DoD ISSUANCES PROGRAM COORDINATION INITIATION

1. DoD ISSUANCE TYPE AND NUMBER		2. ISSUANCE TITLE		
DoD Instruction	5025.13	DoD Plain Language Program		

3. ACTION TYPE	4. ISSUANCE CLASSIFICATION	5. DISTRIBUTION	6. FORMS PRESCRIBED? [X]	7. INTERNAL COORDINATION COMPLETE? [X]
Reissuance	Unclassified	Cleared for Public Release		

8. COORDINATION SUSPENSE DATE	9. INFORMATION COLLECTION REQUIREMENTS *(Select as applicable.)*
The Directives Portal System sets suspenses automatically from the date of posting on the Portal in accordance with DoDI 5025.01.	☐ In accordance with this issuance, information will be collected and submitted to Congress. ☐ In accordance with this issuance, information will be collected from the public. ☐ 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 — Total cost of the collection to the requesting Component. $ 3,370 — 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 must be contacted directly by the action officer.)*

a. MANDATORY COORDINATORS

M	Chief Management Officer of the Department of Defense	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 at least collateral 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, National Guard Bureau	P	Under Secretary of Defense for Intelligence
P	Department of Defense 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		

c. OTHER OSD COMPONENT HEADS AND OUTSIDE AGENCIES *(No authority over DoD Components; they coordinate if assigned specific responsibilities or have other equity in the subject.)*

P	Assistant Secretary of Defense for Legislative Affairs		Director of Operational Test and Evaluation
	Commandant, United States Coast Guard		Identify Other:
	Director of Cost Assessment and Program Evaluation		Identify Other:
	Director, Net Assessment		Identify Other:

12. ACTION OFFICER INFORMATION		13. ORIGINATING AUTHORIZING OFFICIAL *(See instructions.)*	
a. NAME	Jane Doe	**a. NAME**	John H. Gibson II
b. OFFICE DESIGNATION	WHS/ESD/DD	**b. POSITION TITLE**	Chief Management Office of the DoD
c. TELEPHONE *(include area code)*	555-555-5555	**c. DATE SIGNED**	
d. EMAIL ADDRESS	jane.doe493.civ@mail.mil	**d. SIGNATURE**	
e. FAX *(include area code)*	555-555-5554		

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 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 DoD Directive (DoDD) 5230.9 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 DoD **7750.07-M 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 DoD Manual 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 IG DoD and the Chief Management Officer. Primary coordinators are Components who have equity or interest in the issuance. 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; Chief Management Officer; 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, OCMO, in writing.

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

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.

Assistant Secretary of Defense (ASD) for Legislative Affairs

Assistant to the Secretary of Defense for Public Affairs
Includes: Director, Defense Media Activity

Chairman of the Joint Chiefs of Staff

Chief Information Officer of the Department of Defense
Includes: Director, Defense Information Systems Agency

Chief Management Officer of the Department of Defense
Includes: Director, Pentagon Force Protection Agency
Director, Washington Headquarters Service

Chief, National Guard Bureau

General Counsel of the Department of Defense
Includes: Director, Defense Legal Services Agency

Inspector General of the Department of Defense

Director, Net Assessment

Director of Cost Assessment and Program Evaluation

Director of Operational Test and Evaluation

Secretary of the Air Force

Secretary of the Army

Secretary of the Navy

Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
Includes: Principal Deputy Under Secretary of Defense (Comptroller)
Director, Defense Contract Audit Agency
Director, Defense Finance and Accounting Service

Under Secretary of Defense for Acquisition and Sustainment
Includes: Deputy Under Secretary of Defense for Acquisition and Sustainment
ASD (Acquisition)
ASD (Sustainment)
ASD (Nuclear, Chemical, and Biological Defense Programs)
Director, Defense Contract Management Agency
Director, Defense Logistics Agency
Director, Defense Threat Reduction Agency
Director, Office of Economic Adjustment
President, Defense Acquisition University

Under Secretary of Defense for Intelligence
Includes: Principal Deputy Under Secretary of Defense for Intelligence
Director, Defense Intelligence Agency
Director, Defense Security Service
Director, National Geospatial-Intelligence Agency
Director, National Reconnaissance Office
Director, National Security Agency/Chief, Central Security Service

Under Secretary of Defense for Personnel and Readiness
Includes: Principal Deputy Under Secretary of Defense for Personnel and Readiness
ASD (Health Affairs)
ASD (Manpower and Reserve Affairs)
ASD (Readiness)
Director, Defense Commissary Agency
Director, Defense Health Agency
Director, Department of Defense Education Activity
Director, Department of Defense Human Resources Activity

Under Secretary of Defense for Policy
Includes: Principal Deputy Under Secretary of Defense for Policy
ASD (Asian and Pacific Security Affairs)
ASD (Homeland Defense and Global Security)
ASD (International Security Affairs)
ASD (Special Operations and Low Intensity Conflict)
ASD (Strategy, Plans, and Capabilities)
Director, Defense POW/MIA Accounting Agency
Director, Defense Security Cooperation Agency
Director, Defense Technology Security Administration

Under Secretary of Defense for Research and Engineering
Includes: Deputy Under Secretary of Defense for Research and Engineering
Director, Defense Advanced Research Projects Agency
Director, Defense Research and Engineering for Advanced Capabilities
Director, Defense Research and Engineering for Research and Technology
Director, Defense Microelectronics Activity
Director, Defense Technical Information Center
Director, DoD Test Resource Management Center
Director, Missile Defense Agency
Director, Strategic Capabilities Office