



Overview of Department of Defense Issuances



DoD Directives

- Establish policy, assign responsibilities, and delegate authority to DoD Components
- Contain no procedures
- Two types: Direct Oversight and Chartering

DIRECT OVERSIGHT

- Require SecDef or DepSecDef direction and approval; may not exceed 12 pages; and contain only:
 - Non-delegable SecDef or DepSecDef responsibilities;
 - Assignment of functions and resources between/among PSAs and/or DoD Components heads;
 - Designation of DoD Executive Agents and assignment of related responsibilities and authorities; or
 - Matters of SecDef or DepSecDef special interest

CHARTERING

- Establish OSD Component head (i.e., Principal Staff Assistant (PSA), PAS official, Defense Agency, DoD Field Activity, or other major DoD or OSD Component's official mission, responsibilities, functions, relationships, and delegated authorities
- Approved by the SecDef or DepSecDef
- Approved by the Under Secretaries delegated the authority in their charter for subordinate OSD PAS officials

DoD Instructions

- Establish policy
- May contain overarching procedures
- If exceeding 50 pages, will be separated into volumes
- Establish policy and assign responsibilities within a functional area assigned in an OSD Component head's charter
- May provide procedures for implementing the policy
- Approved only by OSD Component heads
- Include OSD Component head's charter as a reference

DoD Manuals

- Implement or supplement a directive or instruction. Will be authorized by a directive or instruction. The authorizing issuance will be cited in the manual and included as a reference
- Identify uniform procedures for managing or operating systems and provide administrative information
- If exceeding 100 pages, will be separated into volumes
- May contain a policy section SUMMARIZING policy established elsewhere
- Approved by OSD Component heads, Principal Deputies, or other OSD PAS officials as authorized by their charters
- All DoD publications that are not manuals (i.e., catalogs, compendiums, directories, guides, handbooks, indexes, inventories, lists, modules, pamphlets, plans, regulations, series, standards, and supplements) will be converted into manuals on their next reissuance

Directive-type Memos

- Issued:
 - ONLY for a time-sensitive action that affects a current DoD issuance or that will become a DoD issuance
 - ONLY when time constraints prevent publishing a new issuance or a change to an existing issuance
- May:
 - Establish policy and assign responsibilities; or
 - Implement policies and responsibilities established in existing directives or instructions
- Approval Authority:
 - If the memo requires their direct oversight - SecDef or DepSecDef
 - If the memo establishes policy – OSD Component heads
 - If the memo implements policy – OSD Component heads, Principal Deputies, or other OSD PAS officials as authorized by their charters
- May not exceed 20 pages.
- Effective for 12 months from signature. Must be incorporated into an existing DoD issuance, converted to a new DoD issuance, reissued, or cancelled



Issuance Types: Administrative Instructions



- Written by WHS, Pentagon Force Protection Agency, or OCMO personnel, but can be applicable to all OSD Components.
- Implements policy established in directives or instructions for the administration of the DoD Components in the National Capitol Region that are serviced by WHS. May establish policy *only* for those WHS-serviced Components.
- May be approved by the CMO or Director, WHS.
 - If CMO, the AI must, until the CMO charter is updated, cite both the DCMO and DA&M charters and the July 7, 2014 DCMO Reorganization memo from the Deputy Secretary of Defense and the February 1, 2018 Establishment of the CMO memo from the Secretary of Defense.
 - If Director, WHS, the AI must cite the WHS charter and DoDI 5025.01.