

PROCESSING ODA&M ISSUANCES

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FORWARD

GENERAL PRINCIPLES.

This document provides procedures for action officers in the Office of the Director of Administration and Management (DA&M) who are processing DoD directives (DoDDs), instructions (DoDIs), and manuals (DoDMs); administrative instructions (AIs); and directive-type memorandums (DTMs) for Deputy Secretary of Defense (DSD), DA&M, 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” and “Us” refers to the Directives Division.
- “Our website” refers to the Directives Division Websites on the unclassified and classified systems.
- “The Portal” refers to the DoD Issuance Portal System.
- *Italicized text* refers to supporting guidance available on our website.

All offices and subordinate organizations in the Office of the DA&M (ODA&M) 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:

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

Submit by e-mail all electronic versions of issuances to Directives Division 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

STAGE	ACTIONS
STAGE 1: DEVELOPMENT	<ul style="list-style-type: none"> • You draft the issuance or revision and coordinate it within your ODA&M branch. • Send the package as described in these processes to us for a compliance review. • Coordinate the issuance throughout the ODA&M. Make necessary changes to your issuance.
STAGE 2: PRECOORDINATION	<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 Department of Defense (OGC) reviews the issuance for legal matters. • You send the package to us for DD Form 106 signature and release on the Portal.
STAGE 3: FORMAL COORDINATION	<ul style="list-style-type: none"> • The issuance is coordinated throughout DoD. • You adjudicate and incorporate comments received as appropriate. • If you have any outstanding primary coordinators or unofficial coordination responses, contact us for help.
STAGE 4: PRESIGNATURE, LEGAL SUFFICIENCY, AND SECURITY REVIEWS	<ul style="list-style-type: none"> • We look at your approval package to make sure the issuance and supporting documentation comply with standards. • You make any changes necessary; we send the material to OGC via the Portal for a legal sufficiency review (LSR). • 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.
STAGE 5: APPROVAL AND PUBLICATION	<ul style="list-style-type: none"> • You send us the final package 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

ACTION TYPE	DESCRIPTION
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 that 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 ODA&M.
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"> • <u>Administrative Changes</u>. <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 a DoDD or DoDI the issuance implements. - Changing an issuance as a result of law, Executive order, or Secretary of Defense (SD) or DSD 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. • <u>Substantive Changes</u>. Changes that amend an essential section(s) of an issuance that appears to be or is potentially unnecessary, incorrect, misleading, confusing, or inconsistent with other guidance.
CANCELLING AN EXISTING ISSUANCE	An issuance has served its intended purpose, is no longer needed, and is not appropriate for incorporation into a new or existing issuance.

AUTHORITIES AND PROCESSING WITHIN ODA&M.

a. Authorities.

(1) DA&M.

The DA&M has full authority over the DoD Issuance Program and its stages. The DA&M approves ODA&M issuances for publication and administrative changes to DoDDs on behalf of the SD and DSD.

(2) Director, WHS.

The Director, WHS, has the authority to approve publication of AIs.

(2) Director, WHS Executive Services Directorate (ESD).

The DA&M has delegated authority to the Director, WHS ESD, to initiate coordination (sign the DD Form 106, “DoD Issuances Program Coordination Initiation”) for ODA&M issuances.

b. Processing.

ODA&M 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	ODA&M Form 1 for Internal Coord	Appropriate ODA&M branch contacts via CATMS (see <i>ODA&M Coord Process Guidance Including CATMS Addresses</i>)
DD Form 106 signature / formal coordination	ODA&M Form 1 for DD Form 106 Signature	Directives Division via e-mail ²
Director, WHS or DA&M Approval	ODA&M Form 1 for Approval	Directives Division via e-mail ²
DSD approval	ODA&M Form 1 for DSD Approval Action memo from DA&M to DSD	Directives Division via e-mail ²
<p>¹ Document(s) 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.

- a. Revised issuances will keep their number.
- b. 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. We'll provide a temporary alphabetic 2-digit extension at precoordination review, and the numeric extension will be set upon issuance publication.
- c. For new AIs, we'll provide a temporary alphabetic designation during precoordination review, which will be replaced by a number upon AI publication.

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 or modify an old version of the template to resemble the current one.

b. For New and Revised Issuances.

- (1) Review the *DoD Issuances Style Guide*, *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 Directives Division compliance analysts are also available to help you during all stages of the process, and we offer training classes as well (https://www.esd.whs.mil/Directives/issuance_process/training_issuances/).

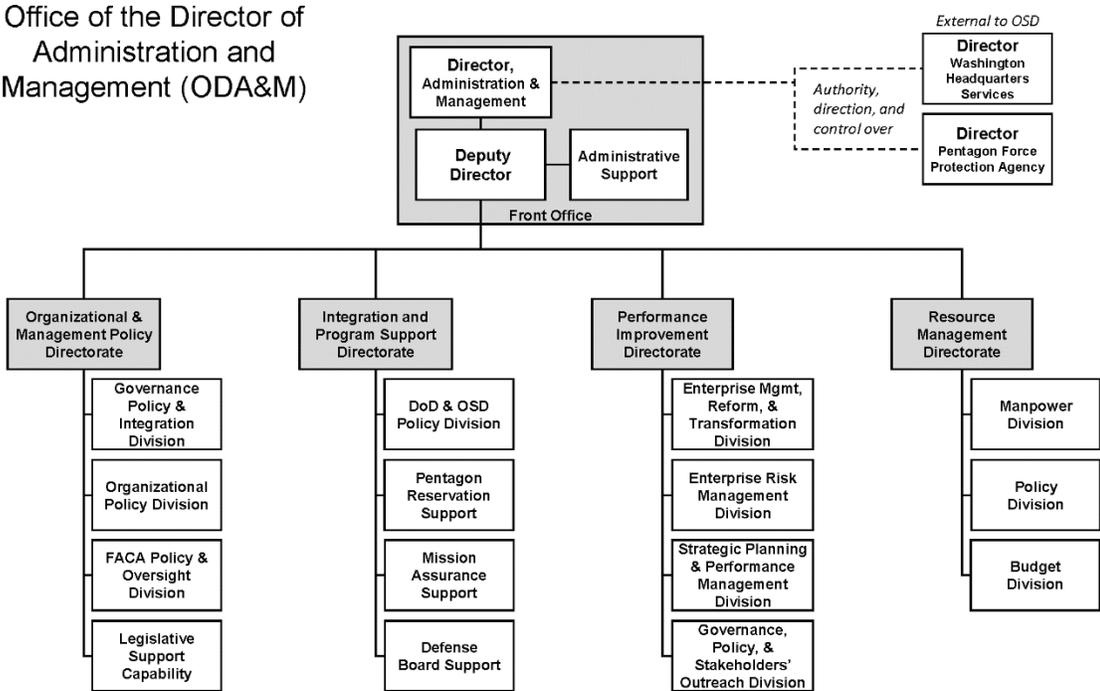
c. Keep Track of Directive Changes.

If you are reissuing or changing a directive, the Office of the DSD requires a summary of changes from the current version online (see *DepSecDef 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 ODA&M Branch.

Coordinate the issuance within **your** ODA&M branch, including your leadership, and make any changes necessary. See Figure 1 and *ODA&M Coord Process Guidance Including CATMS Addresses* for information on the ODA&M branches and their subordinate offices.

Figure 1. ODA&M Organizational Chart



e. Prepare the Forms.

- (1) DD Form 106.

Use the instructions on the form along with the *Sample DD Form 106* on the DoD Forms Management Website (<https://www.esd.whs.mil/Directives/forms/>) to determine formal coordination requirements. For DTMs or cancellations, all coordinators other than the mandatory ones will be collateral. The Director, WHS ESD, will sign Block 13 (**don't** have the DD Form 106 signed at this stage).

(2) ODA&M Form 1 for Internal Coordination.

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

(b) You'll be requesting coordination from those ODA&M branches having equity in your issuance. See *ODA&M Coord Process Guidance Including CATMS Addresses* for CATMS trigraphs and mandatory coordinators. Make sure these organizations are tasked on the ODA&M Form 1.

1.3. SUBMIT YOUR PACKAGE FOR DEVELOPMENT REVIEW.

Submit the draft issuance, DD Form 106 (unsigned), and ODA&M Form 1 for Internal Coordination (unsigned) to us for review before getting internal ODA&M 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 ODA&M (INTERNAL COORDINATION).

a. Have your leadership sign the ODA&M 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 ODA&M Form 1 for Internal Coordination.

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

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

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

(1) You must request coordination from Organizational and Management Support Directorate, WHS, and the Pentagon Force Protection Agency; if they don't respond to your coordination request, contact us for help.

(2) Non-responses from any other ODA&M offices shouldn't delay issuance processing unless they are specifically assigned responsibilities. If a response is needed, contact us for help at whs.mc-alex.esd.mbx.dod-directives@mail.mil.

1.5. PREPARE THE PACKAGE FOR DIRECTIVES DIVISION PRECOORDINATION REVIEW.

a. Adjudicate the Internal Coordination Responses.

Review and adjudicate internal coordination responses as they're received, including confirming that the coordination was received by an approved coordinator of the coordinating agency according to *ODA&M Authorized Coordinators*.

(1) Consolidate the coordination comments on a DD Form 818-1, "Consolidated DoD Issuance Comment Matrix" and provide your responses in the matrix. You don't need to include administrative comments on the DD Form 818-1 (see DoDI 5025.01 for definition), but make corrections in the issuance 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 Directives Division.

Prepare a package to submit to us by email for precoordination review. Package contents include:

(1) An ODA&M Form 1 for DD Form 106 Signature. The DD Form 106 initiates coordination with OSD and DoD Components outside of ODA&M via the Portal; this stage is referred to as "formal coordination." Prepare the ODA&M Form 1 for your director or their deputy's signature according to your 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) ODA&M List of Coordinating Officials.

(6) Copies of all internal coordinator ODA&M Form 1s (concur without comment, no comment) or DD Form 818s (concur or nonconcur with comment) received.

SECTION 2: PRECOORDINATION (STAGE 2)

a. Directives Division Precoordination Review.

Your compliance review will include reviews of the issuance, the ODA&M 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 Legal Objection Review (LOR).

An LOR is now optional for all issuances. For efficiency purposes, ODA&M generally discourages getting one unless you have a specific legal concern or if during development you've identified your issuance as having Federal Register concerns. See Section 6 of DoDI 5025.01 for complete information regarding the LOR.

(1) If you do want to request an LOR **and**:

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

(b) 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's released to OGC and will work with you to resolve any outstanding issues. We'll release the issuance on 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) Once you have incorporated any legal changes required by OGC, 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 us to request withdrawal of the issuance from LOR.

c. DA&M Release for Formal Coordination.

(1) Get the ODA&M Form 1 for DD Form 106 Signature signed by your leadership.

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

(a) Signed ODA&M 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) ODA&M List of Coordinating Officials (internal).

(e) 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 subject and 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&M 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 suspense dates 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 ODA&M is marked as a mandatory coordinator on the DD Form 106 by default. We are in ODA&M, and you've already coordinated your issuance internally and gotten leadership's approval. There will be no response from ODA&M 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, getting their coordination, and e-mailing us a copy of their response. If you don't know how to reach 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 request for 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 LSR 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 4. Approval Package Contents and Routing

If your issuance is being approved by...	Your package will include...	And will be routed for approval...
The DSD	<ul style="list-style-type: none"> • An ODA&M Form 1 for DSD Approval • An Action Memo to the DSD from DA&M • DepSecDef Summary of Changes (if reissuing an existing directive) • The issuance (or issuance proposed for cancellation) • List of Coordinating Officials (formal coordination only) • DD Form 818-1 (formal coordination only) 	Through the Directives Division to the Executive Secretary’s office via e-mail ¹
Director, WHS, or DA&M	<ul style="list-style-type: none"> • An ODA&M Form 1 for Approval • The issuance (or issuance proposed for cancellation) • List of Coordinating Officials (formal coordination only) • DD Form 818-1 (formal coordination only) 	Through the Directives Division to the Director, WHS or DA&M via e-mail ¹
<small>¹Send to whs.esd.mbx.dod-directives@mail.mil or whs.pentagon.esd.mbx.dod-directives@mail.smil.mil.</small>		

a. The ODA&M 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 DSD packages, the ODA&M Form 1 for DSD 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.

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 ODA&M 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 ODA&M Form 1 and action memo.

4.3. LSR.

After incorporating our changes and resolving any outstanding coordination issues, you'll 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 DSD approval, you don't need to include the ODA&M Form 1 in the package – the memo to the DSD is all OGC needs.

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. The LSR 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 Do I Do During Legal Review* for complete instructions regarding the LSR.

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 your director or their deputy for electronic signature of the ODA&M 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. The website will state that the issuance is available to authorized users from you.

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 DoD 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" function. To draft a change:

- a. Use the MS Word version of the issuance that is published on our website(s). You must contact us for the correct copy at whs.mc-alex.esd.mbx.dod-directives@mail.mil.
- b. See Section 10 of the *DoD Issuance Style Guide* and the Special Procedures for Changes guidance on the DA&M Process page on our website for complete guidance.
 - (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 on a template effective May 1, 2015 or later, a style set has been created for deleted text and added text.
- c. Create a "Summary of Change #" paragraph in accordance with Section 10 of the *DoD Issuance Style Guide*.

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 "Controlled Unclassified Information (CUI)" issuances.

Table 5. Releasability Statements for Issuances

<p>– Option 1 –</p> <p><i>#. RELEASABILITY. Cleared for public release. Available on the Directives Division Website at https://www.esd.whs.mil/DD/.</i></p>
<p>– Option 2 –</p> <p><i>#. RELEASABILITY. Not cleared for public release. Available to users with Common Access Card authorization on the Directives Division Website at https://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://IntelShare.intelink.sgov.gov/sites/DoD-Issuances/.</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 6. 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 Directives Division Website at https://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 Directives Division Website at https://IntelShare.intelink.sgov.gov/sites/DoD-Issuances/.</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 DoDIs, DoDMs, and AIs don’t require formal coordination or legal reviews. Administrative changes to

DoDDs don't require formal coordination, but do require legal reviews. Administrative changes to all issuances should be submitted to the Portal at the presignature stage.

a. Draft Development.

Draft the change to the issuance following Directives Division standards and coordinate the issuance internally within your branch.

(1) If your issuance is a DoDD, prepare an ODA&M Form 1 for Approval to be signed electronically by your director or their deputy requesting DA&M approval of the change in accordance with their authority in DoDI 5025.01. **Don't** get the ODA&M Form 1 signed at this time.

(2) If your issuance is a DoDI, DoDM, or AI, prepare an ODA&M Form 1 for Approval to be signed electronically by your director or their deputy requesting DA&M or Director, WHS, approval of the change. **Don't** get the ODA&M Form 1 signed at this time.

b. Directives Division Review.

Submit the changed issuance and draft ODA&M 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 ODA&M Form 1.

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

(2) Have your director or their deputy electronically sign the ODA&M Form 1.

(3) If your issuance is a DoDD, proceed to Paragraph 6.4.d. If your issuance is a DoDI, DoDM, or AI, proceed to Paragraph 6.4.e.

d. LSR.

Follow the standard procedures in Section 4 to obtain an LSR. When the review is returned to you, proceed to Paragraph 6.4.e.

e. Get Approval to Publish the Change.

(1) E-mail us:

(a) Signed ODA&M Form 1 for Approval.

(b) The issuance.

(c) DOPSR approval, if applicable.

(2) Your 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 in accordance with Sections 2 through 5 of this document. Substantive changes to ODA&M 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 you determine your issuance has served its purpose and is no longer needed, you'll initiate its cancellation. Issuances may be cancelled in one of two ways:

- a. In a reissued or new issuance on the cover page (Figure 1). This method is ideal because of its simplicity, but it's not always possible if there isn't a related issuance currently in the issuance publication process to cancel it.
- b. Through the cancellation process. This method is most common for issuances that cannot be incorporated into a new or existing issuance. You can choose to process the cancellation yourself, or we'll do it on your behalf and involve you as necessary. The procedures for this process are described in Paragraph 7.2.

Figure 2. Cancellation via Issuance



DOD INSTRUCTION 1234.55

TITLE

Originating Component:	Choose an item.
Effective:	Month Day, Year
Releasability:	Choose an item.
Reissues and Cancels:	Choose an item. ####.##, "Title," Publication Date
Incorporates and Cancels:	Document type, number, "Title," Publication Date
Cancels:	Document type, number, "Title," Publication Date
Approved by:	Name, Title

Purpose: This issuance: Structure depends on type of issuance being issued. See the options provided in the DoD issuances standards.

7.2. PROCESSING CANCELLATIONS.

a. If You Are Processing the Cancellation.

(1) Save a copy of the PDF version of your issuance from our website. Follow established procedures in Paragraph 1.4. to coordinate the cancellation internally. A review by Directives Division before internal coordination is not needed.

(2) Prepare a draft DD Form 106 for cancellation and an ODA&M Form 1 for DD 106 Signature, including in the Purpose blocks a brief (1-2 sentence) justification as to why the issuance should be cancelled. Have the ODA&M Form 1 signed by your director or their deputy and send it and the unsigned DD Form 106 requesting cancellation to us for review.

(3) Follow the procedures in Stages 2A through 5A of the standard DoD issuance process for ODA&M issuances.

b. If You Want Us to Process the Cancellation for You.

(1) Getting Started.

(a) Save a copy of the PDF version of your issuance from our website. Follow established procedures in Paragraph 1.4. to coordinate the cancellation internally. A review by Directives Division before internal coordination is not needed.

(b) Send a brief (1-2 sentence) justification about why the issuance should be cancelled and identify a point of contact for questions about the cancellation to us at whs.mc-alex.esd.mbx.dod-directives@mail.mil. If anyone commented during internal coordination, you'll need to send us a DD Form 818-1 with your adjudication of those comments for the record.

(c) All cancellations are fully coordinated. We'll prepare the DD Form 106, get it signed, and post it to the Portal. All coordinators other than the mandatory ones will be collateral.

(2) What Happens During Formal Coordination and Presignature?

Use Table 7 to determine what your responsibilities are during formal coordination and presignature.

(3) After LSR.

(a) Cancellations of Issuances Approved by the DA&M or Director, WHS.

After OGC declares the cancellation legally sufficient, we'll move the package forward for the appropriate authority's approval. When cancellation is approved, we'll remove the issuance from the Directives Division Website(s), update the Cancelled DoD Issuances Search database, and notify you.

(b) Cancellations of DoDDs, DoDIs, or DTMs Approved by the Secretary of Defense or DSD.

After OGC declares the cancellation legally sufficient, we'll move the package forward for DA&M approval on behalf of the DSD. When cancellation is approved, we'll remove the directive from the Directives Division Website(s), update the Cancelled DoD Issuances Search database, and notify you.

Table 7. What Happens During Formal Coordination and Presignature?

Issuance Signed/Approved By:	Comments or Nonconcur Received?	Cancellation Still Appropriate?	Next Steps
Director, WHS, DA&M, or (former) Chief Management Officer	No	Yes	No action is required on your part. We'll prepare a draft ODA&M Form 1 requesting Director, WHS or DA&M approval of the issuance cancellation and post it and the PDF of the issuance to the Portal for LSR with OGC.
	Yes	Yes	You'll continue processing the cancellation following the procedures in Stages 3B through 5A of the standard DoD issuance process for ODA&M issuances.
	Yes	No	Notify us and we'll close the action.
Secretary or Deputy Secretary of Defense	No	Yes	No action is required on your part. We'll prepare a draft ODA&M Form 1 requesting DA&M approval of the cancellation and post it to the Portal for LSR with OGC.
	Yes	Yes	You'll continue processing the cancellation following the procedures in Stages 3B through 5A of the standard DoD issuance process for ODA&M issuances.
	Yes	No	Notify us and we'll close the action.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
AI	administrative instruction
CATMS	Correspondence and Task Management System
DA&M	Director of Administration and Management
DD	Department of Defense (form)
DGC	Deputy General Counsel
DoDD	DoD directive
DoDI	DoD instruction
DoDM	DoD manual
DOPSR	Defense Office of Prepublication and Security Review
DSD	Deputy Secretary of Defense
DTM	directive-type memorandum
ESD	Executive Services Directorate
LOR	legal objection review
LSR	legal sufficiency review
ODA&M	Office of the Director of Administration and Management
OGC	Office of the General Counsel of the Department of Defense
SD	Secretary of Defense
WHS	Washington Headquarters Service