

PROCESSING DOD ISSUANCES

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FORWARD: GENERAL PRINCIPLES

This document provides procedures for action officers (AOs) who are processing DoD directives (DoDDs), instructions (DoDIs), manuals (DoDMs), and directive-type memorandums (DTMs) as well as changes to and cancellations of those issuances signed or approved by OSD Component heads other than the Deputy Chief Management Officer of the Department of Defense (DCMO) or Director, Washington Headquarters Services (WHS). If you are part of an office under DCMO or the Director, WHS, use *Processing ODCMO Issuances*. In this document:

- “Issuance” includes DoDDs, DoDIs, DoDMs, and DTMs.
- “You” refers to the AO; “your Component” refers to the OSD Component under which your office falls.
- “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 that are available on our website.

The DoD and OSD Components 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 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 DoD Issuances

STAGE 1: DEVELOPMENT.	Draft the issuance and coordinate internally within your Component.
STAGE 2: PRECOORDINATION.	Get a precoordination review from DD and, if appropriate, a legal objection review (LOR) from the Office of the General Counsel, DoD (OGC); sign the DD Form 106.
STAGE 3: FORMAL COORDINATION.	Coordinate with external agencies. Adjudicate and incorporate external agency comments in coordination with OGC.

Table 1. Stages in Processing DoD Issuances, Continued

STAGE 4: PRESIGNATURE, LEGAL SUFFICIENCY, AND SECURITY REVIEWS.	Send the final coordination package to DD for review and get a legal sufficiency review (LSR) from OGC. For unclassified issuances proposed for public release, get a security review from the Defense Office of Prepublication and Security Review (DOPSR).
STAGE 5: APPROVAL AND PUBLICATION.	Get the final issuance approved and send it to DD for publication on the Internet.

Table 2. Types of DoD Issuance Actions

ESTABLISHING A NEW ISSUANCE	The office of primary responsibility (OPR) determines the need to establish new DoD policy or to assign responsibilities and/or provide procedures for implementing policy established in an existing issuance.
REISSUING AN EXISTING ISSUANCE	May include updating an issuance; combining two or more issuances; or reissuing a DoDD as a DoDI or a DTM as a DoDD, DoDI, or DoDM.
CHANGING AN EXISTING ISSUANCE	<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.
CANCELLING AN EXISTING ISSUANCE	The OPR determines that 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.

SECTION 1: DEVELOPMENT (STAGE 1)

1.1. ASSIGN A NUMBER TO THE ISSUANCE. Revised issuances will keep their number. For new issuances, 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.

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*, *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. Your Component issuances focal point is also available to help you during all stages of the process. Contact us at whs.mc-alex.esd.mbx.dod-directives@mail.mil for focal point contact information.

1.3. KEEP TRACK OF DIRECTIVE CHANGES. If you are reissuing or changing a directive, the Office of the Deputy Secretary of Defense 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.

1.4. COORDINATE THE ISSUANCE INTERNALLY. Coordinate the issuance throughout your Component, adjudicate any comments you receive, and make any changes necessary.

1.5. PREPARE THE 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.

SECTION 2: PRECOORDINATION (STAGE 2)

2.1. PRECOORDINATION REVIEW. E-mail the unsigned DD Form 106 and a clean (no comments or changes present), Microsoft (MS) Word copy of the issuance to us at whs.mc-alex.esd.mbx.dod-directives@mail.mil for review. You'll receive an e-mail from us indicating your assigned compliance analyst and an estimated completion date. The precoordination review examines the issuance and DD Form 106 for compliance with DoD policy and standards.

2.2. INCORPORATION OF DD REVIEW. When you receive the precoordination review, revise the issuance, accepting or rejecting changes and recommendations as appropriate. Delete all comments and remove all markings from the draft. If rejecting changes or recommendations, please discuss these with your compliance analyst.

2.3. OGC LEGAL OBJECTION REVIEW (LOR). An LOR is now optional for all issuances. If you will not be requesting an LOR, go to Paragraph 3.4. To request an LOR, submit a clean copy of the issuance and the unsigned DD Form 106, through your focal point or designated authority, to OGC via the Directives Portal System (referred to in this document as "the Portal") for an LOR.

- a. Your compliance analyst will review the issuance before it is released to OGC and will work with you to resolve any outstanding issues.
- b. OGC will identify the issuance as "not legally objectionable" or "legally objectionable." If the issuance is legally objectionable, OGC will provide instructions to bring it into compliance with law. See *What to Do During Legal Review* and Paragraph 6.2.b of DoDI 5025.01 for complete instructions regarding the LOR.
- c. You may withdraw the issuance from LOR at any time before OGC has posted its determination on the Portal and submit the issuance for formal coordination, but please be sure to notify OGC through your focal point that you are doing so.

2.4. DD FORM 106 SIGNATURE. After adjudicating OGC's recommendations (if any), follow your Component's procedures to get the DD Form 106 signed. (See the *List of Signature Authorities* for guidance on who can sign the DD 106.) If OGC has declared your issuance "not legally objectionable," don't make any additional changes to the issuance at this point unless you clear them with the Associate Deputy General Counsel (DGC) who completed the LOR and provide that concurrence to us.

SECTION 3: FORMAL COORDINATION (STAGE 3)

3.1. INITIATE FORMAL COORDINATION THROUGH THE PORTAL.

- a. Follow the Portal Procedures to submit the signed DD Form 106, draft issuance, and a blank DD Form 818, “DoD Issuance Coordination Response,” through your focal point or designated authority to the Portal. (Be sure to complete the header info in the DD Form 818.) You can also contact the Portal Manager for help at whs.mc-alex.esd.mbx.dod-directives-program-portal@mail.mil.
- b. Your compliance analyst will review the materials submitted before they are posted to the Portal to be sure the issuance is ready for release.
- c. The Portal will e-mail you when the issuance has been posted for coordination.

3.2. COORDINATORS WITHOUT ACCESS TO THE PORTAL. If you entered coordinators on the DD Form 106 that do not have access to the Portal (see *Offices with Access to DoD Directives Portal*), you are responsible for sending the issuance, the DD Form 106, and the DD Form 818 to them and for getting their response. If you don't know how to contact them, call your focal point for help.

3.3. ADJUDICATE THE COORDINATION RESPONSES AND REVISE THE ISSUANCE.

a. Throughout the coordination period, 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 DoD Components that haven't responded. Only coordinators that have access to the Portal will receive reminders.

b. Review and adjudicate the responses as they are received, including confirming that the coordination is signed at the appropriate level according to the *List of Signature Authorities and Authorized Component Coordinators*.

c. Document coordination comments and their resolution on a DD Form 818-1.

(1) You don't have to include administrative comments (see DoDI 5025.01 definition) on the DD Form 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.

d. 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. The Associate DGC will reply with advice specific to legal issues and/or to other issues you

specifically identify. If you did not request an LOR, contact your alternate issuances focal point, who will contact OGC and arrange a review of your issue. Involving OGC throughout the adjudication process will expedite the legal sufficiency review by identifying and resolving potential legal objections before completing the presignature draft.

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

3.4. PREPARE THE MATERIALS FOR PRESIGNATURE REVIEW. Assemble the following materials for all actions except administrative changes, which are discussed in Paragraph 7.4.

a. An action memo prepared according to the appropriate sample on our website for the type of issuance and action.

(1) Action memos must address issues (nonconcurrences, non-response of a primary coordinator, late coordinations) and justify approval of the document despite these issues.

(2) If the issuance is a directive being reissued or changed, the action memo must refer to the *DoDD Summary of Changes*.

b. The final draft of the new, revised, or changed issuance.

c. DD Form 818-1.

d. List of Coordinating Officials.

e. If the issuance is a directive being reissued or changed, a *DoDD Summary of Changes* (see Paragraph 2.3) made from the current version published online.

f. Coordinations and comments from coordinators that do not have Portal access. You are responsible for getting these materials and must provide electronic copies of their coordinations, including comments, with the materials for presignature. These comments must be included on the DD Form 818-1.

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

4.1. PRESIGNATURE REVIEW.

a. E-mail the materials for presignature, as described in Paragraph 4.4., to us for review. You'll receive an e-mail from us indicating your assigned compliance analyst and an estimated completion date. The presignature review includes a compliance review of the material supplied as well as a review of the coordinations and the manner in which any comments received were addressed in the issuance.

b. Upon the completion of our review, revise the approval package material appropriately. If rejecting changes or recommendations, coordinate these with your compliance analyst.

4.2. OGC LEGAL SUFFICIENCY REVIEW (LSR). Submit a clean electronic copy of the material in the approval package, as described in Paragraph 4.4, to your focal point or designated authority. He or she will send the material to the Portal for an LSR. The General Counsel, DoD, Principal Deputy General Counsel, or a Deputy General Counsel will perform this review. 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 *What to Do During Legal Review* and Paragraph 6.c of DoDI 5025.01 for complete instructions regarding the LSR.

4.3. SECURITY REVIEW. If your issuance will be released to the public (see Paragraph 4.4.b of DoDI 5025.01) you must, upon incorporating the required OGC changes, e-mail a clean copy of the issuance, the LSR, the list of coordinating officials, and a completed, signed DD Form 1910, "Clearance Request for Public Release of Department of Defense Information," to DOPSR at whs.pentagon.esd.mbx.secrev@mail.mil for approval to publish the issuance on the unclassified DoD Issuances Website. DOPSR approval is mandatory for release on the unclassified Internet. Make sure that we receive a copy of the DOPSR approval.

4.4. PREPARE THE FINAL APPROVAL PACKAGE. Revise the issuance and other package contents if required by the DOPSR review. Assemble the final package for approval in accordance with Paragraph 4.4.

SECTION 5: APPROVAL AND PUBLICATION (STAGE 5)

5.1. APPROVAL. DoD issuances are processed differently in Stage 5 depending on who is approving publication of the issuance. The issuance should not be substantially changed after completion of the LSR as any changes made may require another LSR via the Portal.

a. When Approved by the Secretary or Deputy Secretary of Defense.

(1) Follow your Component's internal procedures to get action memo signature. After signature, your Component may send the hard copy of the approval package directly to the DoD Executive Secretary's office. If they return it to you, send the complete approval package to us at the Mark Center, Suite 02F09-02.

(2) E-mail an MS Word copy of the version of the issuance that was sent for approval, the DD Form 818, list of coordinating officials, and the DoDD Summary Changes, if applicable, to us.

b. When Approved by the OSD Component PSA.

(1) Follow your Component's internal procedures to submit the original hard copy approval package to your PSA.

(2) After the issuance has been signed, e-mail an MS Word copy of the version of the issuance that was sent for approval to us.

(3) Send the original hard copy approval package to us via the OSD mailroom or courier. Don't send via the U.S. Postal Service.

c. All Issuances. Your compliance analyst will review the package and resolve any substantive issues with you.

5.2. PUBLICATION.

a. For issuances that will be released to the public and those that will be accessible only via public key infrastructure (normally a common access card), we'll publish the issuance on our unclassified and classified websites and notify you and your focal point.

b. For classified issuances, we'll publish the issuance on our classified website and notify you and your focal point. A notice appears on the unclassified site that the issuance is classified.

c. For issuances that are not releasable via our website, we'll return an electronic copy of the approved version of the issuance to you for final distribution and notify your focal point.

SECTION 6: SPECIAL PROCEDURES FOR CHANGES

6.1. ABOUT CHANGES.

- a. A change amends an existing DoD 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 DoD issuances are permitted and encouraged during their respective life cycles, as described in DoDI 5025.01.
- c. If more than 25 percent of an issuance requires change, the 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 3. Enter it into the issuance immediately preceding the "effective date" section. As a rule, option 2 is used for "For Official Use Only" issuances.

Table 3. Releasability Statements for DoD 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 4. Enter it into the issuance as the final paragraph of the “FOREWORD,” left-aligned immediately preceding the signature block.

Table 4. 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 within your office or directorate. Revise the issuance consistent with any comments received.

b. Internal Component Coordination. Follow established procedures within your Component to coordinate the draft changed issuance throughout your Component. Coordinators should only comment on changed text. Revise the issuance consistent with any internal coordination comments received, then assemble a package that includes:

(1) **Unsigned Action Memo.** Use the appropriate action memorandum template from our website.

(2) **Attachments.** The final draft of the changed issuance.

c. DD Review. Follow the standard procedures in Section 3 to submit the package to us for review. When following the standard procedures, the action memo will replace the DD Form 106.

d. Approval and Publication. When the review is returned to you, follow the standard procedures in Section 6 to have the changed issuance approved and published on our website. For DoDDs, begin with Paragraph 6.1.a.(1). For DoDIs and DoDMs, begin with Paragraph 6.1.a.(2).

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 a DoD issuance or at any other time, the OPR determines the issuance has served its purpose, is no longer needed, and is not appropriate for incorporation into a new or existing issuance, the OPR initiates its cancellation.

7.2. PROCESSING CANCELLATIONS

a. All cancellations are fully coordinated. All coordinators other than the mandatory ones will be collateral.

b. An issuance is cancelled by the original signing authority. The action memo must be signed at the same level at which the issuance was signed.

c. Follow established procedures within your Component 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.)

d. Send the unsigned DD Form 106 to us for review, as discussed in Section 3.

e. Upon receiving our review and after making any necessary adjustments, follow your Component's procedures to get the DD Form 106 signed.

f. Send the signed DD Form 106 and a copy of the issuance to be cancelled, through your alternate issuances focal point or designated authority, in .pdf format to the Portal to initiate formal coordination.

g. Adjudicate any comments received during formal coordination and make a final package consisting of a *Cancellation Action Memo*, list of coordinating officials, and a DD Form 818-1 if you received any comments.

(1) If you are cancelling a DoDD, the action memo will be directed to the Deputy Secretary and signed by your OSD Component head.

(2) If you are cancelling a DoDI, DoDM, or DoD publication (see definition in DoDI 5025.01), the action memo will be directed to your OSD Component head or Principal Staff Assistant concerned and signed by the appropriate authority within your Component.

h. Send the complete approval package to us for a presignature review. The approval package consists of:

(1) Action memo

(2) List of coordinating officials

(3) DD Form 818-1 if appropriate

(4) A .pdf of the issuance to be cancelled

i. Upon receiving our review, make any changes required. Send the updated approval package, through your alternate issuances focal point or designated authority, to OGC on the Portal for an LSR.

j. For issuances originally approved by the Secretary or Deputy Secretary of Defense:

(1) Upon receiving the OGC LSR, follow your Component's internal procedures to get the action memo signed and forward the package to the Office of the Secretary or Deputy Secretary of Defense for cancellation approval.

(2) The final package will be sent back to us after it is approved, and we'll remove the cancelled issuance from the DoD Issuances Website(s), update the Cancelled DoD Issuances Search database, and notify you and your focal point.

k. For issuances originally approved by your Component:

(1) Upon receiving the OGC LSR, follow your Component's internal procedures to get the action memo signed and forwarded to the appropriate authority for cancellation approval.

(2) Upon receiving the approved cancellation, send the final approval package to us. We'll remove the cancelled issuance from our website(s), update the Cancelled DoD Issuances Search database, and notify you and your focal point.