

## Additional Instructions for Completing the WHS Form 2 Templates

### FOR ALL:

- The blocks “CCS” (Log In and Log Out), “CORR,” and #7 DISPOSITION aren’t used in the issuance program.

### FOR INTERNAL COORDINATION:

- In Blocks 1 - 6:
  - Remove your directorate.
  - If you're in AD:
    - - Remove AD and add appropriate offices; CAF and PFPA are mandatory.
    - - If more than 6 coordination blocks are necessary, use a second WHS Form 2 (the information in Blocks 8 through 14 should be identical).

### FOR WHS OR DCMO APPROVAL:

- Block 4 - If issuance is for WHS approval (all AIs except for those prepared by PFPA), change ACTION to “Approval” and remove the text in Block 5.
- Block 5 - To be completed if the issuance is for DCMO approval (DoDIs and AIs proposed by PFPA).
- Block 14
  - Paragraph 1. For **Cancellations**:
    - Adjust the first paragraph of the summary to read: “1. [Issuance type and #, “Issuance Title,” effective date] (TAB A) has served the purpose for which it was intended and is no longer required.”
    - Adjust the wording in the subsequent paragraphs as appropriate to the cancellation action.
  - Paragraph 2. For DTMs, use the following language: “2. Formal coordination has been accomplished; all the responding DoD Components concurred, and comments have been adjudicated and incorporated in the issuance as appropriate (TAB B). As all coordination was collateral in order to expedite processing, any missing coordinations other than the mandatories should not delay the DTM publication process pursuant to DoD Instruction 5025.01. [Address external coord issues as described in this WHS Form 2 sample.]
  - Paragraph 3:
    - If the issuance contains an information collection that is exempted from the assignment of an RCS or an OMB control number, use: "The information collection requirement, [enter formal information collection title], is exempt from licensing requirements and subjection to a cost summary in accordance with paragraph [enter the appropriate paragraph citation in Volume 1 of DoDM 8910.01 that applies] of Volume 1 of DoDM 8910.01."
    - If the issuance contains an information collection that is submitted to Congress, use: “The information collection requirement, [enter formal information collection title], is submitted to Congress in accordance with

[cite the statutory requirements] and is coordinated with the Office of the Assistant Secretary of Defense for Legislative Affairs (ASD(LA)) in accordance with the procedures in DoDI 5545.02. The cost of the information collection and the CAPE identification number has been submitted to ASD(LA)."

- RECOMMENDATION:
  - For **DOD ISSUANCES ON PRE 5/1/15 TEMPLATE**: Adjust the recommendation to read: "That you sign the issuance at TAB A and return to ESD/DD for placement on the DoD Issuances Website. [WHS] [OR] That you sign the action memo next under to DCMO recommending signature of the issuance at TAB A and return to ESD/DD for placement on the DoD Issuances Website." [DA ODCMO]
  - For **CHANGES AND CANCELLATIONS**: Adjust the recommendation to read: "That you approve the change to [or cancellation of] the issuance by initialing above and return to ESD/DD for placement on the DoD Issuances Website." [WHS] [or] "That you sign the action memo next under to DCMO recommending approval of the change to [or cancellation of] the issuance and return to ESD/DD for placement on the DoD Issuances Website." [DA ODCMO]
  - The first option ("That you approve...") is for Director, WHS approval.
  - The second option ("That you sign...") is for DCMO approval.

**FOR DEPSECDEF APPROVAL:**

- Block 14
  - Paragraph 1: FOR DTMs, use the following language if appropriate:  
"Coordination is current. As all coordination was collateral in order to expedite processing, any missing coordinations other than the mandatories should not delay publication pursuant to DoD Instruction 5025.01."
  - Paragraph 3, first bullet: This statement is required for reissuances only.
  - RECOMMENDATION: For **ISSUANCES ON PRE 5/1/15 TEMPLATE**: Adjust recommendation to read: "That you sign the attached action memo to the Deputy Secretary of Defense requesting signature of the publication of the issuance at TAB A."