

SOLVING COMMON ISSUANCE MISTAKES

Table 1. Stage 2A: Pre-coordination

| MISTAKE | SOLUTION |
|---|---|
| Wrong format (spacing, tabs, etc.). | Always download the template from the DoD Issuances Website before starting a new issuance. |
| References out of date. | Check that all references are still current before submission. |
| OSD Component’s charter not referenced. | The issuance’s Purpose statement must refer to the OSD Component head charter and, if relevant, any other document that authorizes publishing issuances (e.g., a delegation of authority memorandum). (This requirement does not apply to issuances approved by Deputy Secretary of Defense.) Be sure to check the <i>DoD Issuances Style Guide Addendum A</i> on the DoD Issuances Website to see if the charter citation needs supporting documentation. |
| DD Form 106 not complete/incorrect version used. | Be sure to download the current version of the DD Form 106 from the DoD Issuances Website. Fill in Boxes 1-7, 9 (if appropriate), 11, 12, and 13. Do not have Box 13 signed until after the pre-coordination review or legal objection review. |
| Responsibilities or procedures are in the Policy section. | If the text answers the question “who will do this?” it is a responsibility. If it answers the question “how will this be done?” it is a procedure. These must be moved to the appropriate section or attachment. |

Table 2. Stage 2C: Legal Objection Review

| MISTAKE | SOLUTION |
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| Questions asked/issues raised during pre-coordination not answered/resolved. | Call or e-mail your compliance analyst to discuss comments they made that you don’t agree with. Depending on the level of importance of the question or issue, this may delay release of issuance for legal objection review or formal coordination. |

Table 3. Stage 3A: Formal Coordination

| MISTAKE | SOLUTION |
|---|--|
| Version posted to the Portal is different from the version approved by the Office of the General Counsel (OGC) during legal objection review. | Work with your compliance analyst to resolve any version control issues. The legal objection review may be invalid, and OGC may have to approve the change. |
| Coordinators without Portal access don't receive copies of the issuance package. | Any outside coordinators (National Oceanic and Atmospheric Administration (NOAA), Public Health Service (PHS), Department of Justice (DOJ), Department of State (DOS), etc.) must be independently contacted, and coordination material supplied by the action officer. See "Offices with Access to DoD Directives Portal" on the DoD Issuances Website. |

Table 4. Stage 4A: Pre-signature

| MISTAKE | SOLUTION |
|--|--|
| Coordinations are outdated (doesn't apply to Federal Register issuances) or not signed at the correct level. | <p>The issuance should be approved no more than 3 months after the formal coordination suspense date on the Portal (9 weeks for directive-type memorandums (DTMs) and cancellations). If coordinations are past that date, the action memo must explain reason for the processing delay and justification for considering the coordination(s) valid. Issuances with out-of-date coordinations may be rejected by the Directives Division or the primary signature authority, and the issuance may be returned for re-coordination.</p> <p>Check the "List of Signature Authorities," and "Authorized Component Coordinators" documents on the DoD Issuances Website to ensure the coordinator is authorized to sign. If the coordinator is not listed, consult your focal point.</p> |
| Comments not transferred verbatim to the DD Form 818-1. | All DoD Component comments must be in the DD Form 818-1 as originally written, and properly adjudicated. |
| Comments in DD Form 818-1 are out of order or reference incorrect paragraphs. | Comments must be listed in page, then paragraph # order. If issuance paragraphs are moved or deleted, the DD Form 818-1 must reflect the updated paragraph numbering. |

Table 4. Stage 4A: Pre-signature, Continued

| MISTAKE | SOLUTION |
|--|---|
| Comments improperly marked as “basis for nonconcur.” | E-mail the commenter and discuss whether it truly meets the definition of “nonconcur.” <i>While the official designation in the DD Form 818 can’t change, your adjudication can state that you and the Component unofficially agree that the comment does not meet the criteria of a nonconcur comment.</i> |
| Action memo lacks complete information (e.g., missing or outdated coordinations/ unresolved nonconcurs). | Action memo must note: -Explanations for outdated coordinations -Primary coordinators that did not respond -Any unresolved nonconcurs, and action taken to resolve them -Justification for approving the issuance if there are outstanding issues -That the legal sufficiency review has been completed and any legal changes were made -Security coordination information (unclassified issuances) |
| Nonconcurs not officially revoked. | To revoke a nonconcur, all of the DoD Component’s “basis for nonconcur” comments must be fully accepted or the Component must concur via DD Form 818, memo, or digitally signed e-mail from the original (or higher level) coordinator or the Component’s primary issuance focal point. |

Table 5. Stage 4C: Legal Sufficiency Review

| MISTAKE | SOLUTION |
|---|---|
| Questions asked/issues raised during pre-signature not answered/resolved. | Call or e-mail your compliance analyst to discuss comments they made that you don’t agree with. Depending on the level of importance of the question or issue, this may delay release of issuance for legal sufficiency review. |

Table 6. Stage 5B: Publication

| MISTAKE | SOLUTION |
|---|--|
| Signed document received is different from the version approved by OGC during legal sufficiency review. | Work with your compliance analyst to resolve any version control issues. The legal sufficiency review may be invalid, and OGC may have to approve the change. |
| Defense Office of Prepublication and Security Review (DOPSR) approval not received for unclassified issuances for public release. | You must request the review and, if the Directives Division is not CC'd on the response, forward it to whs.mc-alex.esd.mbx.dod-directives@mail.mil. The issuance cannot be published without DOPSR approval. |
| Hard copy package not sent. | <p>Original hard copy package must be sent in its entirety to Directives Division and should come through the OSD mailroom or courier. Do not send through U.S. Postal Service.</p> <p>If you can provide the Directives Division a scanned copy (legible PDF) of the <i>entire package</i>, including signed action memo, issuance, DD Form 818-1, list of coordinating officials, and (if appropriate) the executive summary of changes, the issuance may be published without the hard copy.</p> |
| Necessary electrons not provided | <p>If your OSD Component authority approved the issuance, you must submit the Microsoft Word file of the issuance to the Directives Division.</p> <p>If the Secretary or Deputy Secretary of Defense will be approving the issuance, you must submit all the electrons (signed action memo, issuance, DD Form 818-1, list of coordinating officials and, if appropriate, the executive summary of changes) to the Directives Division.</p> |