

## SPECIAL CONSIDERATIONS CHECKLISTS

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.

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**1. COMMON MILITARY TRAINING.** Contact the Common Military Training Working Group Chair at [osd.pentagon.rsrmgmt.list.ousd-p-r-common-military-training-mbx@mail.mil](mailto:osd.pentagon.rsrmgmt.list.ousd-p-r-common-military-training-mbx@mail.mil) for assistance.

**Table 1. Common Military Training**

	Y	N
Does the issuance discuss a training requirement that is mandatory for all Military Service members?		
<i>Examples of Common Military Training topics include law of war (DoD Directive 2311.01E), counterintelligence reporting (DoD Directive 5240.06), antiterrorism (DoD Instruction 2000.12), and suicide prevention (DoD Instruction 6490.16).</i>		

**2. FEDERAL REGISTER.** Contact the Federal Register Liaison Officer, OCMO, at [patricia.l.toppings.civ@mail.mil](mailto:patricia.l.toppings.civ@mail.mil) for assistance.

**Table 2. Federal Register**

	Y	N
Is the issuance presently in the Code of Federal Regulations?		
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		

**Table 2. Federal Register**

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 a federal employee use the issuance?		
If the answer to any of the above is “yes,” have you notified the Federal Register Liaison Officer? See Administrative Instruction 102 for further guidance.		

**3. FORMS MANAGEMENT.** Contact the Office of Information Management, WHS, at whs.mc-alex.esd.mbx.dd-dod-forms@mail.mil for assistance.

**Table 3. Forms Management**

	Y	N
Does the issuance prescribe that information should be collected in a specific and defined order and format (regardless of whether the information is collected electronically or on paper)? <b>If yes</b> , check the “Forms Prescribed” box in block 6 of the DD Form 106 because your issuance may merit the creation or update of a form.		
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, have you notified the Office of Information Management? See DoD 7750.7-M for further guidance.		

**4. INFORMATION COLLECTIONS.** Contact the Office of Information Management, WHS, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil for assistance.

**Table 4. Information Collections**

	Y	N
Does the issuance contain a requirement for your agency to submit information to Congress? <b>If yes:</b> <ul style="list-style-type: none"> <li>Select the box in block 9 of the DD Form 106, “In accordance with this issuance, information will be collected and submitted to Congress.”</li> <li>Select the Assistant Secretary of Defense for Legislative Affairs as a collateral coordinator on the DD Form 106.</li> </ul>		
Does the issuance contain a requirement for your agency to collect information from members of the public, including contractors and/or contractor personnel? <b>If yes:</b> <ul style="list-style-type: none"> <li>Contact your Component’s Information Management Control Officer (IMCO). See Volume 2 of DoD Manual 8910.01 further guidance.</li> <li>See the Overview page on the DoD Public Information Collections Website (<a href="http://www.esd.whs.mil/Directives/collections/overview/">http://www.esd.whs.mil/Directives/collections/overview/</a>).</li> </ul>		
Does the issuance contain a requirement for your agency to collect information from two or more DoD or OSD Components? <b>If yes:</b> <ul style="list-style-type: none"> <li>Contact your Component’s IMCO. See Volume 1 of DoD Manual 8910.01 for further</li> </ul>		

**Table 4. Information Collections**

guidance. <ul style="list-style-type: none"> <li>See the Overview page on the DoD Internal Information Collections Website (<a href="http://www.esd.whs.mil/Directives/collections/overview/">http://www.esd.whs.mil/Directives/collections/overview/</a>).</li> </ul>		
If the answer to any of the above is “yes,” do you have an information collections section in your issuance? See the DoD Issuance Standards for further guidance.		

**5. JOINT TERMINOLOGY.** Contact the OSD and WHS Terminology point of contact at [whs.mc-alex.esd.mbx.dod-directives@mail.mil](mailto:whs.mc-alex.esd.mbx.dod-directives@mail.mil) for assistance.

**Table 5. Joint Terminology**

	Y	N
Does the issuance propose a term to be included in the <i>DoD Dictionary of Military and Associated Terms</i> ? <ul style="list-style-type: none"> <li>Ensure the term does not conflict with other terms already established in the <i>DoD Dictionary of Military and Associated Terms</i>: <a href="http://www.jcs.mil/Portals/36/Documents/Doctrine/pubs/dictionary.pdf">http://www.jcs.mil/Portals/36/Documents/Doctrine/pubs/dictionary.pdf</a>. It is highly recommended to pre-coordinate the term(s) proposed with the DoD terminologist: <a href="mailto:george.e.katsos.civ@mail.mil">george.e.katsos.civ@mail.mil</a></li> <li>The Chairman of the Joint Chief of Staff <b>must</b> be marked as a primary coordinator on the DD Form 106 during formal coordination</li> <li>The DD Form 106 <b>must</b> indicate that a term(s) is being proposed in block 10.</li> <li>Refer to the following publications for guidance:                         <ul style="list-style-type: none"> <li>DoD Instruction 5025.12, “Standardization of Military and Associated Terminology.”</li> <li>CJCS Instruction 5705.01, “Standardization of Military and Associated Terminology.”</li> </ul> </li> </ul>		

**6. 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](mailto:dodhra.mc-alex.dcpas.mbx.hrops-lerd-labor-relations@mail.mil) for assistance.

**Table 6. Labor Relations**

	Y	N
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"> <li>Engaging the unions includes:                         <ul style="list-style-type: none"> <li>Briefing unions and engaging in pre-National Consultation Rights involvement</li> <li>Statutory National Consultation Rights 30-day comment period before signature</li> </ul> </li> </ul>		

**7. PRIVACY ACT IMPLICATIONS.** Contact the Records, Privacy, and Declassification Division, WHS, at whs.mc-alex.esd.mbx.osd-js-privacy-office@mail.mil for assistance.

**Table 7. Privacy Act**

	Y	N
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"> <li>• Name</li> <li>• Social security number</li> <li>• Home address</li> <li>• Home telephone number</li> <li>• Complete date of birth (including year)</li> <li>• Personal medical information</li> <li>• Personal or private information (required for security clearance or similar use)</li> </ul>		
Does the issuance address one or more of the following? <ul style="list-style-type: none"> <li>• The collection of personal identifiers without proper authorization</li> <li>• The maintenance, use, or release of information with personal identifiers</li> <li>• The maintenance of a repository of personally identifiable information</li> <li>• The access to personally identifying information by individuals</li> <li>• Documents that contain personal identifier information that are not marked “For Official Use Only – Privacy Act of 1974” or “For Official Use Only – Privacy Act Data”</li> <li>• Message traffic, faxes, and e-mails that contain personal identifier information that are not properly marked</li> </ul>		
If the answer to any of the above is “yes,” have you notified the Privacy Act Officer? See DoD 5400.11-R for further guidance.		

**8. RECORDS MANAGEMENT.** Contact the Records, Privacy, and Declassification Division, WHS, at whs.mc-alex.esd.mbx.records-and-declassification@mail.mil for assistance

**Table 8. Records Management**

	Y	N
Does this issuance create a new function or responsibility to OSD or create a new OSD Component?		
Does the issuance address planning, controlling, directing, organizing, training, or 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 head(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, DoD Executive Agent, or lead to design 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?		

**Table 8. Records Management**

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., the Office of Management and Budget, Department of Labor, Occupational Safety and Health Administration)?		
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, and current or proposed information systems.		
If the answer to any of the above is “yes,” have you notified the OSD Records and Information Management Officer? See Administrative Instruction 15 for further guidance.		

**9. DECLASSIFICATION.** Contact the Records, Privacy, and Declassification Division, WHS, at [whs.mc-alex.esd.mbx.records-and-declassification@mail.mil](mailto:whs.mc-alex.esd.mbx.records-and-declassification@mail.mil) for assistance.

**Table 9. Declassification**

	Y	N
Does this issuance address a process when classified information may be declassified?		
Does this issuance address a process that will cause information of permanent historical value to be automatically declassified unless specific action is taken to keep it classified?		
Does this issuance address a process for reviewing information for possible declassification upon receipt?		
If the answer to any of the above is “yes,” have you notified the OSD Declassification Office? See Volume 1 of DoD Manual, 5200.01 for further guidance.		