

COMMON ISSUANCE MISTAKES	
MISTAKE	SOLUTION
PRE-COORDINATION	
Wrong format (spacing, tabs, etc.).	Always download the template from the DoD Issuances Website before starting a new issuance.
References out of date.	Check that all references are still current before submission.
OSD Component's charter not referenced.	In its Purpose statement, the issuance must refer to the Component charter and, if relevant, any other document that authorizes publishing issuances. (This does not apply to issuances approved by DepSecDef.)
DD 106 not complete/incorrect version used.	Be sure to download the current version of the DD 106 from the DoD Issuances Website. Fill in Boxes 1-7, 9 (if appropriate), 11, 12, and 13 (do not have Box 13 signed until after precoordination or legally objectionable review).
Responsibilities or procedures in the Policy section.	If it prompts the question "Who will do this?", it is a responsibility. If it answers the question "How will this be done?", it is a procedure. These must be moved to the appropriate section or enclosure.
LEGAL OBJECTION REVIEW	
Questions asked/issues raised during pre-coordination not answered/resolved.	Depending on the level of importance of the question/issue, this may delay release of issuance for legal objection review or formal coordination. Call or e-mail your compliance analyst (cc: Branch Chief) to discuss adjudication.
FORMAL COORDINATION	
Version posted to the portal is different from the version approved by OGC during legal objection review.	The legal objection review may be considered invalid and recoordination with OGC may be required.
Coordinators not on the Portal not notified.	Any outside coordinators (NOAA, PHS, DOJ, DOS, etc.) must be independently contacted and coordination material supplied by the action officer.
PRE-SIGNATURE	
Coordinations outdated (doesn't apply to Federal Register issuances) or not signed at the correct level.	The issuance should be approved no more than 3 months after the coordination suspense date on the Portal (9 weeks for DTMs and cancellations). If past that date, the action memo must explain reason for processing

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	<p>delay and justification for considering the coordination(s) valid. Out of date coordinations may be rejected by the Directives Division or the primary signature authority and issuance may be returned for recoordination.</p> <p>Check the “List of Signature Authorities,” and “Authorized Component Coordinators” to ensure the coordinator is authorized to sign. If coordinator is not listed, consult your focal point.</p>
Comments not transferred verbatim to the DD Form 818-1.	All DoD Component comments must be in the DD Form 818-1 as originally written and properly adjudicated.
Comments in DD Form 818-1 out of order or referencing incorrect paragraphs.	Comments must be listed in page, then paragraph # order. If paragraphs are moved or deleted, the DD Form 818-1 must reflect the updated paragraph numbering.
(In the old SD Form 818) Substantive comments marked as Critical (see the SD 818 for definitions of “substantive” and “critical”).	E-mail commenter and discuss whether it truly meets the definition of “critical”. <i>While the official designation in the SD 818 can’t change</i> , your adjudication can state that you and the Component agree that the comment is really substantive.
Action memo lacks complete information (coordination missing/outdated/nonconcurs received).	<p>Action memo must note:</p> <ul style="list-style-type: none"> - Explanations for outdated coordinations -Primary coordinators that did not respond -Any DoD Component that initially nonconcurred and action taken to resolve the nonconcur -If the issuance has any outstanding issues, justification for signing the issuance as it exists. -Security coordination information (unclassified issuances)
Nonconcurs not officially revoked.	To revoke a nonconcur, all of the DoD Component’s comments must be fully accepted or the Component must concur via DD Form 818, memo, or digitally signed e-mail from the original (or higher level) coordinator or the Component’s primary issuance focal point.
LEGAL SUFFICIENCY REVIEW	
Questions asked/issues raised during pre-	Depending on the level of importance of the

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signature not answered/resolved.	question/issue, this may delay release of issuance for legal sufficiency review. Call or e-mail your compliance analyst (cc: Branch Chief) to discuss adjudication.
PUBLICATION	
Signed document received is different from the version approved by GC DoD during legal sufficiency review.	The legal sufficiency review may be considered invalid and recoordination with OGC may be required.
Defense Office of Prepublication and Security Review approval not received for unclassified issuances for public release.	The issuance cannot be published without DOPSR approval. You must request the review and, if WHS/ESD/DD is not cc'd on the response, forward it to whs.mc-alex.esd.mbx.dod-directives@mail.mil.
Hard copy package not sent.	Original hard copy package must be sent in its entirety to Directives Division and should come through the OSD mailroom or courier. Do not send through U.S. Postal Service. If you can provide the Directives Division a scanned copy (legible PDF) of the <i>entire package</i> , including signed action memo, issuance, DD Form 818-1, list of coordinating officials and (if appropriate) the executive summary of changes, the issuance may be published without the hard copy.