

## DoD ISSUANCES PROGRAM COORDINATION INITIATION

PRIVACY ADVISORY: When completed, this form contains personally identifiable information and is protected in accordance with the Privacy Act of 1974, as amended and DoD 5400.11-R, DoD Privacy Program.

<b>1. DoD ISSUANCE TYPE AND NUMBER</b> DoD Instruction <span style="float: right;">5025.13</span>		<b>2. ISSUANCE TITLE</b> DoD Plain Language Program		
<b>3. ACTION TYPE</b> Reissuance	<b>4. ISSUANCE CLASSIFICATION</b> Unclassified	<b>5. DISTRIBUTION</b> Cleared for Public Release	<b>6. FORMS PRESCRIBED?</b> <input checked="" type="checkbox"/>	<b>7. INTERNAL COORDINATION COMPLETE?</b> <input checked="" type="checkbox"/>

<b>8. COORDINATION SUSPENSE DATE</b> The Directives Portal System sets suspenses automatically from the date of posting on the Portal in accordance with DoDI 5025.01.	<b>9. INFORMATION COLLECTION REQUIREMENTS</b> <i>(Select as applicable.)</i>			
<input type="checkbox"/> In accordance with this issuance, information will be collected and submitted to Congress.	<input checked="" type="checkbox"/> In accordance with this issuance, information will be collected from DoD or OSD Components or other Federal agencies. Costs of the DoD internal information collection must be provided below for coordination.			
<input type="checkbox"/> In accordance with this issuance, information will be collected from the public.	\$770.00	Total cost of the collection to the requesting Component.		
	\$3,370.00	Total cost of the collection to the responding Component.		

**10. PURPOSE AND REMARKS** *(Continue on second page if necessary.)*

Establishes policy, assigns responsibilities, and provides procedures for the DoD Plain Language Program in accordance with the authority in DoD Directive 5105.53 and pursuant to Public Law 111-274. Promotes DoD use of clear, concise, and well-organized language in covered documents to effectively communicate with the intended audience. Establishes the DoD Plain Language Committee.

**11. COORDINATING COMPONENTS** *(Mark all that apply as primary (P) or collateral (C) coordinators. Primary coordinators are assigned responsibilities or otherwise have equity in the issuance. Collateral coordinators receive the issuance for informational purposes only. "Identify Other:" Coordinators in Block 11.c. may not have access to the Portal and, if so, must be contacted directly by the action officer.)*

**a. MANDATORY COORDINATORS**

<input type="checkbox" value="M"/> Director of Administration and Management	<input type="checkbox" value="M"/> Inspector General of the Department of Defense
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**b. OSD AND DoD COMPONENT HEADS** *(If the issuance assigns responsibilities to the "DoD Component heads," all in this section must be marked as primary coordinators.)*

<input type="checkbox" value="P"/> Assistant to the Secretary of Defense for Public Affairs	<input type="checkbox" value="P"/> Under Secretary of Defense for Acquisition and Sustainment
<input type="checkbox" value="P"/> Chairman of the Joint Chiefs of Staff	<input type="checkbox" value="P"/> Under Secretary of Defense (Comptroller)/Chief Financial Officer, DoD
<input type="checkbox" value="P"/> Chief of the National Guard Bureau	<input type="checkbox" value="P"/> Under Secretary of Defense for Intelligence and Security
<input type="checkbox" value="P"/> DoD Chief Information Officer	<input type="checkbox" value="P"/> Under Secretary of Defense for Personnel and Readiness
<input type="checkbox" value="P"/> Secretary of the Air Force	<input type="checkbox" value="P"/> Under Secretary of Defense for Policy
<input type="checkbox" value="P"/> Secretary of the Army	<input type="checkbox" value="P"/> Under Secretary of Defense for Research and Engineering
<input type="checkbox" value="P"/> Secretary of the Navy	

**c. OUTSIDE AGENCIES / OSD COMPONENT HEADS WITHOUT SUBORDINATE DEFENSE AGENCIES OR DOD FIELD ACTIVITIES** *(Not affected by "DoD Component head" responsibilities; they coordinate if assigned specific responsibilities or have other equity in the subject.)*

<input type="checkbox" value="P"/> Assistant Secretary of Defense for Legislative Affairs	<input type="checkbox"/> Director, Net Assessment
<input type="checkbox" value="P"/> Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict	<input type="checkbox"/> Director of Operational Test and Evaluation
<input type="checkbox" value="P"/> Assistant to the Secretary of Defense for Privacy, Civil Liberties, and Transparency	<input type="checkbox"/> Identify Other: _____
<input type="checkbox"/> Commandant, United States Coast Guard	<input type="checkbox"/> Identify Other: _____
<input type="checkbox"/> Director of Cost Assessment and Program Evaluation	<input type="checkbox"/> Identify Other: _____

<b>12. ACTION OFFICER INFORMATION</b>	<b>13. ORIGINATING AUTHORIZING OFFICIAL</b> <i>(See instructions.)</i>
<b>a. NAME</b> Jane Doe	<b>a. NAME</b> John H. Gibson II
<b>b. OFFICE DESIGNATION</b> WHS/ESD/DD	<b>b. POSITION TITLE</b> Director of Administration and Management
<b>c. TELEPHONE</b> <i>(include area code)</i> 555-555-5555	<b>c. DATE SIGNED</b> _____
<b>d. EMAIL ADDRESS</b> jane.doc493.civ@mail.mil	<b>d. SIGNATURE</b> _____

**10. PURPOSE AND REMARKS** (Continued.)**INSTRUCTIONS FOR COMPLETING THE DD FORM 106**

**ITEM 1. DoD ISSUANCE TYPE AND NUMBER.** As stated. For a new DoD issuance, enter the four digit number of the major subject group. See the DoD Issuance Numbering System document on the DoD Issuances Website at [http://www.esd.whs.mil/Portals/54/Documents/DD/iss\\_process/Issuance\\_Numbering.pdf](http://www.esd.whs.mil/Portals/54/Documents/DD/iss_process/Issuance_Numbering.pdf) for more information on the DoD issuance numbering system. For a revision, change, or cancellation, enter the existing number of the issuance.

**ITEM 2. TITLE.** As stated. (No longer than two lines).

**ITEM 3. ACTION TYPE.** As stated.

**ITEM 4. ISSUANCE CLASSIFICATION.** As stated.

**ITEM 5. DISTRIBUTION.** Select "Cleared for Public Release" for an unclassified issuance approved for public release. Select "Not Cleared for Public Release" for an issuance that is accessible with a DoD PKI certificate on the NIPRNET (e.g., those issuances that are for official use only) or through controlled internet access on the SIPRNET. Select "Not Cleared for Public Release" for issuances that must not be released on the Internet. Release must be approved by the originating Component. See review and clearance requirements in [DoDI 5230.09](#) and [DoDI 5230.29](#) to determine how the issuance should be released and distributed.

**ITEM 6. FORMS PRESCRIBED.** If yes, place an "X" in the box. See [DoDM 7750.08](#) for guidance on DoD forms.

**ITEM 7. INTERNAL COORDINATION COMPLETE.** Coordination within the originating OSD Component must be complete before submitting for precoordination review.

**ITEM 8. COORDINATION SUSPENSE DATE.** As stated.

**ITEM 9. INFORMATION COLLECTION REQUIREMENTS.** Select the first block and list ASD(LA) as a primary coordinator in Item 11 for issuances that prescribe congressional information collections (see [DoDI 5545.02](#)). Select the second block for issuances that prescribe public information collections and require approval from the Office of Management and Budget and coordination with the DoD Public Information Collections Officer (see [DoDM 8910.01 Volume 2](#)). Select the block in the second column for issuances that prescribe DoD internal information collections. Components responding to DoD internal information collections must be listed as collateral or primary coordinators in Item 11. List the costs associated with the DoD internal information collection from the DD Form 2936 (used to assign report control symbols to DoD internal information collections). See the DoD Internal Information Collections Website at <http://www.esd.whs.mil/Directives/collections/> for guidance on DoD internal information collections.

**ITEM 10. PURPOSE AND REMARKS.** Explain the purpose of the issuance and provide background information. Use the purpose statement of the issuance for a start. Include any issuances that are being incorporated and cancelled by this issuance; any special circumstances like the need for accelerated formal coordination or special Deputy Secretary of Defense interest, that this is a re-coordination, or other information the reviewers must be aware of.

**ITEM 11. COORDINATING COMPONENTS.** Mandatory coordinators are the DA&M and the IG DoD. Primary coordinators are Components who have been assigned responsibilities or have equity or interest in the issuance. If responsibilities are assigned to a subordinate official or organization listed on Page 3 of this form, the principal must be included as a primary coordinator. Response is required; however, if no response is received by the suspense date, the issuance approval process will continue. Collateral coordinators are Components who are provided the issuance for informational purposes only. No response is required, but comments received will be included. The action officer is responsible for getting coordination from agencies not on the Directives Portal System (e.g., the Department of Homeland Security). Do NOT include GC DoD as they review the issuance AFTER formal coordination is complete. Do not select your own component; internal coordination must be completed during issuance development.

**ITEM 12. ACTION OFFICER INFORMATION.** As stated.

**ITEM 13. ORIGINATING AUTHORIZING OFFICIAL.** All fields in item 13 are mandatory. Print or type the name of the official authorizing formal coordination in block 13a. Enter the official's position title in block 13b and the signature date in block 13c. Individuals with authority to start coordination are: for DoDDs and DoDIs: the OSD Component heads and their Deputies. For DoDMs and AIs: the OSD Component heads, their Deputies and the OSD Presidentially Appointed, Senate-Confirmed (PAS) officials. The OSD PAS officials are the USDs and their Deputies; Directors, Cost Assessment and Program Evaluation and Operational Test and Evaluation; GC DoD; IG DoD; and the ASDs. Any delegation of signature authority must be sent to the Office of the Director of Administration and Management in writing.

## List of Department of Defense and Office of the Secretary of Defense (OSD) Components and Select Officials

For more information on coordinating with Components, see the coordination tab on the [Writing DoD Issuances: Supporting Documents](#) page of the DoD Issuances Website. For more information on DoD and OSD Components, see the [DoD and OSD Components PDF](#). See the DoD Issuances Website for a list of [Signature Authorities Approved for DoD Issuance Actions](#).

<p><b>Assistant Secretary of Defense (ASD) for Legislative Affairs</b></p> <p><b>Assistant to the Secretary of Defense for Privacy, Civil Liberties, and Transparency</b></p> <p><b>Assistant to the Secretary of Defense for Public Affairs</b> Includes: Director, Defense Media Activity</p> <p><b>Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict</b> Includes: Commander, U.S. Special Operations Command for special operations-peculiar matters related to the administrative chain of command</p> <p><b>Chairman of the Joint Chiefs of Staff</b> Combatant Commands coordinate through Chairman of the Joint Chiefs of Staff</p> <p><b>Chief Information Officer of the Department of Defense</b> Includes: Director, Defense Information Systems Agency</p> <p><b>Chief of the National Guard Bureau</b></p> <p><b>Director of Administration and Management</b> Includes: Director, Pentagon Force Protection Agency Director, Washington Headquarters Services</p> <p><b>General Counsel of the Department of Defense</b> Includes: Director, Defense Legal Services Agency</p> <p><b>Inspector General of the Department of Defense</b></p> <p><b>Director, Net Assessment</b></p> <p><b>Director of Cost Assessment and Program Evaluation</b></p> <p><b>Director of Operational Test and Evaluation</b></p> <p><b>Secretary of the Air Force</b></p> <p><b>Secretary of the Army</b></p> <p><b>Secretary of the Navy</b></p> <p><b>Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense</b> Includes: Deputy Comptroller (Budget and Appropriations Affairs) Deputy Comptroller (Enterprise Data and Business Performance) Deputy Comptroller (Program/Budget) Director, Defense Contract Audit Agency Director, Defense Finance and Accounting Service</p> <p><b>Under Secretary of Defense for Acquisition and Sustainment</b> Includes: ASD (Acquisition) ASD (Sustainment) ASD (Nuclear, Chemical, and Biological Defense Programs) Director, Defense Contract Management Agency Director, Defense Logistics Agency Director, Defense Microelectronics Activity Director, Defense Threat Reduction Agency Director, Office of Local Defense Community Cooperation President, Defense Acquisition University</p>	<p><b>Under Secretary of Defense for Intelligence and Security</b> Includes: Director, Defense Intelligence (Collection &amp; Special Programs) Director, Defense Intelligence (Counterintelligence, Law Enforcement &amp; Security) Director, Defense Intelligence (Intelligence &amp; Security Programs &amp; Resources) Director, Defense Intelligence (Warfighter Support) Director, Defense Counterintelligence and Security Agency Director, Defense Intelligence Agency Director, National Geospatial-Intelligence Agency Director, National Reconnaissance Office Director, National Security Agency/Chief, Central Security Service</p> <p><b>Under Secretary of Defense for Personnel and Readiness</b> Includes: ASD (Health Affairs) ASD (Manpower and Reserve Affairs) ASD (Readiness) Executive Director, Force Resiliency Director, Defense Commissary Agency Director, Defense Health Agency Director, Department of Defense Education Activity Director, Department of Defense Human Resources Activity</p> <p><b>Under Secretary of Defense for Policy</b> Includes: ASD (Indo-Pacific Security Affairs) ASD (Homeland Defense and Global Security) ASD (International Security Affairs) ASD (Space Policy) ASD (Strategy, Plans, and Capabilities) Director, Defense POW/MIA Accounting Agency Director, Defense Security Cooperation Agency Director, Defense Technology Security Administration</p> <p><b>Under Secretary of Defense for Research and Engineering</b> Includes: Director, Defense Advanced Research Projects Agency Director, Defense Research and Engineering for Advanced Capabilities Director, Defense Research and Engineering for Modernization Director, Defense Research and Engineering for Research and Technology Director, Defense Technical Information Center Director, DoD Test Resource Management Center Director, Missile Defense Agency Director, Space Development Agency Director, Strategic Capabilities Office</p>
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