Principal Deputy</li> <li>- An OSD PAS official</li> </ul>
<b>Directive-Type Memorandum (DTM)</b>	Serves the same purpose as a DoDD, DoDI, or DoDM but is issued ONLY for time-sensitive actions that affect current issuances or that will become DoD issuances.	No limitation.	<ul style="list-style-type: none"> <li>- The Secretary or Deputy Secretary of Defense</li> <li>- The Head of an OSD Component or his or her Principal Deputy</li> <li>- An OSD PAS official</li> </ul>
<b>Administrative Instruction (AI)</b>	Implements policy established in a DoDD or DoDI for the administration of the DoD Components in the National Capital Region (NCR) that are serviced by WHS. Provides general procedures for carrying out policy.	No more than 50 pages including enclosures.	The DA&M or the Director, WHS
<b>Longevity of DoD Issuances</b>	<p><b>DoDDs</b> – Mandatory 4-year review; mandatory 6-year reissuance</p> <p><b>DoDIs, DoDMs, and AIs</b> – Mandatory 5-year reissuance</p> <p><b>DTMs</b> – Mandatory incorporation into an existing DoD issuance, conversion to a new issuance, reissuance, or cancellation within 180 days of the date signed</p>		

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AI	Administrative Instruction
AO	action officer
DA&M	Director of Administration and Management
DD	Directives Division
<i>DGC</i>	<i>Deputy General Counsel</i>
DoDD	DoD Directive
DoDI	DoD Instruction
DoDM	DoD Manual
DTM	DoD Directive-Type Memorandum
EA	Executive Agent
ESD	Executive Services Directorate
FOUO	For Official Use Only
GC, DoD	General Counsel of the Department of Defense
<i>OGC</i>	<i>Office of the General Counsel of the Department of Defense</i>
<del>G/FO</del>	<del>General or Flag Officer</del>
IG DoD	Inspector General of the Department of Defense
NCR	National Capital Region
O&MP	Organizational Management and Planning
OSD	Office of the Secretary of Defense
<i>OSR</i>	<i>Office of Security Review</i>
PAS	Presidentially Appointed, Senate-confirmed
SD	Secretary of Defense Form
SES	Senior Executive Service
SIPRNET	SECRET Internet Protocol Router Network
SL	Senior-Level
WHS	Washington Headquarters Services

## PART II. DEFINITIONS

*Unless otherwise noted, these terms and their definitions are for the purpose of this Instruction.*

AI. A DoD issuance, no more than 50 pages in length, that provides general procedures for implementing policy for the administration of the DoD Components in the NCR that are serviced by WHS. AIs implement policy established in DoDDs or DoDIs. AIs shall be signed by the DA&M or the Director, WHS.

chartering DoDD. See the DoDD definition.

Defense Agency. An organization established and specifically designated a Defense Agency by the Secretary of Defense according to section 191 of title 10, United States Code, (Reference (w)) to perform supply or service activities common to more than one Military Department.

Directives Focal Point. An individual appointed in writing by the Head of an OSD Component to oversee the administration of the DoD Directives Program on his or her behalf.

DoD Component. One of these offices that compose the Department of Defense according to DoDD 5100.1 (Reference (x)):

OSD

The Military Departments

The Office of the Chairman of the Joint Chiefs of Staff *and the Joint Staff*

The Combatant Commands

The Office of the IG DoD

The Defense Agencies

The DoD Field Activities

Such other offices, agencies, activities, and commands established or designated by law, the President, or the Secretary of Defense

DoD Directives Program. The single, uniform program that the DoD Components shall use to develop, coordinate, approve, publish, and review DoD issuances. Formerly referred to as the “DoD Directives System.”

DoD Directives Program Portals. The portals at <https://extranet.itis.osd.mil> (unclassified) and <https://extranet.itis.osd.smil.mil> (classified) that the OSD Components shall use to coordinate DoD issuances.

DoD EA. Defined in Reference (p).

DoD Field Activity. An organization established and specifically designated a DoD Field Activity by the Secretary of Defense according to section 191 of Reference (w) to perform supply or service activities common to more than one Military Department.

DoD issuance. One of these six types of issuances published by the Department of Defense: DoDD, DoDI, DoDM, DTM, AI, and DoD Publication. The term “DoD Publication” shall be discontinued upon reissuance of all DoD Publications as DoDMs.

DoD Issuances Web Sites. The Web sites at <http://www.dtic.mil/whs/directives> (unclassified) and <http://www.dtic.smil.mil/whs/directives> (classified) that serve as the sole source for electronic distribution of DoD issuances. The Web sites also serve as the only Internet sites where standards for writing DoD issuances shall be posted.

*DoD policy. A set of principles and associated guidelines to direct and limit DoD actions in pursuit of objectives, operations, and plans.*

DoD Publication. A DoD issuance that provides detailed procedures for implementing policy established in DoDDs and DoDIs. **TERM TO BE DISCONTINUED** upon reissuance of all DoD Publications as DoDMs. DoD Publications include these types of issuances approved and signed prior to the effective date of this Instruction: catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations.

DoDD. A DoD issuance that **EXCLUSIVELY** establishes policy, assigns responsibility, and delegates authority to the DoD Components. DoDDs shall not contain procedures. They shall consist of these two types of issuances:

direct oversight DoDD. A DoD issuance, no more than 8 pages in length including enclosures, reserved for subjects requiring direct oversight by the Secretary or Deputy Secretary of Defense, approved and signed only by the Secretary or Deputy Secretary of Defense, and consisting only of one or more of these types of information:

Non-delegable responsibilities assigned to the Secretary or Deputy Secretary of Defense.

Assignment of functions and resources between or among the Heads of the DoD Components and/or OSD Components. More specifically, this is when the fundamental responsibilities, functions, or authorities of the Head of the Component are being defined or redefined. These major assignments should not be confused with the collateral functions routinely mentioned in an issuance in which the Head of an OSD Component assigns a responsibility to (and coordinates with) the Head of another Component to perform a task within an assigned functional area.

EA assignments, which consist of the designation of an EA and the assignment of related responsibilities and authorities.

Matters of special interest to the Secretary or Deputy Secretary of Defense such as advisory boards or urgent Global War on Terrorism matters. They may be items selected by the Secretary or Deputy Secretary or recommended by the Head of an OSD Component.

chartering DoDD. A DoDD that establishes the mission, responsibilities, functions, relationships, and delegated authorities of the Head of an OSD Component or other OSD PAS official, a Defense Agency, a DoD Field Activity, or other major DoD or OSD Component, as required. Also referred to as an “organizational charter” or “charter Directive.” Chartering DoDDs comprise a unique DoDD format, developed by O&MP in coordination with DD, and relief from the 8-page limit for DoDDs. Chartering DoDDs shall be signed by the Secretary or Deputy Secretary of Defense, except that where the Under Secretaries of Defense are delegated the authority in their chartering DoDDs, the Under Secretaries of Defense shall issue chartering DoDDs for their subordinate OSD PAS officials.

DoDI. DoDIs consist of these two levels of issuances. DoDIs shall be no more than 50 pages in length including enclosures.

policy DoDI. A DoDI that ESTABLISHES POLICY and assigns responsibilities within a functional area assigned in the Head of an OSD Component’s chartering DoDD, including defining the authorities and responsibilities of a subordinate official or element when these do not meet the criteria for a chartering DoDD. Policy DoDIs may also provide general procedures for implementing that policy. *They Policy DoDIs shall be signed only by the Heads of the an OSD Components; the Acting Head of an OSD Component; or, in the absence of the Head or the Acting Head, the individual designated in writing to perform the duties of the Head of the OSD Component.* *They Policy DoDIs shall include the Component’s chartering DoDD as a reference, and, for the Components whose chartering DoDDs have NOT been updated to include the authority to issue policy in DoDIs, they shall include this Instruction as a reference.*

non-policy DoDI. A DoDI that IMPLEMENTS POLICY established in a DoDD by providing general, overarching procedures for carrying out that policy. Non-policy DoDIs shall be signed by the Heads of the OSD Components, their Principal Deputies, or the OSD PAS officials as authorized by their chartering DoDDs.

DoDM. A DoD issuance providing detailed procedures for implementing policy established in DoDDs and DoDIs. DoDMs shall include the specific, procedural information formerly published as DoD Publications. All DoD Publications that are not DoDMs (i.e., catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations) shall be converted into DoDMs on their next reissuance. DoDMs shall be signed by the Heads of the OSD Components, their Principal Deputies, or the OSD PAS officials as authorized by their chartering DoDDs. DoDMs exceeding 100 pages in length shall be separated into two or more volumes.

DTM. A memorandum issued ONLY for time-sensitive actions that affect current issuances or that will become DoD issuances, and ONLY when time constraints prevent publishing a new issuance or a change to an existing DoD issuance. *With the exception of the mandatory coordinators, the processing and approval of a DTM shall not be delayed due to missing or late coordinations.*

DTMs establish DoD policy and assign responsibilities, or implement policies and responsibilities established in existing DoD issuances. DTMs concerning subjects requiring

direct oversight by the Secretary or Deputy Secretary of Defense shall be signed by the Secretary or Deputy Secretary of Defense. DTMs that establish policy shall be signed by the Heads of the OSD Components. DTMs that implement policy shall be signed by the Heads of the OSD Components, their Principal Deputies, or the OSD PAS officials as authorized by their chartering DoDDs.

DTMs shall not be used to permanently change or supplement existing issuances. They shall be effective for no more than 180 days from the date signed, during which time they shall be incorporated into an existing DoD issuance, converted to a new DoD issuance, reissued, or canceled.

organizational charter. A chartering DoDD as set forth in the DoDD definition.

OSD. ~~For the purposes of this Instruction, t~~The principal staff and staff elements used by the Secretary and Deputy Secretary of Defense to exercise authority, direction, and control over the Department of Defense, *as defined in section 131 of Reference (w)*. ~~OSD is composed of these officials and their offices:~~

- ~~—The Under Secretaries of Defense~~
- ~~—The Assistant Secretaries of Defense who report directly to the Secretary of Defense~~
- ~~—The GC, DoD~~
- ~~—The Director of Operational Test and Evaluation (DOT&E)~~
- ~~—The IG DoD~~
- ~~—The Assistant to the Secretary of Defense for Intelligence Oversight~~
- ~~—The OSD Directors who report directly to the Secretary of Defense~~
- ~~—Such other offices and officials established by law or by the Secretary of Defense within OSD who shall report directly to the Secretary of Defense~~

OSD Component. One of the offices that compose OSD ~~as set forth in the OSD definition~~ whose principal reports directly to the Secretary or Deputy Secretary of Defense.

~~OSD Component, Head of. One of the officials that compose OSD as set forth in the OSD definition.~~

OSD PAS official. One of ~~these those~~ OSD officials, ~~consistent with sections 133–142 listed in chapter 4~~ of Reference (w), appointed from civilian life by the President, by and with the advice and consent of the Senate:

- ~~—The Under Secretaries of Defense~~
- ~~—The Deputy Under Secretary of Defense for Acquisition and Technology~~
- ~~—The Deputy Under Secretary of Defense for Logistics and Materiel Readiness~~
- ~~—The Principal Deputy Under Secretary of Defense for Policy~~
- ~~—The Principal Deputy Under Secretary of Defense for Personnel and Readiness~~
- ~~—The Director of Defense Research and Engineering~~
- ~~—The Assistant Secretaries of Defense~~

- ~~—The GC, DoD~~
- ~~—The Director of Operational Test and Evaluation~~
- ~~—The IG DoD~~
- ~~—The Assistant to the Secretary of Defense for Nuclear and Chemical and Biological Defense Programs~~

other organizational entity within the Department of Defense. An organization established by law, the President, or under the authority of the Secretary of Defense in accordance with sections 113 or 125 of Reference (w), but specifically excluding entities within OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the IG DoD, the Defense Agencies, and the DoD Field Activities. These organizations include, but are not limited to, the Joint Improvised Explosive Device Defeat Organization and the National Guard Bureau

NCR. Defined in section 2674 of Reference (w).

WHS Component. A directorate or office of WHS consistent with Reference (h).