POSTING YOUR ISSUANCE PACKAGE TO THE DIRECTIVES DIVISION PORTAL

A Checklist for OSD Component Action Officers and Focal Points

DoD Issuance Stage	What You'll Send	What Your Documents Need to Have	Mark ☒
Precoordination Review	**DD 106**	Internally coordinated	☐
		Unsigned but all blocks completed	☐
		Correct coordinators and levels (primary or collateral) marked	☐
	DoD Issuance	Correct (current) template; Microsoft Word auto-formatting off	☐
		Updated Table of Contents	☐
		Purpose statement identifies the Component charter and any authorizing references	☐
		Contains clear and concise Policy statements	☐
		List the Responsibilities in the correct format and order, in accordance with the DoD Issuances Standards	☐
		All References are used in the issuance and listed alphabetically in the Reference list	☐
		All acronyms are established (and used at least 3 times) and listed in the Glossary	☐
		Checked the *Special Considerations Checklist* and taken appropriate action	☐
LOR/Formal Coordination	**DD 106**	Correct coordinators and levels marked	☐
		Correct version supplied (post precoordination review)	☐
		Signed by approved authority (formal coord only)	☐
	DoD Issuance	Correct version supplied (post precoordination review)	☐
		Updated Table of Contents	☐
		References checked for correctness/currency	☐
	DD 818 (Blank)	Correct issuance type/title in subject line, table header	☐
Presignature Review	**Exec Summary (Reissued directives only)**	Correct and current template	☐
		Changes clearly and briefly described	☐
	Action Memo	Correct and current template	☐
		Address timeliness and reasons for nonconcurs	☐

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	List of Coordinating Officials	All primary coordinators coordinated	☐
		All coordinators are authorized	☐
	DD 818-1	All comments (except administrative) from coordinators included in matrix	☐
		List comments in the order they appear in the issuance (not by coordinator)	☐
		Provide justifications for rejected or partially accepted comments	☐
	DoD Issuance	Issuance matches the adjudications in the DD 818-1	☐
		Updated Table of Contents	☐
		All references used in the issuance and listed alphabetically in the Reference list	☐
		All acronyms are established (and used at least 3 times) and listed in the Glossary	☐
		All headers/footers, page numbers, and paragraph identifiers are correct	☐
Legal Sufficiency Review	**Exec Summary (Reissued directives only)**	Correct version supplied (post presignature review)	☐
	Action Memo		
	List of Coordinating Officials		
	DD 818-1		
	DoD Issuance		
Publication*	**DOPSR Clearance**	Defense Office of Prepublication and Security Review cleared unclassified issuance	☐
		Copy of clearance sent to Directives Division	☐
	Action Memo	Any unresolved coordination issues addressed	☐
		Primary signature authority initialed publication approval	☐
	List of Coordinating Officials	Correct version supplied	☐
	DD 818-1	Correct version supplied	☐
	DoD	Any mandatory OGC changes made	☐

DoD Issuance Stage	What You'll Send	What Your Documents Need to Have	Mark ☒
	Issuance	Table of Contents updated	☐
		References current/correct	☐
		If your issuance has figures and tables, you have worked with the 508 compliance team to produce alternative text	☐
	If the issuance is approved by your Component head, send the complete hard copy package to Directives, but we only need the electrons for the issuance. **If the issuance is going to be approved by the Deputy Secretary or Secretary of Defense, we need all the current electrons as well as the hard copy.*** **Either the physical hard copy of the **entire** issuance package (action memo, list of coordinating officials, DD 818-1 and issuance) **or** a legible scanned PDF of the package is acceptable.*		