

Special Considerations Checklist

Your DoD issuance may have special considerations that require additional steps in the processing procedures. You should be aware of these issues during the development stage as this will affect your processing timeline. If you answer "Yes" to any of these questions, your issuance has special considerations.

	Yes	No
Federal Register <i>Contact the Federal Register Liaison Officer, ODCMO, at patricia.l.toppings.civ@mail.mil for assistance.</i>		
Is the issuance presently in the CFR?		
Does the issuance call for the collection of information from the public?		
Does the issuance discuss the public and/or State, local, or tribal government employees?		
Does the issuance discuss businesses or other for-profit and/or not-for-profit institutions?		
Does the issuance discuss contractors and/or contractor personnel?		
Does the issuance discuss retired or separated military members and/or former DoD civilian personnel?		
Does the issuance discuss military family members and/or dependents?		
Does the issuance discuss the National Guard and/or Reserve Components? (Unless the Office of the General Counsel states otherwise, this is always a Federal Register indication.)		
Will the issuance have an impact on the public?		
Does the issuance have public or political interest?		
Would the public and/or an employee use the issuance?		
If the issuance addresses any of the above, has the Federal Register Liaison Officer been notified? See Administrative Instruction 102 for further guidance.		
Forms Management <i>Contact the Information Management Branch, ODCMO, at whs.mc-alex.esd.mbx.dd-dod-forms@mail.mil for assistance.</i>		
Does the issuance contain a prescribed need for a collection of information in a fixed or sequential order (note that this criterion is the same whether the information resides on paper or is purely electronic)? If yes , select the "Forms Prescribed" box in item 10 of the SD Form 106.		
Does the issuance contain a Privacy Act statement that has been coordinated through the Privacy Act Officer?		
If the issuance addresses any of the above, has the Forms Management Officer been notified? See DoD 7750.7-M for further guidance.		
Information Collections <i>Contact the Information Management Branch, ODCMO, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil for assistance.</i>		
Does the issuance contain a requirement for your agency to submit information to Congress? If yes: <ul style="list-style-type: none"> • Select the box in Item 8 of the SD Form 106, "In accordance with this issuance, information will be collected and submitted to Congress." • Select the ASD(LA) as a collateral coordinator on the SD Form 106. 		
Does the issuance contain a requirement for your agency to collect information from members of the public, including contractors? If yes , contact your agency Information Management Control Officer (IMCO). See DoD 8910.1-M for further guidance.		
Does the issuance contain a requirement for your agency to collect information from two or more DoD or OSD Components? If yes: <ul style="list-style-type: none"> • Contact your agency IMCO. See DoD 8910.1-M for further guidance. • See the Guidance & Process tab of the DoD Internal Information Collections Website (http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_guidance_and_process.html). 		

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If the issuance addresses any of the above, do you have an information collections section in your issuance? See DoD issuance standards for further guidance.		

Joint Terminology
Contact the OSD and WHS Terminology point of contact at whs.mc-alex.esd.mbx.dod-directives@mail.mil for assistance.

Does the issuance propose a term to be included in Joint Publication 1-02, <i>DoD Dictionary of Military and Associated Terms</i> ? <ul style="list-style-type: none"> • Ensure the term does not conflict with term established in JP 1-02: http://www.dtic.mil/doctrine/dod_dictionary/index.html • It is highly recommended to pre-coordinate the Term(s) proposed with the DoD terminologist: george.e.katsos.civ@mail.mil • Chairman, Joint Chief of Staff MUST be on the DD Form 106 during formal coordination and marked as a Primary coordinator • The DD Form 106 MUST indicate that a Term(s) is being proposed in section 10. Purpose and Remarks • Refer to the following publications for guidance: <ul style="list-style-type: none"> • DoD Instruction 5025.12, <i>Standardization of Military and Associated Terminology</i> • CJCS Instruction 5705.01, <i>Standardization of Military and Associated Terminology</i> 		
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Labor Relations Concerns
Contact the Labor Employees Relations Division, DCPAS, OUSD(P&R), at dodhra.mc-alex.dcpas.mbx.hrops-lerd-labor-relations@mail.mil for assistance.

Does the issuance impact a condition of employment, i.e., personnel policy, practice, or matter affecting working conditions of bargaining unit employees? <ul style="list-style-type: none"> • Engaging the unions includes: <ul style="list-style-type: none"> • Briefing unions and engaging in pre-decisional involvement • Statutory National Consultation Rights 30-day comment period before signature 		
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Privacy Act
Contact the Records, Privacy, and Declassification Division, ODCMO, at whs.mc-alex.esd.mbx.records-and-declassification@mail.mil for assistance.

Does the issuance address collecting personally identifiable information about individuals?		
Does the issuance specify a use of personally identifiable information about individuals?		
Does the issuance address retrieving information by a personal identifier? Examples of personal identifiers are: <ul style="list-style-type: none"> • Name • Social security number • Home address • Home telephone number • Complete date of birth (including year) • Personal medical information • Personal/private information (required for security clearance or similar use) 		
Does the issuance address one or more of the following? <ul style="list-style-type: none"> • The collection of personal identifiers without proper authorization..... • The maintenance, use, or release of information with personal identifiers • The maintenance of a repository of personally identifiable information..... • The access to personally identifying information by individuals • Documents that contain personal identifier information that are not marked "For Official 		

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	Yes	No
Use Only – Privacy Act of 1974” or “For Official Use Only – Privacy Act Data” <ul style="list-style-type: none"> • Message traffic, faxes, and e-mails that contain personal identifier information that are not properly marked 		
If the issuance addresses any of the above, has the Privacy Act Officer been notified? See DoD 5400.11-R for further guidance.		
Records Management <i>Contact the Records, Privacy, and Declassification Division, ODCMO, at whs.mc-alex.esd.mbx.records-and-declassification@mail.mil for assistance.</i>		
Does this issuance prescribe a new function/responsibility to OSD or initiate a new OSD/DoD Component. (i.e. Cyber-Security or DCMO)?		
Does the issuance address planning, controlling, directing, organizing, training, and other activities related to the creation, maintenance, use, and disposition of official or federal records, regardless of media?		
Does this issuance designate an OSD Component (s) to function as the DoD Executive Agent for an OSD/DoD wide program or information system?		
Does this issuance designate an OSD Component(s) as the proponent to design and/or implement an information system to support an OSD or DoD program? For example, Defense Finance and Accounting Service is the proponent for MYPAY.		
Does the issuance provide advice and guidance on the retention and disposition of official federal records, personal files, and non-record materials or transfer of records to the National Archives or a records storage facility?		
Does this issuance direct OSD or DoD Components to create or provide reports; information, or other data to support requirements issued in accordance with federal law, DoD issuance, or external DoD agency requirements (e.g., OMB, DOL, OSHA)?		
Does this issuance require the development, completion, or submission of forms, surveys, or collections of information from the public or DoD personnel (including contractors and military)? These collections may be in paper or electronic formats, including websites, social media, current and/or proposed information systems.		
If the issuance addresses any of the above, has the OSD Records and Information Management Officer been notified? See Administrative Instruction 15 for further guidance.		