



## Changes and Cancellations

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- **Changes to DoD Issuances.** A change amends no more than 25% of an existing DoD issuance and has the full authority of the issuance. A changed issuance keeps its original publication date and signature. The two types of changes to DoD issuances are:
  - **Administrative.** Changes only nonsubstantive portions of an issuance such as titles and dates of references and organizational names and symbols.
  - **Substantive.** Changes an essential section of an issuance such as purpose, applicability, policy, responsibilities, procedures, information requirements, and releasability.
  
- **Cancellations of DoD Issuances.** An issuance will be canceled when the owning OSD Component determines that it has served the purpose for which it was intended; is no longer needed; and is not appropriate for incorporation into a new, revised, or existing issuance.



## Changing an Issuance: Process and Coordination

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- **FORMATTING.** For formatting guidance, see standards for making changes to DoD Issuances on the DoD Issuances Website.
  
- **ADMINISTRATIVE CHANGE**
  - After internal coordination is complete, send a clean copy of a draft memorandum from your PSA to the DCMO requesting publication of the change (a sample is available on the DoD Issuances Website) and the DoD issuance with changes to [whs.mc-alex.esd.mbx.dod-directives@mail.mil](mailto:whs.mc-alex.esd.mbx.dod-directives@mail.mil) or [whs.pentagon.esd.mbx.dod-directives@whs.smil.mil](mailto:whs.pentagon.esd.mbx.dod-directives@whs.smil.mil) for precoordination edit. No DD Form 106 is required.
  - For most issuances, no formal coordination or legal review is required; however, if a releasability statement is added, a security review by DOPSR is required.
  - Send the signed memo from your PSA and a clean copy of the issuance with changes (hard copy and electronic) to the Directives Division.
  
- **SUBSTANTIVE CHANGE**
  - Follow the processing procedures of a regular DoD issuance, from precoordination to publication. All issuances will receive a legal sufficiency review by OGC.
  - Directives Division, with input from the OPR, will determine with which agencies the change is coordinated. Coordinating agencies will coordinate through the Portal. They will comment on changing text (**in red**) only.



## **Canceling an Issuance: Process and Coordination**

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- **To cancel an issuance, follow the processing procedures of a regular DoD issuance, from precoordination to publication. The precoord package will include an unsigned DD Form 106 and a .pdf of the original issuance being cancelled. The DD Form 106 purpose must explain why the issuance is being cancelled.**
- **Coordinate via the Portal with all agencies; however, agencies that are not mandatory will be collateral.**
- **Presignature package will include a clean copy of a draft memorandum from your PSA to the DCMO requesting cancellation (a sample is available on the DoD Issuances Website), list of coordinating officials, and any coordinations not provided on the portal.**