

POSTING YOUR ISSUANCE PACKAGE TO THE DIRECTIVES DIVISION PORTAL

A Checklist for OSW Component Action Officers and Focal Points

DoW Issuance Stage	What You'll Send	What Your Documents Need to Have	Mark <input checked="" type="checkbox"/>
Precoordination Review	DD 106	Internally coordinated	<input type="checkbox"/>
		Unsigned but all blocks completed	<input type="checkbox"/>
		Correct coordinators and levels (primary or collateral) marked	<input type="checkbox"/>
	DoW Issuance	Correct (current) template; Microsoft Word auto-formatting off	<input type="checkbox"/>
		Table of Contents updated	<input type="checkbox"/>
		Purpose statement cites the Component chartering directive and any authorizing references (see <i>DoW Issuance Style Guide Addendum A</i>)	<input type="checkbox"/>
		Contains clear and concise policy statements	<input type="checkbox"/>
		Responsibilities in the correct format and order in accordance with <i>DoW Issuance Style Guide</i>	<input type="checkbox"/>
		All references cited are used in the issuance and listed alphabetically in the Reference list	<input type="checkbox"/>
		All acronyms are established (and used at least 3 times) and listed in the Glossary	<input type="checkbox"/>
	<i>Special Considerations Checklist</i> checked and appropriate action taken	<input type="checkbox"/>	
Legal Objection Review / Formal Coordination	DD Form 106	Correct coordinators and levels marked	<input type="checkbox"/>
		Correct version supplied (post precoordination review)	<input type="checkbox"/>
		Signed by approved authority (formal coord only)	<input type="checkbox"/>
	DoW Issuance	Correct version supplied (post precoordination review)	<input type="checkbox"/>
		Updated Table of Contents	<input type="checkbox"/>
		References checked for correctness/currency	<input type="checkbox"/>
DD Form 818 (Blank)	Correct issuance type/title in subject line, table header	<input type="checkbox"/>	

DoW Issuance Stage	What You'll Send	What Your Documents Need to Have	Mark <input checked="" type="checkbox"/>
Presignature Review	Exec Summary (Reissued directives only)	Correct and current template	<input type="checkbox"/>
		Changes clearly and briefly described	<input type="checkbox"/>
	Action Memo	Correct and current template	<input type="checkbox"/>
		Informs approving authority of any issues as identified in <i>DoW Issuance Processing</i> and DoDI 5025.01	<input type="checkbox"/>
	List of Coordinating Officials	All primary coordinators coordinated	<input type="checkbox"/>
		All coordinators are authorized	<input type="checkbox"/>
	DD Form 818-1	All comments (except administrative) from coordinators included in matrix	<input type="checkbox"/>
		Comments listed by page/paragraph order (not by coordinator)	<input type="checkbox"/>
		Justification provided for rejected or partially accepted comments	<input type="checkbox"/>
	DoW Issuance	Issuance matches the adjudications in the DD Form 818-1	<input type="checkbox"/>
		Table of Contents updated	<input type="checkbox"/>
		All references cited are used in the issuance and listed alphabetically in the Reference list	<input type="checkbox"/>
		All acronyms are established (and used at least 3 times) and listed in the Glossary	<input type="checkbox"/>
		All headers/footers, page numbers, and paragraph identifiers are correct	<input type="checkbox"/>
	Legal Sufficiency Review	Exec Summary (Reissued directives only)	Correct version supplied (post presignature review)
Action Memo			
List of Coordinating Officials			
DD Form 818-1			
DoW Issuance			

DoW Issuance Stage	What You'll Send	What Your Documents Need to Have	Mark <input checked="" type="checkbox"/>
Publication*	DOPSR Clearance	Defense Office of Prepublication and Security Review cleared unclassified issuance	<input type="checkbox"/>
		Copy of clearance sent to Directives Division	<input type="checkbox"/>
	Action Memo	Unresolved coordination issues addressed	<input type="checkbox"/>
		Primary signature authority initialed publication approval	<input type="checkbox"/>
	List of Coordinating Officials	Correct version supplied	<input type="checkbox"/>
	DD Form 818-1	Correct version supplied	<input type="checkbox"/>
	DoW Issuance	Any mandatory OGC changes made	<input type="checkbox"/>
		Table of Contents updated	<input type="checkbox"/>
		References current/correct	<input type="checkbox"/>
		If your issuance has figures and tables, you have worked with the 508 compliance team to produce alternative text	<input type="checkbox"/>
	<p>*If the issuance is approved by your OSW Component head, send the complete hard copy* package to Directives, but we only need the Microsoft Word file for the issuance.</p> <p>If the issuance is going to be approved by the Secretary or Deputy Secretary of War, we must have all the current electrons as well as the hard copy.*</p> <p><i>*Either the physical hard copy of the entire issuance package (action memo and all its mentioned attachments) or a legible scanned PDF of the entire issuance package is acceptable.</i></p>		