<table>
<thead>
<tr>
<th>DoD Issuance Stage</th>
<th>What You’ll Send</th>
<th>What Your Documents Need to Have</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Precoordination Review</td>
<td>DD 106</td>
<td>Internally coordinated</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unsigned but all blocks completed</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Correct coordinators and levels marked</td>
<td>☐</td>
</tr>
<tr>
<td>DoD Issuance</td>
<td>Correct (current) template</td>
<td>☐</td>
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<tr>
<td></td>
<td>Updated Table of Contents</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Purpose statement identifies the Component charter and any authorizing references</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contains clear and concise Policy statements</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>List the Responsibilities in the correct format and order, in accordance with the DoD Issuances Standards</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All References are used in the issuance and listed alphabetically in the Reference list</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All acronyms are established (at least 3 times) and listed in the Glossary</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Checked the <em>Special Considerations Checklist</em> and taken appropriate action</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>LOR/Formal Coordination</td>
<td>DD 106</td>
<td>Correct coordinators and levels marked</td>
<td>☐</td>
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<tr>
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<td>Correct version supplied (post precoordination review)</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Formal coord only) Signed by approved authority</td>
<td>☐</td>
</tr>
<tr>
<td>DoD Issuance</td>
<td>Correct version supplied (post precoordination review)</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Updated Table of Contents</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>References checked for correctness/currency</td>
<td>☐</td>
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<tr>
<td>DD 818 (Blank)</td>
<td>Correct issuance type/title in subject line, table header</td>
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<tr>
<td>Presignature Review</td>
<td>Exec Summary (Directives)</td>
<td>Correct and current template</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>Changes clearly and briefly described</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Action Memo</td>
<td>Correct and current template</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address timeliness and reasons for nonconcurs</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>List of Coordinating Officials</td>
<td>All primary coordinators coordinated</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All coordinators are authorized</td>
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<td></td>
</tr>
<tr>
<td>DD 818-1</td>
<td>All comments from coordinators included in matrix</td>
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<tr>
<td></td>
<td>List comments in the order they appear in the issuance (not by coordinator)</td>
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<tr>
<td></td>
<td>Provide justifications for rejected or partially accepted comments</td>
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</tr>
<tr>
<td>DoD</td>
<td>Issuance matches the adjudications in the DD 818-1</td>
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## Posting Your Issuance Package to the Directives Division Portal

### A Checklist for OSD Component Action Officers and Focal Points

**Date:** 9/6/2016

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<td>All headers/footers, page numbers, and paragraph identifiers are correct</td>
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<td><strong>Legal Sufficiency Review</strong></td>
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<td>Exec Summary (Directives)</td>
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<td><strong>DOPSR Clearance</strong></td>
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<td>Defense Office of Prepublication and Security Review cleared unclassified issuance</td>
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<tr>
<td>Action Memo</td>
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<td>Any unresolved coordination issues addressed</td>
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</tr>
<tr>
<td>List of Coordinating Officials</td>
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</tr>
<tr>
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<td>References current/correct</td>
<td></td>
</tr>
</tbody>
</table>

*If the issuance is approved by your Component head, send the complete hard copy package to Directives, but we only need the electrons for the issuance.

If the issuance is going to be approved by the Deputy Secretary or Secretary of Defense, we need all the current electrons as well as the hard copy.