

PROCESSING OCMO ISSUANCES

TABLE OF CONTENTS

FORWARD: GENERAL PRINCIPLES	3
General Principles	3
Authorities and Processing Within OCMO.	5
a. Authorities.....	5
b. Processing.....	5
SECTION 1: DEVELOPMENT (STAGE 1)	7
1.1. Assign a Number to the Issuance.....	7
1.2. Write the Issuance.....	7
a. For New Issuances	7
b. For New and Revised Issuances.	7
c. Keep Track of Directive Changes.....	7
d. Coordinate the Issuance Within Your Directorate.....	7
e. Prepare the Forms.	7
1.3. Submit Your Package for Development Review.....	8
1.4. Coordinate the Issuance Within OCMO (Internal Coordination).....	8
1.5. Prepare the Package for DD Precoordination Review.....	9
a. Adjudicate the Internal Coordination Responses.....	9
b. Prepare the Package for DD.....	9
SECTION 2: PRECOORDINATION (STAGE 2).....	10
a. DD Precoordination Review.	10
b. OGC Legally Objectionable Review (LOR).....	10
c. DA OCMO or CMO Approval for Formal Coordination.....	10
SECTION 3: FORMAL COORDINATION (STAGE 3).....	12
3.1. Coordinate Via the Portal.....	12
3.2. Coordinators Without Access to the Portal.....	12
3.3. Adjudicate Coordination Responses and Revise the Issuance.....	12
SECTION 4: PRESIGNATURE, LEGAL SUFFICIENCY, AND SECURITY REVIEWS (STAGE 4).....	13
4.1. Submitting the Package.....	13
4.2. Presignature Review.	14
4.3. Legal Sufficiency Review.....	14
4.4. Security Review.....	14
SECTION 5: APPROVAL AND PUBLICATION (STAGE 5)	16
SECTION 6: SPECIAL PROCEDURES FOR CHANGES	17
6.1. About Changes.....	17
6.2. Drafting Changes.	17
6.3. Entering a Releasability Statement.	17
6.4. Processing Administrative Changes.	18
a. Draft Development.....	19
b. DD Development Review.....	19
c. Signature of OCMO Form 1.	19

- d. Get Approval to Publish the Change 19
- 6.5. Processing Substantive Changes..... 19
- SECTION 7: SPECIAL PROCEDURES FOR CANCELLATIONS 20
- 7.1. About Cancellations..... 20
- 7.2. Processing Cancellations 20

TABLES

- Table 1. Stages in Processing Issuances 4
- Table 2. Types of Issuance Actions 5
- Table 3. Approval Package Contents and Routing 13
- Table 4. Releasability Statements for Issuances 18
- Table 5. Releasability Statements for DoDMs Before 2007..... 18

FORWARD: GENERAL PRINCIPLES

GENERAL PRINCIPLES. This document provides procedures for action officers in the Office of the Chief Management Officer (CMO) who are processing DoD directives (DoDDs), instructions (DoDIs), manuals (DoDMs), administrative instructions (AIs), and directive-type memorandums (DTMs) for Deputy Secretary of Defense (DepSecDef), CMO, or Director, Washington Headquarters Service (WHS) approval, as well as changes to and cancellations of those issuances. In this document:

- “Issuance” includes DoDDs, DoDIs, DoDMs, DTMs, and AIs
- “You” refers to the action officer
- “We” refers to the Directives Division (DD)
- “Our website” refers to the Directives Division Websites on the unclassified and classified systems.
- “The Portal” refers to the DoD Issuance Portal System.
- *Italicized documents* are supporting documents available on our website.

All offices and subordinate organizations in the Office of the CMO (OCMO) must process issuances and their revisions, changes, and cancellations according to these procedures and DoDI 5025.01, “DoD Issuances Program.” Sections 1 through 5 of these procedures address establishing and revising issuances. Sections 6 and 7 contain unique requirements for changing and cancelling issuances. Tables 1 and 2 show a brief description of the stages of the issuance process and the types of issuance actions. See Table 1 of DoDI 5025.01 for issuance coordination and completion timelines.

All supporting documents referenced in these procedures are available on our website at:

<http://www.esd.whs.mil/DD/> (unclassified)
<https://directives.whs.smil.mil/index.html> (classified)

Submit by e-mail all electronic versions of issuances to DD for review to:

whs.mc-alex.esd.mbx.dod-directives@mail.mil (unclassified)
whs.pentagon.esd.mbx.dod-directives@mail.smil.mil (classified)

Table 1. Stages in Processing Issuances

<p>STAGE 1: DEVELOPMENT</p>	<ul style="list-style-type: none"> • You draft the issuance or revision and coordinate it within your OCMO directorate (either Administration Directorate (AD), Defense Business, Optimization, and Analysis Directorate (DBMAO), Directorate for Oversight and Compliance (DOC), Organizational Policy and Decision Support Directorate (OP&DSD), or Planning, Performance, and Assessment Directorate (PP&AD)) via CATMS. • Send the issuance and any associated documents to us for a compliance review. • Coordinate the issuance throughout the OCMO via CATMS. Make necessary changes to your issuance.
<p>STAGE 2: PRECOORDINATION</p>	<ul style="list-style-type: none"> • We look at the issuance again to make sure it still complies with required standards. • If appropriate, the Office of the General Counsel of the DoD (OGC) reviews the issuance for legal matters. • You send the package to us for DD 106 approval and release on the Portal.
<p>STAGE 3: FORMAL COORDINATION</p>	<ul style="list-style-type: none"> • The issuance is coordinated throughout DoD. • You adjudicate and incorporate any comments received as appropriate.
<p>STAGE 4: PRESIGNATURE, LEGAL SUFFICIENCY, AND SECURITY REVIEWS</p>	<ul style="list-style-type: none"> • We look at your approval package to make sure the issuance and supporting documentation complies with standards. • You make any changes necessary; we send the material to OGC via the Portal for a legal sufficiency review. • If your issuance will be available to the public online, you send it to the Defense Office of Prepublication and Security Review (DOPSR) for approval for publication.
<p>STAGE 5: APPROVAL AND PUBLICATION</p>	<ul style="list-style-type: none"> • The director or his or her deputy of your OCMO directorate signs the OCMO Form 1, “OCMO Staff Summary Sheet,” requesting issuance approval. We review the final package and, if everything is in order, forward it for approval. • Once the issuance is approved and returned to us, we publish it on our website or return it to you if distribution is controlled.

Table 2. Types of Issuance Actions

ESTABLISHING A NEW ISSUANCE	Includes: <ul style="list-style-type: none"> • DoDDs, DoDIs, DTMs, and DoDMs that establish or implement DoD policy, assign responsibilities, or provide procedures for the DoD Components. • AIs implement DoD policy established in a DoDD or DoDI and assign responsibilities for the administration of the DoD Components that are serviced by WHS and subordinate organizations, primarily in the National Capitol Region. AIs can establish policy particular to those organizations supported by OCMO.
REISSUING AN EXISTING ISSUANCE	Includes updating an issuance or combining two or more issuances.
CHANGING AN EXISTING ISSUANCE	Includes: <ul style="list-style-type: none"> • Administrative Changes. <ul style="list-style-type: none"> - Changing an essential section of an issuance when it is made as a result of a fully coordinated substantive change to the DoDD or DoDI the issuance implements. - Changing an issuance as a result of law, Executive order, or SecDef/DepSecDef direction when the change is taken, word for word, from that direction. - Changing only nonsubstantive portions of an issuance such as titles/dates of references and organizational names/symbols. • Substantive Changes. Changing an essential section of an issuance such as purpose, applicability, responsibilities, procedures, information requirements, and releasability.
CANCELLING AN EXISTING ISSUANCE	An issuance has served the purpose for which it was intended, is no longer needed, and is not appropriate for incorporation into a new or existing issuance.

AUTHORITIES AND PROCESSING WITHIN OCMO.

a. Authorities.

(1) **CMO.** The CMO has full authority over the DoD Issuance Program and its stages.

(2) **Director of Administration, OCMO (DA OCMO).** The DA OCMO has the authority to initiate coordination (sign the DD Form 106), coordinate for OCMO (sign the DD Form 818), and approve administrative changes to OCMO issuances and DoDDs.

(3) **Director, WHS.** The Director, WHS, has the authority to approve publication of AIs.

b. Processing. OCMO uses the Correspondence and Task Management System (CATMS) for processing coordination and official correspondence. See Table 3 for general guidelines.

Table 3. Internal Routing Guide

If your issuance is ready for...	You'll use...¹	To send it to...
Internal coordination	<i>OCMO Form 1 for Internal Coord</i>	Appropriate directorate contacts via CATMS (see <i>OCMO Coord Addresses</i>)
DD Form 106 signature / formal coordination	<i>OCMO Form 1 for DD Form 106 Signature</i>	Directives Division via e-mail ²
Director, WHS or CMO Approval	<i>OCMO Form 1 for Approval</i>	Directives Division via e-mail ²
DepSecDef approval	<i>OCMO Form 1 for DSD Approval</i> Action memo from DA OCMO to DepSecDef	Directives Division via e-mail ²
<p>¹ This document will be the “cover sheet” of your action package, informing leadership/coordinators about your action request.</p> <p>² Send to whs.esd.mbx.dod-directives@mail.mil or whs.pentagon.esd.mbx.dod-directives@mail.smil.mil.</p>		

SECTION 1: DEVELOPMENT (STAGE 1)

1.1. ASSIGN A NUMBER TO THE ISSUANCE. Revised issuances will keep their number. For new DoDDs, DoDIs, or DoDMs, you may propose the basic 4-digit number (the digits to the left of the decimal point). The number of an issuance is determined by its subject. Review the *DoD Issuance Numbering System* on our website and identify which subject group applies to the issuance. For new AIs, we'll provide a temporary alphabetic designation during precoordination.

1.2. WRITE THE ISSUANCE.

a. For New Issuances

(1) Review *DoD Issuances Defined* and determine which type of issuance best suits your purpose.

(2) Follow our standards accordingly. Use of the current online template is mandatory. Don't write over an earlier version of the issuance.

b. For New and Revised Issuances.

(1) Review the *Writing Style Guide and Preferred Usage, Issuance Process Checklist, and Special Considerations Checklist*.

(2) As you write the issuance, refer to the templates, standards, guides, checklists, and other resources available from the supporting material on our website. The DD compliance analysts are also available to help you during all stages of the process, and we offer a training class on writing DoD issuances, as well.

c. Keep Track of Directive Changes. If you are reissuing or changing a directive, the Office of the DepSecDef requires a summary of changes from the current version online (see *DoDD Summary of Changes* template). The summary won't be needed until you submit the final package for approval, but you should be aware of this requirement from the beginning and keep the necessary records.

d. Coordinate the Issuance Within Your Directorate. Coordinate the issuance within your directorate and make any changes necessary (either AD, DBMAO, DOC, OP&DSD, or PP&AD. See *OCMO Coord Addresses* for CATMS trigraphs and mandatory coordinators. Be sure you've gotten coordination from the proper authority. These authorities can be found in *OCMO Authorized Coordinators* and *AD OCMO Authorized Coordinators*.

e. Prepare the Forms.

(1) **DD Form 106.** Use the instructions on the form along with the *Sample DD Form 106* to determine formal coordination requirements. For DTMs or cancellations, all coordinators other than the mandatory ones will be collateral. Prepare the rest of the form according to the

form's instructions. The DA OCMO will sign Block 13 (**don't** have the DD Form 106 signed at this stage).

(2) OCMO Form 1 for Internal Coordination

(a) Complete the *OCMO Form 1 for Internal Coord.* **Don't** have the form signed at this stage.

(b) You will be requesting coordination from AD, DBMAO, OP&DSD, DOC; and PP&AD. Make sure these organizations are on the OCMO Form 1, minus your own directorate.

1.3. SUBMIT YOUR PACKAGE FOR DEVELOPMENT REVIEW. Submit the draft issuance, DD Form 106 (unsigned), and *OCMO Form 1 for Internal Coord* (unsigned) to us for review before getting internal OCMO coordination.

a. We'll review your material for content and compliance with DoD issuance standards and current DoD policy.

b. Once we return the edited package to you, incorporate our revisions. If you decide not to accept recommended changes, be sure to check with your compliance analyst before internal coordination to make sure these changes weren't mandatory.

1.4. COORDINATE THE ISSUANCE WITHIN OCMO (INTERNAL COORDINATION).

a. Have the director, or his or her deputy, of your OCMO directorate sign the OCMO Form 1 electronically. Signing the form in hard copy will create unnecessary additional work for you and your coordinators.

b. Create a coordination action in CATMS and set the coordination suspense according to the length of the issuance and the urgency of the action. A minimum suspense of 10 workdays is customary for internal coordination of issuances. The action in CATMS must include:

(1) Signed *OCMO Form 1 for Internal Coord.*

(2) Draft issuance or the issuance proposed for cancellation.

(3) A blank DD Form 818, "DoD Issuance Coordination Response."

c. When receiving internal coordination responses, keep in mind:

(1) Coordination from OP&DSD is required for all issuances.

(2) Non-responses from AD, DBMAO, DOC, or PPA shouldn't delay issuance processing unless they have strong equity in the publication (e.g., your issuance is about security in the Pentagon, and AD (under whose authority the Pentagon Force Protection Agency falls) hasn't responded).

1.5. PREPARE THE PACKAGE FOR DD PRECOORDINATION REVIEW.

a. Adjudicate the Internal Coordination Responses. Review and adjudicate internal coordination responses as they're received, including confirming that the DD Form 818 has been signed or an e-mail response submitted by an approved coordinator of the coordinating agency according to *OCMO Authorized Coordinators*.

(1) Consolidate the coordination comments on a DD Form 818-1 and provide your responses in the matrix. You don't need to include administrative comments on the DD 818-1 (see DoDI 5025.01 for definition), but make corrections in the document as appropriate.

(2) If there are conflicts, make every effort to resolve them at the lowest level; involve your chain of command in reconciling differences as appropriate.

b. Prepare the Package for DD. Prepare a package to submit electronically to us for precoordination review. Package contents include:

(1) An *OCMO Form 1 for DD Form 106 Signature* to initiate coordination with OSD and DoD Components via the Portal; this stage is referred to as "formal coordination." Prepare the OCMO Form 1 for signature of the director or his or her deputy of your OCMO directorate according to your directorate's internal procedures. **Don't** have the form signed at this time; you'll be submitting the draft for our review.

(2) Unsigned DD Form 106.

(3) Issuance or copy of issuance proposed for cancellation.

(4) DD Form 818-1.

(5) *OCMO Coord Officials* template.

(6) Copies of all internal coordinator DD Form 818s received.

SECTION 2: PRECOORDINATION (STAGE 2)

a. DD Precoordination Review. We'll check the package to make sure it's complete, assign a compliance analyst for review, and contact you to provide an estimated completion date. Your compliance review will include reviews of the issuance, the OCMO Form 1, and the DD Forms 106 and 818-1, as well as the internal coordination comments and how they were resolved. When we return the material to you, adjudicate and incorporate our changes and comments as appropriate.

b. OGC Legally Objectionable Review (LOR). An LOR is now optional for all issuances. See Paragraph 6.2.b of DoDI 5025.01 for complete information regarding the LOR.

(1) If you want to request an LOR:

(a) And the changes required from our precoordination review are minimal, we'll clear them with you and send your issuance to the Portal for LOR.

(b) And we've returned your issuance, adjudicate and incorporate our changes and comments in the package and resolve any outstanding coordination issues noted. Send a clean copy of the package as described in Paragraph 1.5.b to us. Your compliance analyst will review the material before it is released to OGC and will work with you to resolve any outstanding issues. We'll send the issuance to the Portal and request OGC provide an LOR.

(2) The Portal will automatically send you an alert e-mail when the LOR is released to OGC and when OGC responds.

(3) OGC will identify the issuance as "not legally objectionable" or "legally objectionable." If they found your issuance legally objectionable, see *What Do I Do During Legal Review* for guidance. If it's not legally objectionable:

(a) OGC will provide both legal comments and suggestions for improving the issuance. Incorporate any legal changes required by OGC.

(b) Don't make any additional changes to the issuance unless you clear them with the Associate Deputy General Counsel (DGC) who completed the LOR and provide that concurrence to us.

(4) If OGC doesn't respond within the approved timeline (see Table 1 in DoDI 5025.01), you may contact our Directives Administrator to request withdrawal of the issuance from LOR.

c. DA OCMO or CMO Approval for Formal Coordination.

(1) Get the *OCMO Form 1 for DD Form 106 Signature* signed by the director or his or her deputy of your OCMO directorate.

(2) E-mail the complete formal coordination package to our organizational address:

(a) Signed OCMO Form 1.

(b) Unsigned DD Form 106.

(c) Issuance. For cancellations, no copy of the issuance proposed for cancellation is required. (We'll obtain a copy of the issuance from our website.)

(d) *CMO Coord Officials* (internal).

(e) The DD Form 818-1 (internal).

(f) Any electronic copies of internal coordinations, including comments, **not** sent during our last review (see Paragraph 1.5.b.(6)).

(g) A blank DD Form 818 (with completed header information) for posting to the Portal for formal coordination.

(5) We'll review the package to ensure that any changes required by OGC have been made, if applicable, and that mandatory compliance requirements have been met and any outstanding issues resolved. If issues remain unresolved, your compliance analyst will contact you. Once issues are resolved, we'll submit the formal coordination package to the DA OCMO via CATMS for DD Form 106 signature.

(6) When we receive the signed DD Form 106, we'll post the coordination request to the Portal. The Portal will electronically distribute it to the DoD and OSD Components on the DD Form 106 and send you an e-mail alert. For information on Portal processes, contact the Directives Administrator at whs.mc-alex.esd.mbx.dod-directives-program-portal@mail.mil.

SECTION 3: FORMAL COORDINATION (STAGE 3)

3.1. COORDINATE VIA THE PORTAL.

a. The Portal will e-mail you each time a coordination response is received, and will e-mail reminders of upcoming and overdue suspenses to those Components that haven't responded. Only coordinators that have access to the Portal (see *Offices with Access to DoD Directives Portal*) will receive these reminders.

b. Remember that OCMO is marked as a mandatory coordinator on the DD Form 106 by default. We all are OCMO, and you've already coordinated your issuance internally and gotten leadership's approval. There will be no response from OCMO on your issuance.

3.2. COORDINATORS WITHOUT ACCESS TO THE PORTAL. If you requested coordination on the DD Form 106 from agencies that don't have access to the Portal, you are responsible for providing the DD Form 106, blank DD Form 818, and issuance to those agencies and getting their coordination. If you don't know how to contact them, contact us for help.

3.3. ADJUDICATE COORDINATION RESPONSES AND REVISE THE ISSUANCE.

a. Review and adjudicate the responses as you receive them, including confirming that the coordination is signed at the appropriate level according to the *List of Signature Authorities and Authorized Component Coordinators*.

(1) Consolidate coordination comments into a DD Form 818-1 and adjudicate them as appropriate. Don't include administrative comments (see DoDI 5025.01 definition) on the DD Form 818-1. Just make the appropriate corrections directly in the issuance.

(2) If you have received a nonconcur, follow the guidance in Paragraph 5.3.d. in DoDI 5025.01 for resolution. Address unresolved nonconcurrences in the action memo requesting approval of the issuance.

b. If you receive comments that touch on a legal issue or for which OGC input may be appropriate, you may contact the Associate DGC who provided the LOR in Stage 2. The Associate DGC will reply with advice specific to legal issues and/or to other issues you specifically identify. If you did not request an LOR, contact us, and we will contact OGC and arrange a review of your issue. Involving OGC throughout the adjudication process will expedite the legal sufficiency review by identifying and resolving potential legal objections before completing the presignature draft

c. Revise the issuance consistent with adjudication of comments received and the results of any OGC comment reviews.

SECTION 4: PRESIGNATURE, LEGAL SUFFICIENCY, AND SECURITY REVIEWS (STAGE 4)

4.1. SUBMITTING THE PACKAGE. Prepare an approval package and submit electronically to us for a presignature review. The contents of your package will depend on the approval authority, as described in Table 4.

Table 3. Approval Package Contents and Routing

If your issuance is being approved by...	Your package will include...	And will be routed for approval...
The Deputy Secretary of Defense	<ul style="list-style-type: none"> • An <i>OCMO Form 1 for DSD Approval</i> • A <i>DoD Directive or Substantive or Administrative Change Action Memo</i> to the DepSecDef from DA CMO • <i>DoDD Summary of Changes</i> (if reissuing an existing directive) • The issuance (or issuance proposed for cancellation) • <i>List of Coordinating Officials</i> (formal coordination only) • DD Form 818-1 (formal coordination only) 	Through the Directives Division to the Executive Secretary’s office via e-mail ¹
CMO or Director, WHS	<ul style="list-style-type: none"> • An <i>OCMO Form 1 for Approval</i>, signed by the director or their deputy of your OCMO directorate • The issuance (or issuance proposed for cancellation) • <i>List of Coordinating Officials</i> (formal coordination only) • DD Form 818-1(formal coordination only) 	Through the Directives Division to the CMO via e-mail ¹

¹Send to whs.esd.mbx.dod-directives@mail.mil or whs.pentagon.esd.mbx.dod-directives@mail.smil.mil.

a. The OCMO Form 1s and action memos that are part of your package should not be signed at this time. They must clearly and concisely explain any outstanding issues and why the issuance should be approved as is. For DepSecDef packages, the *OCMO Form 1 for Approval* can be more general, with the action memo providing the necessary detail. Issues include, but are not limited to:

- (1) Timeliness (outdated coordinations).
- (2) Non-response of primary coordinators.
- (3) Unresolved nonconcurs.

b. Include any coordinations and comments from coordinators that don't have access to the Portal. You are responsible for getting these materials and must provide electronic copies of their coordinations, including comments, with the approval package. Their comments must be included on the DD Form 818-1.

4.2. PRESIGNATURE REVIEW.

a. We'll check the package to make sure it is complete, assign a compliance analyst for review, and contact you to provide an estimated completion date. Your compliance review will include the issuance, the OCMO Form 1 and (if applicable) action memo, and the DD Form 818-1. We will also review the coordinations and the manner in which the comments were adjudicated, included in the issuance, and addressed in the OCMO Form 1 and action memo.

b. We'll return the completed presignature review and tell you whether the issuance is ready to be approved for publication or cancellation, or if we'll need to do another presignature review before releasing for approval.

4.3. LEGAL SUFFICIENCY REVIEW. If the issuance is approved to move forward after incorporating our changes and resolving any outstanding coordination issues, you will submit clean electronic copies of the approval package as described in Table 4 to whs.mc-alex.esd.mbx.dod-directives@mail.mil for an LSR. For issuances for DepSecDef approval, you will not need to include the OCMO Form 1 in the package.

a. We'll post your material to the Portal and request OGC provide an LSR. The Portal will automatically send an alert e-mail to you when the LSR is requested and when OGC provides a response.

b. This review is provided by the GC DoD; the Principal Deputy GC DoD; or one of the DGCs, as determined by the GC DoD. OGC will identify the issuance as "legally sufficient" or "not legally sufficient." If the issuance is not legally sufficient, OGC will provide instructions to bring it into compliance with law. See Paragraph 6.2.c. of DoDI 5025.01 and *What to Do During Legal Review* for complete instructions regarding the LSR.

4.4. SECURITY REVIEW.

a. If your issuance will be released to the public (see Paragraph 4.4. of DoDI 5025.01), you must get a security review. DOPSR approval is mandatory for releasing content on the unclassified Internet. However, it is not required for administrative changes, issuance cancellations, or for classified or otherwise restricted issuances. After incorporating required OGC changes, send the following to DOPSR at whs.pentagon.esd.mbx.secrev@mail.mil:

(1) DD Form 1910, "Clearance Request for Public Release of Department of Defense Information."

(2) The issuance.

(3) A PDF of the LSR.

(4) List of coordinating officials.

b. DOPSR will review the package to confirm the issuance is appropriate for publication on the unclassified Directives Division Website. Please send us a PDF a copy of the DOPSR approval.

SECTION 5: APPROVAL AND PUBLICATION (STAGE 5)

a. Once you've received DOPSR's approval (if applicable), prepare the issuance package as described in Table 4 for approval.

b. Submit the package to the director or his or her deputy of your OCMO directorate for electronic signature of the *OCMO Form 1 for Approval* and send it to us for routing. The issuance should **not** be substantially changed after completion of the LSR without OGC approval; any changes made may require another LSR via the Portal. Your compliance analyst will review the package and resolve any substantive issues with you. We will then forward it through CATMS for approval.

c. After receiving the approved issuance, we'll publish it on our website as appropriate or return it to you if distribution is controlled.

(1) For issuances that will be released to the public and those that will be accessible only via public key infrastructure (normally a common access card), we'll publish the issuance on our unclassified and classified websites and notify you.

(2) For classified issuances, we'll publish the issuance on our classified website and notify you. A notice will appear on the unclassified site that the issuance is classified.

(3) For issuances that are not releasable via our website, we'll return an electronic copy of the approved version of the issuance to you for final distribution.

SECTION 6: SPECIAL PROCEDURES FOR CHANGES

6.1. ABOUT CHANGES.

- a. A change amends an existing issuance and has the full authority of the issuance. A changed issuance retains its original publication date. Comments made during formal coordination should be on the changing text only.
- b. Changes to DoDI issuances are permitted and encouraged during their life cycle, as described in DoDI 5025.01.
- c. If more than 25 percent of an issuance requires change, the issuance should be reissued.

6.2. DRAFTING CHANGES. Don't use MS Word's "Track Changes" for this function. To draft a change:

- a. Use the MS Word version of the issuance that is published on our website(s). Contact us for the correct copy at whs.mc-alex.esd.mbx.dod-directives@mail.mil.
- b. See *Standards for Making Changes to DoD Issuances* and *Changes and Cancellations* on our website for complete instructions.
 - (1) If you are making changes to an issuance published before the template change of May 1, 2015, use the Font features on the Home ribbon of MS Word to identify deleted information in red font with a red strike-through and to insert new information into the issuance in red italics.
 - (2) If you are making changes to an issuance published in the template effective May 1, 2015, a style set has been created for deleted text and added text.
- c. Create a "Summary of Change #" paragraph in accordance with *Standards for Making Changes to DoD Issuances*.

6.3. ENTERING A RELEASABILITY STATEMENT.

- a. For guidance on determining releasability, go to DoDD 5230.09, DoDI 5230.29, and SecDef Message: Information Security/Website Alert.
- b. If your issuance was published before 2015 without a releasability statement, you'll need to add one. Select one from the options in Table 5. Enter it into the issuance immediately preceding the "effective date" section. As a rule, option 2 is used for "For Official Use Only" issuances.

Table 4. Releasability Statements for Issuances

<p>– Option 1 –</p> <p><i>#. RELEASABILITY. Cleared for public release. This [issuance type] is available on the DoD Issuances Website at http://www.esd.whs.mil/DD/.</i></p>
<p>– Option 2 –</p> <p><i>#. RELEASABILITY. Not cleared for public release. This [issuance type] is available to users with Common Access Card authorization on the DoD Issuances Website at http://www.esd.whs.mil/DD/.</i></p>
<p>– Option 3 –</p> <p><i>#. RELEASABILITY. Not cleared for public release. Available to authorized users on the SIPRNET at https://directives.whs.smil.mil/.</i></p>
<p>– Option 4 –</p> <p><i>#. RELEASABILITY. Not cleared for public release. Contact [the originating OSD Component and contact information] for a copy.</i></p>

c. For DoDMs published before 2007 that do not have a releasability paragraph, select one from the options in Table 6. Enter it into the issuance as the final paragraph of the “FOREWORD,” left-aligned immediately preceding the signature block.

Table 5. Releasability Statements for DoDMs Before 2007

<p>– Option 1 –</p> <p><i>This DoD publication is approved for public release and is available on the DoD Issuances Website at http://www.esd.whs.mil/DD/.</i></p>
<p>– Option 2 –</p> <p><i>This DoD publication is approved for restricted release. Authorized users may get copies of this DoD publication on the SIPRNET from the DoD Issuances Website at https://directives.whs.smil.mil/.</i></p>
<p>– Option 3 –</p> <p><i>The release and distribution of this DoD publication will be approved only by [enter the OPR and contact information].</i></p>

6.4. PROCESSING ADMINISTRATIVE CHANGES. See the definition of administrative change in DoDI 5025.01. Administrative changes to issuances don’t require formal coordination or legal reviews.

a. Draft Development. Draft the change to the issuance following DD standards and coordinate the issuance internally within your directorate. Prepare an *OCMO Form 1 for Approval* to be signed electronically by your director, or his or her deputy, requesting CMO or Director, WHS, approval of the change (DA OCMO will approve administrative changes to directives). **Don't** get the OCMO Form 1 signed at this time.

b. DD Development Review. Submit the changed issuance and draft OCMO Form 1 to us for review. Once we've returned the review, incorporate any changes required; be sure to check with your compliance analyst before rejecting substantive comments and changes.

c. Signature of OCMO Form 1.

(1) If you have added a releasability statement in accordance with Paragraph 6.3., send a clean copy of the issuance and the list of coordinating officials with DD Form 1910 to DOPSR at whs.pentagon.esd.mbx.secrev@mail.mil for approval.

(2) Have the director or his or her deputy of your OCMO directorate electronically sign the OCMO Form 1.

d. Get Approval to Publish the Change.

(1) E-mail us:

(a) Signed OCMO Form 1 for Approval.

(b) The issuance.

(c) DOPSR approval, if applicable.

(2) Your DD compliance analyst will contact you if any issues are identified and will resolve them with you. After review, we'll forward the package via CATMS for approval.

(3) Upon approval, we'll publish the changed issuance to our website as appropriate and notify you.

6.5. PROCESSING SUBSTANTIVE CHANGES. Process substantive changes according to Sections 2 through 5 of these procedures. Substantive changes to OCMO issuances are fully coordinated. We'll determine, after discussion with you, which agencies must coordinate on the issuance.

a. Coordinators should comment on changed text only. Comments made on unchanged text do not have to be considered until the document is reissued; however, you should seriously consider accepting comments on unchanged text if they concern incorrect information or legal issues.

b. Substantive changes also require OGC legal reviews and, if applicable, a security review by DOPSR.

SECTION 7: SPECIAL PROCEDURES FOR CANCELLATIONS

7.1. ABOUT CANCELLATIONS. If, during review of an issuance or at any other time, the owning office or directorate determines the issuance has served its purpose, is no longer needed, and is not appropriate for incorporation into a new or existing issuance, the office or directorate must initiate its cancellation.

7.2. PROCESSING CANCELLATIONS

a. All cancellations are fully coordinated and processed according to Stages 1 through 5 of these procedures. All coordinators other than the mandatory ones will be collateral.

b. An issuance is cancelled by the individual currently serving in the same position as the person who originally approved the issuance, or an individual of equal or higher position.

c. Follow established procedures in Paragraph 1.4. to coordinate the cancellation internally. (Although it isn't required, you should consider having an OGC representative take a look at the cancellation during this stage; there's no point in going any further if it's actually illegal to cancel the issuance.) Precoordination review by DD before internal coordination is not needed.

d. Prepare an *OCMO Form 1 for DD Form 106 Signature*. Have the OCMO Form 1 signed by the director or his or her deputy of your OCMO directorate and send it and the unsigned DD Form 106 requesting cancellation to us for review.

e. We'll review and send the DD Form 106 up for signature; if any issues must be resolved, your compliance analyst will contact you to help in the process. After the DD Form 106 is signed, it will be returned to us to post to the Portal to initiate formal coordination.

f. Adjudicate any comments received during formal coordination and make a final approval package in accordance with Table 4.

g. Submit the approval package to us for a presignature review.

h. Upon receiving the completed presignature review, make our required changes. Submit the updated approval package to us for posting to OGC on the Portal for an LSR.

i. If OGC finds the cancellation legally sufficient, have the director or his or her deputy of your OCMO directorate sign the *OCMO Form 1 for Approval* and forward the approval package to us for routing in accordance with Table 4.

j. Upon approval, we'll remove the cancelled issuance from our website(s), update the Cancelled DoD Issuances Search database, and inform you when it's done.