



Department of Defense INSTRUCTION

NUMBER 5025.01
September 26, 2012

DA&M

SUBJECT: DoD Directives Program

References: See Enclosure 1

1. PURPOSE. This instruction:

a. Reissues DoD Instruction (DoDI) 5025.01 (Reference (a)) in accordance with the authority in DoD Directive (DoDD) 5105.53 (Reference (b)).

b. Updates established policy, assigned responsibilities, and procedures governing DoDDs, DoDIs, DoD manuals (DoDMs), DoD publications, DoD directive-type memorandums (DTMs), and OSD administrative instructions (AIs) (referred to collectively in this instruction as “DoD issuances” or “issuances”).

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

d. Authorizes the DoD Directives Program Portals at <https://dps.whs.mil> (unclassified) and <https://dps.whs.smil.mil> (classified) as the official sites the OSD and DoD Components must use to coordinate on 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 DoD (referred to collectively in this instruction as the “DoD Components”).

3. POLICY. It is DoD policy that:

a. The DoD will maintain a DoD Directives Program for the development, coordination, approval, publication, and review of DoD issuances in accordance with Reference (b), DoDD

5110.4 (Reference (c)), AIs 15 and 102 (References (d) and (e)), and Public Law 111-274, also known as the “Plain Writing Act of 2010” (Reference (f)).

b. DoD issuances will consist of DoDDs, DoDIs, DoDMs, DoD publications, DTMs, and AIs. (See Glossary for definitions and descriptions.)

(1) Policy in DoD issuances will be established in DoDDs, DoDIs, and DTMs.

(2) DoDIs, DTMs, and AIs may implement policy.

(3) DoDMs will **only** implement DoD policy. All DoD publications that are not DoDMs must be converted into DoDMs on their next reissuance.

c. Prior to the 5-year anniversary of their publication date, all issuances must be reviewed to determine if they are necessary, current, and consistent with DoD policy, existing law, and statutory authority. They will be either reissued, certified as current, or cancelled, as appropriate.

(1) All issuances certified as current must be reissued or cancelled within 7 years of the original publication date.

(2) In accordance with Deputy Secretary of Defense Memorandum (Reference (g)), new or reissued issuances published on the DoD Issuances Websites that have not been reissued in accordance with the standards of this instruction will expire 10 years from their publication date and be removed from the websites, unless the Director of Administration and Management (DA&M) approves an extension.

d. DTMs must be issued **only** for time-sensitive actions and **only** when time constraints prevent publishing a new issuance or incorporating a change to an existing issuance. DTMs must not be used to permanently change or supplement existing issuances. They will be effective for no more than 6 months from the date signed, unless an extension is approved by the DA&M. “Time sensitive” actions are those that are:

(1) Directed by Executive order;

(2) Directed by the Secretary or Deputy Secretary of Defense;

(3) A matter of urgent national security;

(4) A matter of urgent DoD policy as determined by an OSD Component head;

(5) Required by recent (less than 3 months) change in law, statute, or government-wide regulation; or

(6) Necessary to prevent imminent danger (as defined in the Glossary) to life and health.

e. The OSD Component heads that report directly to the Secretary of Defense must establish DoD policy only in DoDIs within their assigned functional areas. When issuing DoDIs that establish, by incorporation, policy previously established in a DoDD or DTM, they must cancel the DoDD or DTM, or the affected portion of the DoDD or DTM, as appropriate.

4. RESPONSIBILITIES. See Enclosure 2.

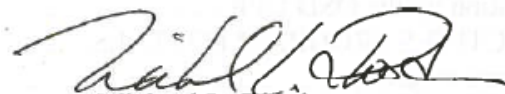
5. PROCEDURES. See Enclosures 3, 4, 5, and 6.

6. RELEASABILITY. **Unlimited**. This instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This instruction:

a. Is effective September 26, 2012.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with paragraph 4c(1) in the policy section of this instruction. If not, it will expire effective September 26, 2022 and be removed from the DoD Issuances Website.



Michael L. Rhodes

Director of Administration and Management

Enclosures

1. References
2. Responsibilities
3. General Provisions
4. Revision and Coordination of DoD Issuances
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6. Specialized Issuances

Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007 (hereby cancelled)
- (b) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
- (c) DoD Directive 5110.4, "Washington Headquarters Services (WHS)," October 19, 2001
- (d) Administrative Instruction 15, Volume I, "Office of the Secretary of Defense (OSD) Records Management Program - Administrative Procedures," November 14, 2006, as amended
- (e) Administrative Instruction 102, "Office of the Secretary of Defense (OSD) Federal Register (FR) System," November 6, 2006, as amended
- (f) Public Law 111-274, "Plain Writing Act of 2010," October 13, 2010
- (g) Deputy Secretary of Defense Memorandum "Improving Department Guidance – Department of Defense Issuances," March 25, 2012
- (h) DoD Directive 5015.2, "DoD Records Management Program," March 6, 2000
- (i) DoD Directive 5230.09, "Clearance of DoD Information for Public Release," August 22, 2008
- (j) DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," January 8, 2009
- (k) DoD Instruction 8520.02, "Public Key Infrastructure (PKI) and Public Key (PK) Enabling," May 24, 2011
- (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) Directive-type Memorandum 12-004, "DoD Internal Information Collections," April 24, 2012
- (o) DoD Instruction 7750.07, "DoD Forms Management Program," April 20, 2007, as amended
- (p) DoD 7750.07-M, "DoD Forms Management Program Procedures Manual," May 7, 2008, as amended
- (q) DoD Directive 5101.1, "DoD Executive Agent," September 3, 2002, as amended
- (r) DoD Manual 5200.01, Volume 1, "DoD Information Security Program: Overview, Classification, and Declassification," February 24, 2012
- (s) DoD Instruction 1400.25, Subchapter 711, "DoD Civilian Personnel Management System: Labor Management Relations," December 1996
- (t) Section 2426 of Title 5, Code of Federal Regulations
- (u) Title 10, United States Code
- (v) DoD Directive 5100.01, "Functions of the Department of Defense and Its Major Components," December 21, 2010
- (w) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," as amended

ENCLOSURE 2

RESPONSIBILITIES

1. DA&M. In addition to the responsibilities in section 5 of this enclosure, the DA&M:
 - a. Oversees the DoD Directives Program; establishes DoD policy and the standards and procedures for developing, processing, coordinating, approving, publishing, and cancelling DoD issuances.
 - b. Advises whether a proposed new or revised DoDD meets the criteria set forth in the DoDD definition in the Glossary to this instruction and provides appropriate recommendation to the Secretary or Deputy Secretary of Defense.
 - c. Coordinates on all DoD issuances in accordance with the timelines in Enclosure 3.
 - d. Mediates issuance coordination impasses between the OSD or DoD Component heads; refers unresolved nonconcurrences to the Deputy Secretary of Defense as appropriate.
 - e. Develops, maintains, and oversees chartering DoDDs.

2. DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS). Under the authority, direction, and control of the DA&M and in addition to the responsibilities in sections 6 and 9 of this enclosure, the Director, WHS:
 - a. Manages and administers the DoD Directives Program.
 - b. Approves and signs AIs proposed and processed according to this instruction by the WHS Components.
 - c. Establishes and maintains standard formats and templates and procedures for developing and processing DoD issuances and publishes them on the DoD Issuances Websites. Reviews and approves or disapproves requests for waiver of issuance standards and procedures as described in this instruction and on the DoD Issuances Websites.
 - d. Advises and assists the OSD Components in determining whether an issuance should be published as a DoDD, DoDI, DoDM, DTM, or AI.
 - e. Responds to queries regarding the management and administration of issuances and otherwise assists the DoD Components to fulfill their responsibilities to the DoD Directives Program.
 - f. Updates Directives Focal Points on issuance progress.

g. Oversees the review of all issuances and compliance with Reference (f), the maintenance of the DoD Issuances Websites and Directives Program Portals, and the electronic publication of issuances according to their releasability.

h. Serves as the official record keeper for DoD issuances, by overseeing the maintenance and preservation of supporting and historical documents that constitute the official records of DoD issuances in accordance with Reference (d) and DoDD 5015.2 (Reference (h)).

3. GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE (GC DoD). In addition to the responsibilities in section 5 of this enclosure, and in accordance with the procedures in Enclosure 5, the GC DoD:

a. As requested, advises the office of primary responsibility (OPR) when drafting proposed issuances, including revisions, and during the adjudication of formal coordination comments.

b. Provides all required legal reviews of DoD issuances as described in Enclosure 5 in accordance with the timelines in Enclosure 3.

4. IG DoD. In addition to the responsibilities in section 5 of this enclosure, the IG DoD coordinates on all DoD issuances in accordance with the timelines in Enclosure 3.

5. OSD COMPONENT HEADS. The OSD Component heads:

a. Execute the responsibilities and follows the procedures of the DoD Directives Program as stated in this instruction.

b. Initiate the development, revision, coordination, and cancellation of DoD issuances within their functional areas and adhere to the process timelines noted in Enclosure 3.

c. Follow the standards and processing procedures on the DoD Issuances Websites when writing and processing DoD issuances.

d. Sign new or revised issuances or approve changed issuances in accordance with this instruction.

e. Review and coordinate on proposed DoD issuances in accordance with the timeframes noted in Enclosure 3 and the standards and processing procedures on the DoD Issuances Websites.

f. Provide the DA&M with a list of positions, designated in writing, as authorized to:

(1) Initiate coordination for the various types of DoD issuances on their behalf in accordance with paragraph 5b of this enclosure.

(2) Provide coordination on the various types of DoD issuances on their behalf. The authority to coordinate must be in accordance with paragraph 2d of Enclosure 4.

g. Notify DA&M, in writing, when changes in positions or the authorizations in paragraph 5f occur and when the Component head changes.

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

i. Appoint a Directives Focal Point who is authorized to act on their behalf to resolve coordination impasses. Provide written documentation of the appointment and any changes in that appointment to the DA&M. The Focal Point:

(1) Should be senior in grade (O-6, General Schedule 15, or equivalent).

(2) Must be knowledgeable of the Component's areas of responsibility as they pertain to DoD issuances.

(3) Must have direct access to the Component head regarding DoD issuances.

6. DoD COMPONENT HEADS. The DoD Component heads:

a. Execute the responsibilities and follow the procedures of the DoD Directives Program as stated in this instruction.

b. Review and coordinate on proposed DoD issuances in accordance with the timeframes noted in Enclosure 3 and the standards and processing procedures on the DoD Issuances Websites.

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 References (d) and (h).

7. SECRETARIES OF THE MILITARY DEPARTMENTS AND CHAIRMAN OF THE JOINT CHIEFS OF STAFF. In addition to the responsibilities in section 6 of this enclosure, the Secretaries of the Military Departments and Chairman of the Joint Chiefs of Staff:

a. Appoint a Directives Focal Point who is authorized to act on their behalf to resolve coordination impasses. Provide written documentation of the appointment and any changes in that appointment to the DA&M. The Focal Point:

(1) Should be senior in grade (O-6, General Schedule 15, or equivalent).

(2) Must be knowledgeable of the Military Department or Joint Staff areas of responsibility as they pertain to DoD issuances.

(3) Must have direct access to the Secretary concerned or Chairman of the Joint Chiefs of Staff regarding DoD issuances.

b. Provide the DA&M with a list of positions, designated in writing, as authorized to provide coordination on the various types of DoD issuances on their behalf. Notify the DA&M, in writing, when changes in positions or authorization occur and when the Secretary concerned or Chairman of the Joint Chiefs of Staff changes. The authority to coordinate must be in accordance with paragraph 2d of Enclosure 4.

8. CHIEF, NATIONAL GUARD BUREAU (NGB). The Chief, NGB:

a. Executes the responsibilities and follows the procedures of the DoD Directives Program as stated in this instruction.

b. Reviews and coordinates on proposed DoD issuances in accordance with the timeframes noted in Enclosure 3 and the standards and processing procedures on the DoD Issuances Websites.

c. Ensures that the official records of all coordinations on DoD issuances, to include the original signed coordinations, are preserved and maintained in accordance with References (d) and (h).

d. Appoints a Directives Focal Point who is authorized to act his or her behalf to resolve coordination impasses. Provides written documentation of the appointment and any changes in that appointment to the DA&M. The Focal Point:

(1) Should be senior in grade (O-6, General Schedule 15, or equivalent).

(2) Must be knowledgeable of NGB areas of responsibility as they pertain to DoD issuances.

(3) Must have direct access to the Chief, NGB, regarding DoD issuances.

e. Provides the DA&M with a list of positions, designated in writing, as authorized to provide coordination on the various types of DoD issuances on his or her behalf. Notifies the DA&M, in writing, when changes in positions or authorization occur and when there is a change in NGB leadership. The authority to coordinate must be in accordance with paragraph 2d of Enclosure 4.

9. DIRECTORS OF DEFENSE AGENCIES AND DoD FIELD ACTIVITIES. As delegated in their chartering DoDD and in addition to the responsibilities in section 6 of this enclosure, the Directors of Defense Agencies and DoD Field Activities:

- a. Respond to requests for coordination on DoD issuances from OSD Components through the OSD Component under whose authority, direction, and control they fall.
- b. Establish and maintain, for the functions assigned, an appropriate publications system for regulations, instructions, and reference documents produced by the Defense Agency or DoD Field Activity as well as any changes made to those publications.
- c. Ensure all OSD and DoD Components and non-DoD federal agencies with equity in a Defense Agency or DoD Field Activity publication (see Glossary) are given the opportunity to coordinate when that publication is written, changed, or revised.
- d. Develop Defense Agency or DoD Field Activity publications with language that is clear and concise to the audience intended, in accordance with Reference (f).
- e. Serve as the official record keeper for their publications, by overseeing the maintenance and preservation of supporting and historical documents that constitute the official records of those publications in accordance with References (d) and (h).

10. DIRECTIVES FOCAL POINTS. The Directives Focal Points:

- a. Track and manage coordination requests on DoD issuances and ensure coordination requests are met by the suspense dates generated by the DoD Directives Program Portals.
- b. Oversee and manage their respective Component's use of the DoD Directives Program Portals.
- c. Consistent with the authority granted by their respective Component heads according to paragraph 6a of this enclosure, act on behalf of the Component head to resolve coordination impasses.
- d. Provide issuance status to their Component head and to the DD, Executive Services Directorate (ESD), WHS.
- e. Attend the DoD Issuances Training Class within 3 months of their appointment and as appropriate for refresher training.

11. OSD COMPONENT DIRECTIVES FOCAL POINTS. OSD Component Directives Focal Points, in addition to the responsibilities in section 10 of this enclosure, track and manage DoD issuances for which the OPR has ownership.

ENCLOSURE 3GENERAL PROVISIONS1. INTRODUCTION TO DoD ISSUANCE PROCESS

- a. The DoD issuance process has five basic stages as shown in Table 1.

Table 1. Overview of Issuance Process

Stage	Description
1. Development	Issuance is drafted and coordinated internally within the organization of the OPR. Issuances may also be informally coordinated with external stakeholders, as appropriate.
2. Precoordination	DD provides a precoordination edit of the issuance and Office of the General Counsel of the Department of Defense (OGC) provides a legal objection review (LOR).
3. Formal Coordination	Issuance is coordinated with external agencies and comments are incorporated. Revised issuance must receive a legal adjudication review (LAR) at this time.
4. Presignature	Issuance is submitted to DD for a final review and the issuance receives a legal sufficiency review (LSR) and security review for Internet release (if applicable).
5. Signature and Publication	Issuance is signed; electrons and hard copy are submitted to DD for publication to the Internet and archiving.

- b. Table 2 includes information about the purpose and content, page length, and signature level according to each type of issuance. Full definitions of issuance types can be found in the Glossary.

Table 2. Matrix of DoD Issuances

Issuance Type	Purpose and Content	Length	Signature Level (Those “acting” or performing the duties of a vacant position whose incumbent is authorized to sign an issuance may also sign the issuance)
DoD Directive (DoDD)	Establishes policy , delegates authority, and assigns responsibilities. Consists only of one or more of these elements: - Non-delegable responsibilities assigned to the Secretary or Deputy Secretary of Defense - Organizational charters - Assignment of new functions and resources between or among the OSD or DoD Components - Assignment of DoD EAs - Matters of special interest to the Secretary or Deputy Secretary of Defense	No more than 8 pages including enclosures, with no procedures, except that the DA&M will determine the length of organizational charters.	- The Secretary or Deputy Secretary of Defense - The Under Secretaries of Defense, as delegated by the Deputy Secretary of Defense in their respective chartering DoDDs, may sign reissuances of chartering DoDDs for their subordinate OSD Presidentially Appointed, Senate-confirmed (PAS) positions.
DoD Instruction (DoDI)	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. - or -	No more than 50 pages including enclosures.	The OSD Component head - or -
	Implements policy established in a DoDD or policy DoDI by providing general procedures for carrying out that policy.	If more than 50 page are required, a DoDI must be separated into volumes.	- The OSD Component head or his or her Principal Deputy - An OSD PAS official
DoD Manual (DoDM)	Implements policy established in a DoDD or policy 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 must be separated into volumes.	- The OSD Component head or his or her Principal Deputy - An OSD PAS official
Directive-type Memorandum (DTM)	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 more than 20 pages including attachments.	- The Secretary or Deputy Secretary of Defense - The OSD Component head or his or her Principal Deputy - An OSD PAS official
Administrative Instruction (AI)	Implements policy established in a DoDD or DoDI for the administration of the OSD or DoD Components in the National Capital Region (NCR) serviced by DA&M, Pentagon Force Protection Agency, or WHS. Provides general procedures for carrying out policy.	No more than 50 pages including enclosures.	The DA&M or the Director, WHS
Longevity of DoD Issuances	DoDDs, DoDIs, DoDMs, and AIs – Mandatory 5-year review; mandatory 7-year reissuance or cancellation (if certified current at 5 years). New or reissued issuances will expire 10 years from their publication date unless the DA&M approves an extension. DTMs – Mandatory incorporation into an existing DoD issuance, conversion to a new issuance, reissuance, or cancellation within 6 months of the date signed.		

c. Specific information on the development, revision, coordination, approval, and publication of issuances must be separately published and maintained on the DoD Issuances Websites to provide more accessible and timely guidance and direction regarding:

- (1) Format, writing style, and content standards.
- (2) Instructions for preparing, coordinating, and completing an issuance.
- (3) A DoD and OSD Component-specific list of positions authorized or delegated authority to initiate and/or provide coordination on and sign issuances.
- (4) An explanation of the issuance numbering system.
- (5) Templates, forms, common reference citations and examples.
- (6) Use of plain language in all issuances, in accordance with Reference (f).

2. DISTRIBUTION

a. Releasability

(1) The issuance OPR must:

(a) Determine the appropriate release and distribution option for each DoD issuance according to the review and clearance requirements in DoDD 5230.09 and DoDI 5230.29 (References (i) and (j)).

(b) Indicate the releasability of the issuance in the Secretary of Defense (SD) Form 106, "DoD Directives Program Coordination Record," Item 4 "Distribution Statement," in the issuance itself, and in the action memorandum used for obtaining the issuance signature. The action memorandum must also include a statement that the requirements of References (i) and (j) have been met.

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

(a) Unlimited. Unclassified issuances cleared for public release by the Office of Security Review (OSR), ESD, WHS, in accordance with References (i) and (j).

(b) Restricted. Issuances approved for release through controlled Internet access from the classified DoD Issuances Website on the Secure Internet Protocol Router Network (SIPRNET) or controlled DoD-only public key infrastructure (PKI) access for documents that are for official use only (FOUO) on the unclassified Non-Secure Internet Protocol Router Network (NIPRNET) DoD Issuances Website.

(c) Not Releasable. Issuances will not be released by the DD. Release must be approved and accomplished only by the OPR.

b. Distribution by DD. The DD will distribute issuances by publishing them to the DoD Issuances Websites, according to their releasability. The DoD Issuances Websites are the sole sources for electronic distribution of DoD issuances. The DoD Components will link to these websites; issuances must **not** be downloaded and placed on other websites.

(1) Unclassified Website. The unclassified website will consist of:

(a) Issuances with unlimited releasability as cleared by OSR.

(b) Issuances with FOUO information may as determined by the OPR, with access limited to individuals with a valid DoD PKI card in accordance with DoDI 8520.02 (Reference (k)).

(c) Issuance type, number, date, unclassified title, OPR, and releasability statement only for issuances with restricted releasability.

(2) Classified Website. The classified website will contain both unlimited and restricted issuances. For issuances not releasable, the DD will post the issuance type, number, date, unclassified title, OPR, and releasability statement on the classified website.

c. Distribution by the OSD OPR. Distribution of issuances that are not releasable will be controlled and accomplished by the OPR.

3. DoD DIRECTIVES PROGRAM PORTALS. Detailed procedures for access to and use of the classified or unclassified DoD Directives Program Portals (referred to in this section collectively as the “portals”) are posted to the portals and to the DoD Issuances Websites. Portal and website addresses are noted in section 1, above the signature. OSD and DoD Components and OGC will use the portals for:

a. Coordination Requests

(1) Posting. The OSD Components will post for coordination:

(a) Unclassified and FOUO issuances (including the SD Form 106 and SD Form 818, “Comments Matrix for DoD Issuances”) on the unclassified portal.

(b) Classified issuances up to SECRET (including the SD Form 106 and SD Form 818) on the classified portal. The SD 106 must also be posted to the unclassified portal in order to notify coordinating officials that there is a coordination request pending on the classified portal.

(2) DD Review. Upon review and approval by the DD, the coordination request will be distributed by e-mail to the OSD and DoD Components selected on the SD Form 106.

(3) Non-portal Access. The OPR must distribute coordination requests directly to any coordinators who do not have access to the portal (often identified as “Other” in item 16 of the SD Form 106). A listing of organizations with access to the portal is maintained on the DoD Issuances Websites. Requests for coordination by non-DoD federal agencies must be sent via the DoD Executive Secretary to the Executive Secretary of the desired federal agency.

(4) Suspense Date

(a) The coordination period begins when the coordination request is released on the portal and the e-mail is sent to the requested coordinators. The suspense date is automatically calculated by the portal and is displayed on the portal and in the e-mail coordination request distributed through the portal.

(b) If an extension to the suspense date is needed, the OSD and DoD Components must send this request directly to the OPR Directives Focal Point. The Focal Point will alert the Portal Administrator of approved extensions, who will then adjust the suspense date on the portal.

(5) Expedited Coordination

(a) Coordination on DTMs will be expedited in accordance with the timelines noted in Table 3. The reason for urgency must be noted in Item 9, “Purpose and Remarks,” of the SD Form 106.

(b) When expedited coordination is required for other issuances, Item 9 of the SD Form 106 must provide compelling justification for DD approval. If the DD deems expedited coordination is appropriate, the Portal Administrator will adjust the suspense date.

b. Coordination Responses

(1) All coordinators, including OSD and DoD Components, must record their formal coordination on the portal by providing the appropriate level signature in Item 17a of the SD Form 106. Coordinators also have the option to post a signed memorandum that includes the coordinating official’s title and signature date on the portal. All official comments must be recorded on an SD Form 818 and must be posted to the portal in Microsoft Word format.

(2) Coordinators that do not have portal access must return copies of their coordinations (SD Form 106 or signed memorandum) and SD Form 818 to the originator by mail, e-mail, or fax.

c. Legal Reviews. OGC must use the portals to report LOR and LSR results. Any comments made or changes recommended by OGC must be posted on the portal.

Table 3. Timelines for Coordination and Completion of DoD Issuances

Stage in Issuance Process		Number Of Working Days By Issuance Type ¹				
		DoDD, DoDD to DoDI Conversion	DoDI, DoDM, and AI	Conforming and Substantive Changes	DTM	Cancellations
PRECOORDINATION	From: Precoordination Edit Requested by Component					
	To: Precoordination Edit Returned to Component	5 ²	5 ²	5 ²	2	3
	OGC LOR Requested by Component ³	10	10	5	5	-
	Issuance Posted to the Portal by the DD	3	3	3	2	-
	OGC Provides LOR to Component ³	10	15	10	5	-
	Component Requests Formal Coordination	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
TOTAL TIME FOR PRECOORDINATION		38	43	33	24	13
FORMAL COORDINATION	From: Component Requests Formal Coordination					
	To: Issuance is Posted to the Portal by the DD (Coord Begins)	3	3	2	2	2
	Formal Coordination Period Ends ⁴	20	20/30/45 ⁴	15	15	15
	OGC LAR is Requested by Component	10	15	5	5	5
	OGC Provides LAR to Component	5	10	5	5	5
	Component Requests Presignature Review	<u>5</u>	<u>5</u>	<u>2</u>	<u>2</u>	<u>5</u>
TOTAL TIME FOR FORMAL COORDINATION		43	78 (maximum)	29	29	32
PRESIGNATURE	From: Presignature Review Requested by Component					
	To: Presignature Review Returned to Component	5 ²	5 ²	5 ²	2	2
	Component Requests OGC LSR ⁵	10	15	5	5	5
	Issuance is Posted to the Portal by the DD	3	3	2	2	2
	OGC Provides LSR to Component	10	15	5	5	5
	Component Requests OSR Clearance Review	3	5	3	2	-
	OSR Provides Clearance ⁶	5	5	5	5	-
	Component Provides Signed Issuance to DD or submits Issuance for DepSecDef signature as appropriate	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
TOTAL TIME FOR PRESIGNATURE		46	58	35	31	24
TOTAL TIME TO SIGNATURE	<u>Precoordination</u>	38	43	33	24	13
	<u>Formal Coordination</u>	43	78 (maximum)	29	29	32
	<u>Presignature</u>	<u>46</u>	<u>58</u>	<u>35</u>	<u>31</u>	<u>24</u>
	TOTAL WORKDAYS TO SIGNATURE		127	179 (maximum)	97	84

¹ Workdays shown are the maximum.² For issuances over 25 pages long, add 3 days for each additional 25 pages.³ LORs and OSR clearance are not required for cancellations.⁴ Coordination of DoDIs, DoDMs, and AIs are based on issuance length. ≤24 pages will have a 20 day working day suspense; 25-50 pages, 30 working days; 50+ pages, 45 working days.⁵ LSR time limits apply only if the Component has received or requested a final LAR.⁶ Unclassified issuances must be sent to OSR for review before being forwarded for signature, but NOT until after DD presignature and OGC LSR are completed. OSR clearance is mandatory for the publication of unclassified issuances.

ENCLOSURE 4

REVISION AND COORDINATION OF DoD ISSUANCES

1. CURRENCY, CHANGES, CANCELLATIONS, AND EXPIRATIONS. On the first workday of each quarter, DD must provide the OSD Component Directives Focal Points with a list of the issuances for which their Component has ownership that are due to be reissued, will expire or require a change or cancellation within the next 9 months.

a. DoDD, DoDI, DoDM, and AI Currency

(1) Currency. An issuance is considered current when all information contained within it is accurate and in effect, and it has been reissued or certified as current by the Component head who is the OPR for the issuance within 5 years of its publication date. All DoD publications must be converted to DoDMs upon the publication's next revision.

(2) Currency Criteria. The OSD Component heads must ensure that each issuance for which they are responsible is reviewed as it nears the 5-year anniversary of its publication date in order to make certain that:

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

(b) Each assignment of authority or responsibility is verified to be a current requirement and is appropriately assigned.

(c) The references are valid, correctly titled, and the most current versions are cited.

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

(e) Any information collection prescribed by the issuance remains valid and is appropriately licensed according to DoD 8910.1-M (Reference (1)).

(3) Certified Current

(a) "Certified Current" is an administrative option available for issuances (except DTMs) within 5 years of their publication date. After it is officially determined to be "Certified Current," the publication is considered current for an additional 2 years. The certified issuance must be reissued or cancelled 7 years from the original publication date.

(b) If, upon completion of the 5-year review, it's determined that the issuance does not require any changes, or only requires administrative changes, the Component head who is the OPR for the issuance certifies by memorandum to the DA&M that each of the currency criteria in paragraph 1a(2) of this enclosure was considered and actions completed. The memorandum

must also identify any administrative changes required. A template for this memorandum can be found on the DoD Issuances Websites.

(c) Upon receipt of the certification memorandum, the DA&M will verify and incorporate the necessary administrative changes identified by the OPR and mark the issuance as certified current by adding the statement “Certified Current Through [7 years from original publication date]” underneath the original publication date. The issuance will retain its original publication date and signature.

(4) Reissuance. An issuance nearing the 5-year review must be reissued if it requires significant changes and the changes make up more than 25 percent of the issuance. A certified current issuance must be reissued 7 years from the original publication date. Issuances that are reissued will require the same coordination and review processes and receive a new date and signature.

b. DTM Currency. The OSD Component heads:

(1) Will, prior to the DTM’s expiration (6 months from the publication date):

- (a) Incorporate the DTM into an existing DoDD, DoDI, AI, or DoDM;
- (b) Convert the DTM to a new DoDD, DoDI, AI, or DoDM; or
- (c) Cancel the DTM.

(2) May request DA&M approval of an extension for a DTM and must provide compelling justification to support the extension.

(3) Must prepare and process a new DTM that incorporates and cancels the existing DTM if the extension request is disapproved.

(4) May, if necessary, request that administrative changes be made to DTMs. The DA&M may allow substantive changes, in special circumstances and when the reasons for making the changes meet the standards for a critical comment as defined in the Glossary.

c. Changes. A change amends an existing issuance and will have the full authority of the issuance and retain its original publication date and signature.

(1) The three types of changes are:

(a) Administrative. An administrative change alters only nonsubstantive portions of an issuance (e.g., titles or dates of references, organizational names or 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(s) of an issuance that appears to be or is potentially unnecessary, incorrect, misleading, confusing or inconsistent with other sections.

(2) Issuances are living documents. Changes are permitted and encouraged at any time during their respective life cycles (5 years; 7 years total for those certified as current) and must make up less than 25 percent of the content of the issuance.

(3) Upon receipt of the appropriate OSD official's approval of a change, the DD will verify the changes and mark the issuance "Incorporating Change (number and date)" beneath the original date and publish the issuance to the DoD Issuance Websites according to the releasability statement of the issuance as described in section 2, Enclosure 3 of this instruction.

d. Cancellations

(1) An issuance will be cancelled when the OPR determines it has served its purpose, is no longer needed, and is not appropriate for incorporation into a new, revised, or existing issuance.

(2) Cancellations must go through the standard formal coordination process. An LOR is not required, and LAR is only required if the proposed cancellation is being contested.

(3) Upon receipt of the appropriate OSD official's approval of a cancellation, the DD will verify the cancellation requirement and remove the issuance from the current list of DoD issuances and add it to the cancelled list of issuances on the DoD Issuance Websites.

e. Expiration. All issuances must be reviewed and reissued (or certified current) every 5 years. If an issuance is not reissued within 10 years of its publication date, per Deputy Secretary of Defense direction (Reference (g)) the issuance will expire and be removed from the website. Extensions to expiration dates may be granted by the DA&M.

2. COORDINATION PROCESS - STANDARDS AND REQUIREMENTS

a. Required Coordinators. OSD and DoD Component heads that are determined to have equity in a DoD issuance must be listed on the SD Form 106 as coordinating officials. OSD and DoD Component heads specifically assigned responsibilities must be designated as primary coordinators as described in paragraph 2b. Coordination must also be obtained with non-DoD federal agencies having equity in a DoD issuance. This coordination may be listed on the SD Form 106 in item 16, labeled "Other" or handled separately as appropriate.

b. Coordination Type. The three types of coordinations are mandatory, primary, and collateral.

(1) Mandatory. An "M" indicates that a coordination is mandatory. Mandatory coordinators are the IG DoD and the DA&M and have a pre-filled "M" indicated on the SD Form 106.

(2) Primary. A “P” indicates that an official has equity in the issuance and coordination is required. If coordination is not provided by the suspense date, the issuance OPR may continue with the issuance approval process in accordance with paragraphs 3d and 3e of this enclosure. Issuances should not be delayed waiting for late coordination or comments; however, the circumstances regarding the missing coordination must be addressed in the action memo requesting signature.

(3) Collateral. A “C” indicates that an official has no apparent equity in an issuance, but is being provided an informational copy and has the option to comment. An issuance will not be delayed as a result of waiting for late coordination or comments from a collateral coordinator. Collateral coordinators will be included on the list of coordinating officials only if they provide coordination.

c. Coordination Lifetime. Table 3 in Enclosure 3 provides the basic timelines for the development, coordination and completion of issuances (excluding Federal Register (FR) issuances). Coordination lifetimes are limited to:

(1) DoDDs, DoDIs, DoDMs, and AIs. Up to 140 working days (6 months) from the date of the portal coordination suspense.

(2) DTMs. Up to 70 working days (3 months) from the date of the portal coordination suspense.

(3) FR Issuances. Up to 280 working days (12 months) from the date of the portal coordination suspense.

d. Coordination Level and Authorities

(1) DoDDs, Policy DoDIs, and Policy DTMs. Those officials authorized to coordinate on DoDDs, policy DoDIs, and policy DTMs include:

(a) The OSD Component heads and their Principal Deputies.

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

(c) The combatant commanders (coordination must occur through the Office of the Chairman of the Joint Chiefs of Staff).

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

(2) Non-Policy DoDIs and DTMs, DoDMs, and AIs. In addition to the officials listed in paragraph 2d(1), coordination may be provided by:

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

(b) The DoD Deputy IGs.

(c) The Directors and Vice Directors of the Joint Staff Directorates.

(3) Delegated Authorities. A listing of those officials who have been delegated coordination authority in accordance with paragraphs 5f, 7b, and 8e of Enclosure 2 is available on the DoD Issuances Websites (“Component-Specific List of Positions Authorized or Delegated Authority to Coordinate on DoD Issuances”).

e. Coordination and Legal Review Variations. Formal coordination and legal reviews are required for all issuances with some variations.

(1) DTMs. DTMs must be coordinated with the mandatory coordinators, at a minimum, and must receive all required legal reviews. Due to the time-sensitive nature of DTMs, coordinating officials other than the mandatory coordinators will be collateral.

(2) Administrative Changes

(a) Administrative changes to issuances signed by the OSD Component heads do not require formal coordination or legal reviews.

(b) Administrative changes to issuances signed by the Secretary or Deputy Secretary of Defense do not require formal coordination, but must have an LSR. The LSR process is noted in paragraph e of Enclosure 5.

(3) Conforming and Substantive Changes

(a) All conforming changes to DoD issuances must be coordinated with the mandatory coordinators, at a minimum, and must receive all required OGC legal reviews.

(b) When coordinated with Components other than the mandatory coordinators, conforming and substantive changes must be coordinated at the appropriate level for the type of issuance being changed in accordance with paragraphs 2d(1) and 2d(2) of this enclosure.

1. For conforming changes, coordination with other Components may be collateral.

2. For substantive changes, coordination with other Components must be the same as on the original coordination for issuance signature (e.g., if they were a primary coordinator then, they must be primary for the change coordination).

(4) Cancellations of DoD Issuances. When the issuance to be cancelled is not being incorporated into a new, revised, or existing issuance, the cancellation action:

(a) Does not require an LOR or OSR clearance. LARs are required only if the cancellation is being contested.

(b) Must be coordinated at the appropriate level for the type of issuance being cancelled in accordance with paragraphs 2d(1) and 2d(2) of this enclosure.

(c) Must list all coordinating officials (with the exception of mandatory coordinators) as collateral as described in paragraph 2b(3) of this enclosure in order to expedite processing.

(d) Must be coordinated for the same period of time as DTMs.

3. COORDINATION PROCESS - RESPONSES, RESOLVING ISSUES

a. Coordination Responses. The only acceptable types of responses during formal coordination are:

(1) Concur

(2) Concur With Comment. Critical comments must not be included in a “Concur With Comment” response, as critical comments as defined in the Glossary indicate that the coordinator does not concur.

(3) Nonconcur With Comment. Comments may be a combination of substantive (see Glossary) and critical. Coordinators **must** specify which comments (other than critical) are grounds for the nonconcurrency.

(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.

b. Comment Types. All coordinators must use the SD Form 818 to record and adjudicate official comments. The only acceptable types of comments in formal coordination, defined in the Glossary, are:

(1) Critical. Identification of a critical comment is considered to be an automatic nonconcur by the coordinator.

(2) Substantive. Substantive comments may be grounds for a nonconcurrency.

(3) Administrative. Administrative comments must **not** be included in the consolidated SD Form 818 submitted for signature; however, they should be adjudicated by the OPR AO and included in the issuance as necessary.

c. Resolving Nonconcurrences

(1) Nonconcurrences should be resolved between the concerned parties before an issuance is approved and published. The resolution process and the manner in which it is conducted are the responsibility of the OPR. Resolving a nonconcurrency may consist of:

- (a) Informal or formal exchanges by phone, e-mail, and/or memo;
- (b) Meetings and working groups that involve the Components' Focal Points and/or other Component senior leadership; or
- (c) A request to the DA&M to mediate between the Component heads.

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

(3) If the OPR is unable to resolve a nonconcurrency and receive a formal withdrawal within the completion timeline for the issuance, the nonconcurrency must be addressed in the action memo. Both sides of the comments must be clearly and succinctly addressed in the memo along with a recommendation for the approving authority.

d. Late Coordinations

(1) If a primary coordinator provides coordination **after** the suspense date, the OPR should make every effort to include the coordination and comments; however, it is not required if it significantly delays progress of the issuance to be signed.

(2) The action memo requesting issuance signature must acknowledge receipt of the late coordination and explain why the OPR proceeded without including any comments made. The OPR may also consider incorporating the late comments as an official change, after the issuance is signed.

e. No Response to Coordination Request. If there is no response from a primary coordinator by the suspense date, either posted on the DoD Directives Program Portal or otherwise provided to the AO, the OPR will:

(1) Enter "No Response" next to that primary coordinator on the list of coordinating officials that is submitted with the action memorandum.

(2) Explain in the action memorandum why it is appropriate for the signature authority to sign the issuance without a primary coordinator's response. Any attempts to obtain the coordination or additional information explaining the circumstance should also be included in the action memo.

f. Recoordinations. The DD may require recoordination of an issuance if substantial changes are made during the adjudication process (e.g., new policy is established or new responsibilities are assigned) or if formal coordinations exceed the coordination lifetimes in paragraph 2c of this enclosure. The process and timelines associated with a formal coordination apply to recoordinations.

ENCLOSURE 5

LEGAL REVIEWS

All legal reviews from the OGC must be conducted at the Associate Deputy General Counsel (DGC) level or above.

a. Internal GC Review. It is the OPR's responsibility to work with their organization's Associate DGC during the initial development and drafting of the issuance.

b. LOR. OGC will provide an LOR of all DoD issuances, after the DD precoordination review and prior to posting the issuance for formal coordination. An LOR will **not** be required for cancellations.

(1) Review Process

(a) After edits from the precoordination review have been made, the OPR must request the LOR by posting the revised issuance on the appropriate portal.

(b) The OGC must post review results, including explanations for any legal issue(s) and required actions to resolve the issue(s), on the portal. Comments must be identified as "administrative," "policy," or "legal."

(c) If OGC does not provide a response within the timeline noted in Table 3 in Enclosure 3, the OPR may move forward and post the issuance for formal coordination.

(2) LOR Resolution. If OGC disapproves the issuance, the legal issue(s) must be resolved before the issuance may be posted to the portal for formal coordination. The OPR may:

(a) Accept the required "legal" changes; or

(b) In consultation with the Associate DGC, prepare a revised draft of the issuance and post it on the portal for a new LOR.

c. Formal Coordination. Since OGC reviews each issuance through a series of legal reviews throughout the issuance process, it is not included in the SD Form 106 for formal coordination. During the adjudication of comments received from coordinating officials, the AO responsible for the issuance must work directly with OGC to seek legal guidance regarding any comments for which the AO believes legal guidance is appropriate.

(1) The AO will contact the Associate DGC who provided the LOR, if that review was completed. If an LOR was not completed, the AO will work with the OGC Focal Point (through the AO's Component Focal Point) to designate an Associate DGC.

(2) The AO must provide the Associate DGC with a copy of the draft and SD Form 818, by e-mail, and clearly identify the comments needing review by stating the matrix comment number.

(3) The collaboration between the AO and the Associate DGC will continue throughout the formal coordination period, and the Associate DGC will reply with advice and assistance on legal issues.

(4) A continuous dialogue between the AO and Associate DGC is key to meeting the Table 3 timelines for issuance completion. It is the responsibility of both the AO and Associate DGC to communicate in a timely manner, during the solicitation and response regarding legal reviews.

d. LAR

(1) The OPR must provide a copy of the completed issuance and SD 818 via e-mail to the Associate DGC who provided the LOR, to request a final LAR. If an LOR was not completed, the AO will work with the OGC Focal Point (through the AO's Component Focal Point) to designate an Associate DGC.

(2) If the issuance is approved, the OPR may move forward and submit the issuance and accompanying documents to the DD for the presignature review.

(3) If the Associate DGC disapproves the issuance, the legal issue(s) must be resolved before the issuance may be sent to DD for presignature review. The OPR may:

(a) Accept the required "legal" changes; or

(b) Come to a mutual resolution agreed upon by both parties. The Associate DGC must confirm that the LAR has occurred and all legal issues have been resolved.

(4) 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 must request the assistance of his or her Focal Point, who will request the assistance of the nonresponsive party's Focal Point.

(5) If the Associate DGC does not complete the LAR by the suspense date, and the AO has engaged OGC during the formal coordination stage as set forth in paragraphs c and d(1) and d(4) of this enclosure:

(a) The timeline in Table 3 for the LSR will apply; and

(b) The AO may proceed with the request for the presignature review.

e. LSR. The OPR must request the LSR, via the portal, after the DD presignature review and prior to OSR clearance review and signature.

(1) Review Level. Issuances signed by the Secretary or Deputy Secretary of Defense must be reviewed by the GC, DoD, or the Principal Deputy GC, DoD. All other issuances must be reviewed by the GC, DoD; the Principal Deputy GC, DoD; or a DGC, as determined by the GC, DoD.

(2) LSR Review Results. The OGC must post review results, including explanations for any legal issue(s) and required actions to resolve the issue(s), on the portal. Comments must be identified as “administrative,” “policy,” or “legal.”

(3) LSR Resolution. A determination by OGC that an issuance is not approved must be resolved prior to submitting the issuance for signature. The OPR may:

(a) Accept the required “legal” changes; or

(b) In consultation with the Associate DGC, prepare a revised draft of the issuance and post it on the portal for a new LSR.

(4) Timeliness. If the LSR is not posted to the portal within the required timeline, the OPR Directives Focal Point must contact the OGC Directives Focal Point to request assistance. If the LSR is not provided in a timely manner after assistance is requested, the OPR AO or Focal Point will elevate this issue through their chain of command. If the OSD Component head is unable to obtain LSR, he or she will contact the DA&M for assistance.

ENCLOSURE 6

SPECIALIZED ISSUANCES

1. INFORMATION REQUIREMENTS, FORMS, AND FR

a. Issuances That Contain Information Requirements and/or Prescribe Forms. The OSD Components must comply with Reference (l) and DoD 8910.1-M, DTM-12-004, DoDI 7750.07, and DoD 7750.07-M (References (m) through (p), respectively) when establishing a form or any other type of information requirement within an issuance that requests information from the DoD Components, other federal agencies, and the public.

b. Issuances That Require Publication in the FR. Any issuance that imposes requirements or restrictions on the public must also be published as a rule in the FR in accordance with Reference (e). This type of issuance is referred to as an “FR issuance.”

(1) The OSD Components must comply with Reference (e), this instruction, and guidance on the DoD Issuances and DoD Regulatory Program websites when preparing FR issuances and developing and submitting rules to be published in the FR. An FR issuance cannot be published on the DoD Issuances Websites until its corresponding interim final rule or final rule has been approved for FR publication.

(2) If the OPR wishes to appeal the determination that its issuance should be published in the FR, it should ask OGC for a written legal opinion supporting the appeal and provide it to the OSD Federal Register Liaison Office (FRLO) within 30 workdays of receiving the precoordination review from the DD. The FRLO will inform the OPR and DD of the results of the appeal and provide supporting documentation.

2. CHARTERS

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

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

(2) Be organized in a unique DoDD format.

b. The Under Secretaries of Defense, as delegated in their respective chartering DoDDs, may sign reissuances to chartering DoDDs for their subordinate OSD PAS positions. The Secretary or Deputy Secretary of Defense will continue to sign all initial chartering DoDDs for newly

established PAS positions. The Director, O&MP, will continue to develop and maintain those chartering DoDDs signed by the Under Secretaries of Defense.

c. The OPR head may develop DoDIs to define the administration and operations of boards, councils, committees, and other subordinate officials and elements of the DoD or OSD Components when their proposed issuance does not meet the definition of a chartering DoDD (see Glossary). The Director, O&MP, may assist the OSD Components in preparing these DoDIs, as requested.

3. DoD EXECUTIVE AGENT (EA) DESIGNATION. DoD EAs must be designated in a DoDD.

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

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

4. CLASSIFIED AND FOUO. The coordination standards and requirements for coordinating classified and FOUO issuances are the same as those for unclassified issuances.

a. The DoD Components must handle classified and FOUO issuances, and classified and FOUO information that is part of the issuance process, according to Volume 1 of DoDM 5200.01 (Reference (r)).

b. FOUO issuances will be posted to the unclassified NIPRNET portal that limits access to individuals with a valid DoD approved PKI credential issued in accordance with Reference (k). Classified issuances will be posted to the SIPRNET portal.

5. UNIONS GRANTED NATIONAL CONSULTATION RIGHTS

a. 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, must be forwarded to the appropriate unions for comment in accordance with Subchapter 711 of DoDI 1400.25 (Reference (s)) and section 2426 of Title 5, Code of Federal Regulations (Reference (t)).

b. Assistance in meeting this requirement should be obtained from the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Office of the Under Secretary of Defense for Personnel and Readiness, as soon as the requirement is identified.

c. The timeframes for completion of issuances may be extended if necessary to comply with this requirement.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AI	administrative instruction
AO	action officer
DA&M	Director of Administration and Management
DD	Directives Division
DGC	Deputy General Counsel
DoDD	DoD directive
DoD EA	DoD Executive Agent
DoDI	DoD instruction
DoDM	DoD manual
DTM	directive-type memorandum
ESD	Executive Services Directorate
FOUO	For Official Use Only
FR	Federal Register
FRLO	Federal Register Liaison Office
GC DoD	General Counsel of the Department of Defense
IG DoD	Inspector General of the Department of Defense
LAR	legal adjudication review
LOR	legal objection review
LSR	legal sufficiency review
NCR	National Capital Region
NGB	National Guard Bureau
NIPRNET	Non-Secure Internet Protocol Router Network
O&MP	Organizational and Management Planning
OGC	Office of the General Counsel of the Department of Defense
OMB	Office of Management and Budget
OPR	office of primary responsibility
OSR	Office of Security Review
PAS	Presidentially Appointed, Senate-confirmed
PKI	public key infrastructure
SD	Secretary of Defense
SIPRNET	SECRET Internet Protocol Router Network

WHS Washington Headquarters Services

PART II. DEFINITIONS

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

administrative comment. Comment concerning nonsubstantive aspects of an issuance, such as dates of references, organizational symbols, format, and grammar.

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

chartering DoDD. See the DoDD definition.

critical comment. A comment whose use requires a nonconcur response from the OPR coordinator and identifies:

Violations of the law or contradictions of Executive Branch policy or of policy established in DoDDs or DoDIs; or

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.

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 (u)) to perform supply or service activities common to more than one Military Department.

Defense Agency or DoD Field Activity publication. Any document produced by a Defense Agency or DoD Field Activity that assigns responsibilities or provides procedures directing or limiting the actions of, or imposing a financial obligation on:

OSD and DoD Components; or

By mutual agreement, non-DoD federal agencies.

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

DoD Component. One of these offices that compose the DoD according to DoDD 5100.01 (Reference (v)):

OSD

Military Departments

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

Combatant commands

Office of the IG DoD

Defense Agencies

DoD Field Activities

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

DoDD. A DoD issuance that **exclusively** establishes policy, assigns responsibility, and delegates authority to the DoD Components. DoDDs will not contain procedures. They must be one 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 DoD and/or OSD Component heads. More specifically, this is when the fundamental responsibilities, functions, or authorities of the Component head are being defined or redefined. These major assignments should not be confused with the collateral functions routinely mentioned in an issuance in which an OSD Component head assigns a responsibility to (and coordinates with) another Component head to perform a task within an assigned functional area.

DoD EA assignments, which consist of the designation of a DoD 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 operational or military matters. They may be items selected by the Secretary or Deputy Secretary or recommended by an OSD Component head.

chartering DoDD. A DoDD that establishes the mission, responsibilities, functions, relationships, and delegated authorities of an OSD Component head or other OSD PAS official, a Defense Agency or DoD Field Activity director, or other major DoD or OSD Component head, 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 must be signed by the Secretary or Deputy Secretary of Defense. An exception is made for Under Secretaries of Defense delegated the appropriate authority in their chartering DoDDs; if this authority is delegated, the Under

Secretaries of Defense may sign reissuances to chartering DoDDs for their subordinate OSD PAS positions.

DoD Directives Program. The single, uniform program that the DoD Components must use to develop, coordinate, approve, publish, and review DoD issuances.

DoD Directives Program Portals. The portals at <https://dps.whs.mil> (unclassified) and <https://www.dtic.smil.mil/whs/directives> (classified) that the OSD and DoD Components must use to coordinate DoD issuances and request and receive legal reviews.

DoD EA. Defined in Joint Publication 1-02 (Reference (w)).

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

DoDI. DoDIs consist of two types. DoDIs must be no more than 50 pages in length including enclosures. DoDIs exceeding 50 pages in length must be separated into two or more volumes.

policy DoDI. A DoDI that **establishes** policy and assigns responsibilities within a functional area assigned in an OSD Component head'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. Policy DoDIs must be signed only by an OSD Component head. Policy DoDIs must 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 must include this instruction as a reference.

non-policy DoDI. A DoDI that **implements** policy established in a DoDD or a policy DoDI by providing general, overarching procedures for carrying out that policy. Non-policy DoDIs must be signed by the OSD Component heads, their Principal Deputies, or the OSD PAS officials as authorized by their chartering DoDDs.

DoD issuance. One of these six types of issuances published by the DoD: DoDD, DoDI, DoDM, DTM, AI, and DoD publication. The term "DoD publication" will be discontinued upon reissuance of all DoD publications as DoDMs.

DoD Issuances Websites. The unclassified NIPRNET website at <http://www.dtic.mil/whs/directives> and the classified SIPRNET website at <https://www.dtic.smil.mil/whs/directives> that serve as the sole DoD source for electronic distribution of DoD issuances. The websites also serve as the only Internet sites where standards for writing DoD issuances will be published.

DoDM. A DoD issuance providing detailed procedures for implementing policy established in DoDDs and policy DoDIs. DoDMs must 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) must be converted into DoDMs on their next reissuance. DoDMs must be signed by the OSD Component heads, their Principal Deputies, or the OSD PAS officials as authorized by their chartering DoDDs. DoDMs exceeding 100 pages in length must be separated into two or more volumes.

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 October 28, 2007: catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations.

DTM. Establish DoD policy and assign responsibilities, or implement policies and responsibilities established in existing DoDDs and policy DoDIs. DTMs concerning subjects requiring direct oversight by the Secretary or Deputy Secretary of Defense must be signed by the Secretary or Deputy Secretary of Defense. DTMs that establish policy must be signed by the OSD Component heads. DTMs that implement policy must be signed by the OSD Component heads, their Principal Deputies, or the OSD PAS officials as authorized by their chartering DoDDs. DTMs will be issued **only** for time-sensitive actions and **only** when time constraints prevent publishing a new issuance or incorporating a change to an existing issuance. DTMs must not be used to permanently change or supplement existing issuances. They will be effective for no more than 6 months from the date signed, unless extended in accordance with this instruction. “Time sensitive” actions are those that are:

Directed by Executive order;

Directed by the Secretary or Deputy Secretary of Defense;

A matter of urgent national security;

A matter of urgent DoD policy as determined by an OSD Component head;

Required by recent (less than 3 months) change in law, statute, or government-wide regulation; or

Necessary to prevent imminent danger to life and health.

equity. A case in which the policies, responsibilities, or procedures in a DoD issuance or Defense Agency or DoD Field Activity publication direct or limit the actions of, or impose a financial obligation on:

OSD and DoD Components; or

By mutual agreement, non-DoD federal agencies.

final rule. Defined in Reference (e).

FR. Daily publication by the U.S. Government that prints the regulations and notices of the various executive departments and agencies of the federal government that affect the public or agencies outside their own.

FR issuance. A DoD issuance that levies requirements or restrictions on the public or government employees outside the DoD, and as such requires codification of the relevant DoD issuance material in the Code of Federal Regulations as a final rule in accordance with Reference (e) and applicable law.

imminent danger. Any condition where there is reasonable certainty that a danger exists that can be expected to cause death or serious physical harm immediately, or before the danger can be eliminated through normal enforcement procedures.

interim final rule. Defined in Reference (e).

mandatory coordinators. The offices of the IG DoD and DA&M are required to review all DoD issuances as they go through the formal coordination stage of processing due to their equity in DoD issuance development, implementation, and enforcement. They are marked with an “M” on the SD Form 106.

national security. Defined in Reference (w).

OPR. The OSD Component, its subordinate office, or other organizational entity within the DoD as designated by the Secretary of Defense or Deputy Secretary of Defense that is responsible for development, management, and maintenance of a DoD issuance.

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

OSD. The principal staff and staff elements used by the Secretary and Deputy Secretary of Defense to exercise authority, direction, and control over the DoD, as defined in section 131 of Reference (u).

OSD Component. One of the offices that compose OSD whose principal reports directly to the Secretary or Deputy Secretary of Defense.

OSD PAS official. One of those OSD officials listed in chapter 4 of Reference (u), appointed from civilian life by the President, by and with the advice and consent of the Senate.

other organizational entity within the DoD. 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 (u), 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 (u).

substantive comment. A comment that indicates that:

Information in the issuance (or the issuance itself) appears to be or is potentially unnecessary, incorrect, misleading, confusing, or inconsistent; or

A Component disagrees with the proposed responsibilities, requirements, and/or procedures.

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