

**DoD ISSUANCE PREPARATION CHECKLIST**  
*(See related resources at [www.dtic.mil/whs/directives](http://www.dtic.mil/whs/directives), "The Issuance Process.")*

<b>Stage 1. Development:</b> Draft issuance and coordinate internally.		
<input type="checkbox"/> <b>a.</b> Issuance prepared using template and standards on issuances website	<input type="checkbox"/> <b>b.</b> Issuance coordinated internally (within originating Component)	<input type="checkbox"/> <b>c. Unsigned</b> DD 106, "DoD Issuance Program Coordination Initiation," prepared for signature
<b>Stage 2. Precoordination:</b> Obtain precoordination review.		
<input type="checkbox"/> <b>a.</b> Issuance and <b>unsigned</b> DD 106 sent to whs.mc-alex.esd.mbx.dod-directives@mail.mil ( - or - for classified to whs.pentagon.esd.mbx.dod-directives@mail.smil.mil)	<input type="checkbox"/> <b>b.</b> Compliance analyst changes reviewed and accepted/ declined using MS Word Track Changes	<input type="checkbox"/> <b>c.</b> If critical or substantive remark declined, analyst contacted and decision explained
<input type="checkbox"/> <b>d. If OSD Component chooses,</b> clean copy of issuance submitted to the Portal for OGC legal objection review (Focal Points will assist)		
<b>Stage 3. Formal Coordination:</b> Coordinate externally.		
<input type="checkbox"/> <b>a.</b> If legal objectionable review was requested, any OGC changes accepted and comments deleted for clean copy.	<input type="checkbox"/> <b>b.</b> Clean copy and DD 106 provided to appropriate official for DD 106 signature (See LIST OF SIGNATURE AUTHORITIES)	<input type="checkbox"/> <b>c.</b> Issuance in MS Word, scanned DD 106, and DD 818 submitted to Portal (Focal Points will assist)
<b>Stage 4. Presignature:</b> Submit final package to Directives Division; OGC; and DoD Office of Prepublication and Security Review (DOPSR) before getting the issuance signed.		
<input type="checkbox"/> <b>a.</b> Submit final package to whs.mc-alex.esd.mbx.dod-directives@mail.mil or whs.pentagon.esd.mbx.dod-directives@mail.smil.mil		
<input type="checkbox"/> <b>(1) UNSIGNED action memorandum</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> For DoDD: Contains statement as to why a directive is required and, if it is a reissuance, a brief summary of changes made</li> <li><input type="checkbox"/> For DoDD to DoDI: Contains statement that directive is being reissued as instruction</li> <li><input type="checkbox"/> For no response from primary coordinators: Explain why issuance should be signed without agency's coordination</li> <li><input type="checkbox"/> For nonconcurs from primary coordinators: Explain reason for nonconcur and justification for why issuance should be signed without concurrence</li> <li><input type="checkbox"/> For expired coordinations: Explain reason for the delay and why issuance should be signed with outdated coordinations</li> </ul>		<input type="checkbox"/> <b>(2) List of Coordinating Officials</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contains issuance # and title</li> <li><input type="checkbox"/> Provides Component, coordinator name, and coordinator title if not the Component head</li> <li><input type="checkbox"/> Coordinators are at authorized level (per LIST OF SIGNATURE AUTHORITIES)</li> <li><input type="checkbox"/> Date matches date of signature on DD 818 or coordination memo; if no date is given, use date coordination was posted to the Portal.</li> <li><input type="checkbox"/> Check expiration date: package should be submitted for signature ≤ 3 months from the date of coordination suspense (≤ 9 weeks for DTMs, cancellations). Action memo will need to discuss expired coordinations</li> </ul>

### Stage 4. Presignature (Continued)

<input type="checkbox"/> <b>(3) DD Form 818-1, “Consolidated DoD Issuance Comment Matrix”</b> <input type="checkbox"/> Comments from all coordinators listed in page # and then paragraph order <input type="checkbox"/> Coordinator comment, justification, and recommended change entered <input type="checkbox"/> Originator response and reasoning entered <input type="checkbox"/> Component point of contact entered <input type="checkbox"/> Correct classification noted	<input type="checkbox"/> <b>(4) For coordinators that do not post coordinations to Portal, copies of coordinator DD 818s or signed memos and ALL coordination comments</b> <input type="checkbox"/> Signatures are legible or clarification provided <input type="checkbox"/> Dates provided  <input type="checkbox"/> <b>(5) Summary of Changes Made.</b> For reissuances of and changes to directives, a separate tab describing the changes made from the online version. <input type="checkbox"/> Use template on the DoD Issuances Website.
<input type="checkbox"/> <b>b. Submit to OGC for legal sufficiency review</b>	
<input type="checkbox"/> Clean MS Word copy to OGC via the Portal (Focal Points will assist) as described in 4.a.	<input type="checkbox"/> If determined legally insufficient by OGC, objections resolved before signature.
<input type="checkbox"/> <b>c. Submit to DOPSR for approval (if releasability unlimited)</b>	
<input type="checkbox"/> Unsigned final MS Word version of issuance (tracked changes and comments removed) <input type="checkbox"/> Legal sufficiency review confirmation	<input type="checkbox"/> List of coordinating officials <input type="checkbox"/> Completed Form 1910
<b>Stage 5. PUBLICATION:</b> Submit approved issuance for publication to DoD Issuances Website.	
<input type="checkbox"/> <b>a. Hard copy/original documents delivered to Directives Division</b> <input type="checkbox"/> Action memorandum <input type="checkbox"/> Issuance <input type="checkbox"/> DD Form 818-1 <input type="checkbox"/> Summary of Changes (for reissued or changed directives) <input type="checkbox"/> List of Coordinating Officials	<input type="checkbox"/> <b>b. Electrons e-mailed to whs.mc-alex.esd.mbx.dod-directives@mail.mil or whs.pentagon.esd.mbx.dod-directives@mail.smil.mil</b> <input type="checkbox"/> Provide the date the issuance was approved ( <b>Do not</b> write this date on issuance) <input type="checkbox"/> MS Word version of approved issuance <input type="checkbox"/> Recommended - Adobe pdf of entire hard copy package (good idea if not hand delivering package to Directives Division)