DoD ISSUANCES PROGRAM COORDINATION INITIATION

1. DoD ISSUANCE TYPE AND NUMBER
DoD Instruction 5025.13

2. ISSUANCE TITLE
DoD Plain Language Program

3. ACTION TYPE
Reissuance

4. ISSUANCE CLASSIFICATION
Unclassified

5. DISTRIBUTION
Cleared for Public Release

6. FORMS PRESCRIBED?
X

7. INTERNAL COORDINATION COMPLETE?
X

8. COORDINATION SUSPENSE DATE
The Directives Portal System sets suspenses automatically from the date of posting on the Portal in accordance with DoDI 5025.01.

9. INFORMATION COLLECTION REQUIREMENTS
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.

$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
M Director of Administration and Management
M Inspector General of the Department of Defense

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

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.)
P Assistant to the Secretary of Defense for Legislative Affairs
P Director, Net Assessment
P Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict
P Director of Operational Test and Evaluation
P Assistant to the Secretary of Defense for Privacy, Civil Liberties, and Transparency
P Identify Other:
P Commandant, United States Coast Guard
P Identify Other:
P Director of Cost Assessment and Program Evaluation
P Identify Other:

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.)
P Assistant Secretary of Defense for Legislative Affairs
P Director of Operational Test and Evaluation
P Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict
P Director of Operational Test and Evaluation
P Assistant to the Secretary of Defense for Privacy, Civil Liberties, and Transparency
P Identify Other:
P Commandant, United States Coast Guard
P Identify Other:
P Director of Cost Assessment and Program Evaluation
P Identify Other:

12. ACTION OFFICER INFORMATION
Jane Doe

13. ORIGINATING AUTHORIZING OFFICIAL (See instructions.)
John H. Gibson II
10. PURPOSE AND REMARKS (Continued.)

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 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 Presidentialy 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](#).

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**UNCLASSIFIED**