



# DoW INSTRUCTION 5025.01

## DoW ISSUANCES PROGRAM

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<b>Approved 1/16/2026 by:</b>	Robert G. Salesses, Director of Administration and Management

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**Purpose:** In accordance with the authority in DoD Directive (DoDD) 5105.53 and the January 11, 2021, January 18, 2022, and July 15, 2025 Deputy Secretary of Defense Memorandums, this issuance:

- Establishes policy, assigns responsibilities, and provides procedures for the development, coordination, approval, publication, and review of DoW issuances as defined in the Glossary.
- Establishes the Directives Division Website at <https://www.esd.whs.mil/DD/> (unclassified) and <https://intelshare.intelink.sgov.gov/sites/DoD-Issuances> (classified) as the official DoW source for issuances and implementing guidance. The Directives Division Website is referred to as “the Website” in this issuance.
- Establishes the DoD Issuances Portal System as the official system by which unclassified issuances are processed, coordinated, and receive legal reviews (classified issuances are processed by email as described in Paragraph 4.3.). The DoD Issuances Portal System is referred to as “the Portal” in this issuance.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY.

This issuance applies to OSW, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (OCJCS) and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense (OIG DoD), the Defense Agencies, the DoW Field Activities, and all other organizational entities within the DoW (referred to collectively in this issuance as the “DoW Components”).

### 1.2. POLICY.

a. The DoW will have a DoW Issuances Program for the development, coordination, approval, publication, and review of issuances.

(1) Issuances will be used to codify DoW policy and implementing guidance impacting DoW Components in accordance with this issuance, DoD Instruction (DoDI) 5025.13, and Administrative Instruction (AI) 15.

(2) Issuances will consist of DoWDs, DoWIs, DoW manuals (DoWMs), directive-type memorandums (DTMs), and AIs. All other DoW publications currently found at <https://www.esd.whs.mil/Directives/issuances/dodm/> must be converted into either DoWIs or DoWMs when they are reissued.

(3) DoW direction to the public or other government agencies will be issued in the Code of Federal Regulations (CFR) in accordance with AI 102.

b. Secretarial policy memorandums (not to be confused with DTMs) may establish DoW policy outside of the DoW issuance process. These memorandums will be published on the Website to ensure there is one official central DoW repository for DoW policy.

c. The governing principles of the DoW Issuances Program are:

(1) DoW issuances provide the policy framework for DoW operations.

(2) Principal Staff Assistants (PSAs) may only establish DoW policy within their respective functional areas of responsibility as part of the conditional authority delegated in their respective chartering DoWD or similar chartering document, through DoW issuances and the process in this issuance.

(3) Offices of primary responsibility (OPRs) must update their issuances to reflect changes in a timely manner to maintain an accurate policy framework within their functional area of responsibility and ensure the effective and efficient functioning of the DoW and its components.

(4) Coordinators will provide prompt, accurate, and relevant comments in the coordination of DoW policy and implementing guidance. Failure to respond by the Portal suspense date should not unduly delay or impede the issuance process.

(5) The issuance process will be frequently evaluated and revised to make it more timely, responsive, repeatable, and transparent. Methods to elevate critical issues or legal or policy objections will be an integral part of the issuance process.

(6) Whether developing or coordinating on issuances, OPRs and coordinators must place a high priority on processing issuances that codify policy or provide implementing guidance as directed:

- (a) By the Secretary of War or Deputy Secretary of War;
- (b) In new or amended Executive orders, Presidential memorandums, White House memorandums, or other directives; or
- (c) In new or amended statutes.

d. Nothing in this issuance will infringe on Inspector General of the Department of Defense (IG DoD) statutory independence and authority in accordance with Chapter 4 of Title 5, United States Code (U.S.C.), also known and referred to in this issuance as “The Inspector General Act of 1978,” as amended. In the event of any conflict between this issuance and the IG DoD, the Inspector General Act of 1978 takes precedence.

## SECTION 2: RESPONSIBILITIES

### 2.1. DIRECTOR OF ADMINISTRATION AND MANAGEMENT (DA&M).

In addition to the responsibilities in Paragraph 2.5., the DA&M:

- a. Establishes DoW policy for developing, processing, coordinating, approving, publishing, and cancelling issuances.
- b. Oversees the DoW Issuances Program.
- c. Develops, maintains, and oversees chartering DoWDs through the Organizational and Management Policy Directorate (O&MPD), Office of the DA&M (ODA&M).
- d. Reviews and determines whether to approve, disapprove, or modify Directives Division recommendation for removal of outdated DoW issuances from the Website in accordance with Paragraph 5.1.e.
- e. Is a required coordinator on all DoW issuances.

### 2.2. DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS).

Under the authority, direction, and control of the DA&M and in addition to the responsibilities in Paragraph 2.6., the Director, WHS:

- a. Administers the DoW Issuances Program.
- b. Approves AIs proposed by the WHS components and processed in accordance with this issuance.
- c. Through the Chief of the Directives Division, Executive Services Directorate, WHS:
  - (1) Establishes and maintains standard formats, templates, and procedures for developing and processing issuances and publishes them on the Website. Approves or disapproves requests for waiver of issuance standards and procedures as described in this issuance and on the Website.
  - (2) Helps the OPR determine whether an issuance should be published as a DoWD, DoWI, DoWM, DTM, or AI.
  - (3) Provides guidance to help the DoW Components, including the Offices of the PSAs (OPSAs), fulfill their responsibilities in the DoW Issuances Program.
  - (4) Tracks and reports compliance with the issuance process timelines in Table 3 as appropriate. Also tracks and reports compliance with negotiated expedited timelines. At a minimum, the applicable issuance focal points (FPs) will be notified when timelines aren't met.

(5) Alerts and seeks comment on non-administrative changes to the issuance process or standards from the affected FPs before they are implemented.

(6) Oversees the editorial and compliance reviews of issuances.

(7) Oversees electronic publication on the Website of:

(a) Approved issuances.

(b) Secretarial policy memorandums.

(8) Serves as the official record keeper for issuances. Oversees the maintenance and preservation of documents that constitute the official records of issuances in accordance with AI 15 and DoDI 5015.02.

(9) Establishes and maintains the Portal and the unclassified and classified Website.

(10) Reviews requests for extensions to expiration dates of DTMs and approves or forwards recommendations for disapproval to the DA&M.

(a) If approving, posts extensions to the Website.

(b) When the expiration date of a published DTM has passed without an extension, proposes cancellation and removal of DTMs from the Website in coordination with the Office of the General Counsel of the Department of War (OGC) and the OPR or, for DTMs for which OIG DoD is the OPR, with the OIG DoD General Counsel.

(11) Convenes periodic meetings with the FPs. These meetings will address broad issues affecting the processing of issuances within the DoW.

### **2.3. GENERAL COUNSEL OF THE DEPARTMENT OF WAR (GC DOW).**

In addition to the responsibilities in Paragraph 2.5., and in accordance with the procedures in Section 6, the GC DoW:

a. As requested, provides legal advice to the OPR when drafting proposed issuances and during the adjudication of formal coordination comments.

b. Will be provided a courtesy copy of the DoW issuances during formal coordination.

c. Provides all required legal reviews of issuances, other than those for which the OIG DoD is the OPR, as described in Section 6 and in accordance with the timelines in Table 3.

d. Notifies the DA&M in writing through the Directives Division:

(1) Of OGC positions that, in addition to those listed in Paragraph 6.3., are authorized to provide legal reviews on behalf of the GC DoW.

- (2) When changes in these positions or authorizations occur.

## **2.4. IG DoD.**

In addition to the responsibilities in Paragraph 2.5., the IG DoD:

- a. Coordinates on issuances in accordance with the timelines in Table 3 to ensure findings in evaluations, audits, and investigations are appropriately addressed or implemented.
- b. Is a required coordinator on all DoW issuances.
- c. If, during coordination of an issuance for which OIG DoD is not the OPR, it is determined that the issuance has OIG DoD equities, identifies that this is the case in their formal coordination comments to alert the Directives Division and OGC that OIG DoD should be involved in the issuance's legal sufficiency review (LSR).
- d. In accordance with the Inspector General Act of 1978 and through the OIG DoD General Counsel provides legal reviews, as described in Section 6 and in accordance with the timelines in Table 3, for issuances for which OIG DoD is the OPR.
- e. Notifies the DA&M in writing through the Directives Division:
  - (1) Of OIG DoD General Counsel positions that, in addition to those that are the equivalent of the OGC positions listed in Paragraph 6.3., are authorized to provide legal reviews on behalf of the IG DoD for issuances for which the OIG DoD is the OPR.
  - (2) When changes in these positions or authorizations occur.

## **2.5. PSAS.**

The PSAs:

- a. Implement the DoW Issuances Program in their respective organization as described in this issuance and on the Website.
- b. Review their existing issuances to determine whether they should be modified, streamlined, expanded, or cancelled to keep DoW policy accurate, effective, and efficient.
- c. In their capacity as OPR for issuances within their functional area:
  - (1) Develop, revise, and coordinate issuances in accordance with this issuance and the timelines in Table 3.

(2) Approve new or revised issuances for publication or cancel obsolete issuances in accordance with this issuance. This authority is delegable for administrative changes in accordance with Paragraph 5.1.c.(1)(a) or may be exercised by an individual serving in an acting or performing the duties of (PTDO) status for the PSA position:

(a) Due to a vacancy in the PSA position when the incumbent dies, resigns, or is otherwise unable to perform the functions and duties of the PSA position; or

(b) Due to the incumbent of the PSA position concurrently serving in an acting or PTDO status for another position.

(3) Notify the Directives Division upon discovering that policy or implementing guidance must be codified in a DoW issuance because of:

(a) Secretary of War or Deputy Secretary of War direction;

(b) A new or amended Executive order or Presidential or White House memorandum; or

(c) A new or amended statute.

(4) In accordance with Paragraph 4.1.c. of this issuance, notify the Directives Division when the timeline in Table 3 must be expedited for an issuance. OPSAs will work with the Directives Division to create a proposed timeline for processing the issuance. The timeline must include a specific proposed publication date. This authority may only be delegated to the PSA's Principal Deputy, chief of staff (COS) as defined in this issuance, or primary or alternate FP.

(5) Ensure that OPSA organizations responsible for developing new or revising existing DoW issuances or supplemental implementing guidance on behalf of the PSA serve as official record keeper for their OPSA by overseeing the maintenance and preservation of supporting and historical documents that constitute the official records of those publications in accordance with AI 15 and OSW Records Disposition Schedules.

d. Coordinate on proposed issuances as requested (see Paragraph 5.2.a.(1)) and in accordance with the timelines noted in Table 3 and Website procedures.

e. Notify the DA&M, in writing through the Directives Division (not delegable below the COS level):

(1) Of positions that, in addition to those listed in Paragraph 5.2.d., are authorized to request or provide issuance coordination on their behalf.

(2) When changes in these positions or authorizations occur.

f. Designate at least one primary and one alternate FP who will implement the processes in Section 3. Provide written documentation of the designations and any changes in those designations to the DA&M through the Directives Division. The term “focal point (FP)” as used in this issuance will include both the primary and alternate unless otherwise specified.

(1) The primary FP must be a senior level leader in the grade of O-7, Senior Executive Service or equivalent, or above.

(2) The alternate FP should be senior in grade (O-6, General Schedule (GS) 15, or equivalent).

(3) The authority to designate FPs is not delegable below the COS level.

(4) Designation memos of FPs should be updated within 30 days of the vacancy of the post.

## **2.6. DEFENSE AGENCY AND DOW FIELD ACTIVITY (DAFA) DIRECTORS.**

As delegated in their chartering DoWD, the DAFA Directors:

a. Coordinate on issuances through their respective PSAs.

b. Establish and maintain, for the functions assigned, an appropriate publications system for regulations, instructions, and reference documents produced by the DAFA as well as any changes made to those publications.

c. Ensure all DoW Components, OPSAs, and non-DoW Federal agencies with equity in a DAFA publication as defined in the Glossary are given the opportunity to coordinate when that publication is written, changed, or revised.

d. Develop DAFA publications with language that is clear and concise to the audience intended, in accordance with DoDI 5025.13. DAFA publications will not use or copy the DoW issuance template.

e. Ensure that DAFA organizations responsible for developing new or revising existing DoW issuances or supplemental implementing guidance on behalf of their Director serve as official record keeper for their DAFA by overseeing the maintenance and preservation of supporting and historical documents that constitute the official records of those publications.

(1) DAFAs falling under the cognizance of the OSW Records Management Program will comply with AI 15 and OSW Records Disposition Schedules.

(2) DAFAs maintaining independent records management programs, as authorized by the National Archives and Records Administration, will comply with DoDI 5015.02 and their approved records management policies and procedures.

## **2.7. DOW COMPONENT HEADS, EXCLUDING DAFA DIRECTORS.**

The DoW Component heads, except for the DAFA Directors:

- a. Implement the DoW Issuances Program in their respective Component as described in this issuance and on the Website.
- b. Coordinate on proposed issuances as requested (see Paragraph 5.2.a.(1)) and in accordance with the timelines noted in Table 3 and Website procedures.
- c. Ensure the official records of all their coordinations on issuances, including the original signed coordinations, are preserved and maintained in accordance with DoDI 5015.02.

## **2.8. SECRETARIES OF THE MILITARY DEPARTMENTS, CHAIRMAN OF THE JOINT CHIEFS OF STAFF, AND CHIEF OF THE NATIONAL GUARD BUREAU (NGB).**

In addition to the responsibilities in Paragraph 2.7., the Secretaries of the Military Departments, Chairman of the Joint Chiefs of Staff, and Chief of the NGB:

- a. Designate at least one primary and one alternate FP who will implement the processes in Section 3. Provide written documentation of the designations and any changes in those designations to the DA&M through the Directives Division. This authority isn't delegable below the COS level.
  - (1) The primary FP must be a senior level leader in the grade of O-7, Senior Executive Service or equivalent, and above.
  - (2) The alternate FP should be senior in grade (O-6, GS-15, or equivalent).
- b. Notify the DA&M, in writing through the Directives Division (not delegable below the COS level):
  - (1) Of positions that, in addition to those listed in Paragraph 5.2.d., are authorized to request or provide coordination on issuances on their behalf.
  - (2) When changes in these positions or authorizations occur.

## SECTION 3: ISSUANCE FPS

### 3.1. OPSAS, MILITARY DEPARTMENTS, OCJCS, AND NGB.

#### a. The Primary FP.

The primary FP engages with other primary FPS as necessary to facilitate the resolution of nonconcurs and other disagreements, and to ensure the timeliness of issuance process actions, including development and coordination. They may also provide documentation of their organization's nonconcur withdrawal in accordance with Paragraph 5.3.d.(3).

#### b. The Alternate FP.

The alternate FP:

- (1) Assists the primary FP as necessary.
- (2) Tracks and manages incoming issuance coordination requests and ensures coordination is completed in accordance with this issuance.
- (3) Elevates coordination impasses or unresolved nonconcurs to the primary FP as appropriate.
- (4) Oversees and manages their respective organization's use of the Portal.
- (5) Meets with the Directives Division or their fellow FP(s) on an as-needed basis to discuss issuance status, non-administrative changes in issuance processing or standards, and any other items of interest or concern.
- (6) May, upon confirmation of their issuance subject matter expert(s), provide documentation of their organization's nonconcur withdrawal in accordance with Paragraph 5.3.d.(3). This responsibility cannot be delegated below this level.

### 3.2. OPSAS.

In addition to the requirements in Paragraph 3.1.b., the OPSA's alternate FP:

- a. Oversees the status of issuances for which their OPSA is OPR.
- b. Ensures those issuances are processed in accordance with this issuance and guidance on the Website.
- c. Notifies the Directives Division upon discovering that policy or implementing guidance must be codified in a DoW issuance due to Secretary of War or Deputy Secretary of War direction.

- d. Notifies and provides justification to the Directives Division of:
  - (1) Any issuances that must be expedited through the issuance process.
  - (2) Any expedited issuances and proposed timelines for their development.
- e. May, upon direction of their PSA or primary FP, request an extension for a year of a DTM currently on the Website. Such a request will be made by memorandum and must include the OPSA's plan for incorporating the DTM into a DoW issuance within the extended timeline.
- f. Submits issuances to the Directives Division via the Portal at each stage of the process in accordance with this issuance and the Website.
- g. Provides issuance status upon request to their primary FP, PSA, and the Directives Division.
- h. Attends the Directives Division's DoW Issuance Process Class and Writing DoW Issuances Class within 3 months of their appointment and as appropriate for refresher training. Encourages and helps facilitate the attendance of action officers (AOs) in the class.
- i. Serves as a point of contact and source of information on issuance processing within their OPSA for AOs.

## SECTION 4: GENERAL PROVISIONS

### 4.1. ISSUANCES AND THE ISSUANCE PROCESS.

#### a. Types.

There are five types of issuances: DoWDs, DoWIs, DoWMs, DTMs, and AIs. Information about the purpose and content, page length, and signature level of each type of issuance is available in Table 1. Full definitions of the issuance types are in the Glossary.

#### b. Stages and Their Timelines.

The issuance process has five stages as shown in Table 2. Table 3 contains information regarding the amount of time each stage should take. OPRs will follow the timelines. The FP(s) will be notified if issuances don't meet Table 3 timelines.

(1) For issuances meeting the criteria in Paragraph 1.2.c.(6), the Directives Division will request OPR Stage 1 development updates and report progress to leadership.

(2) The Directives Division may close any issuance action in the Portal system for development or reissuance if, after consultation with the OPR FP(s), the Directives Division determines that issuance isn't being actively worked.

#### c. Expedited Issuances.

OPRs and the Directives Division will work together to move an issuance through the process using an accelerated timeline when it's identified by law, the President, the Secretary of War or Deputy Secretary of War, or the PSA as a high priority requiring development and publication outside the timeline in Table 3. Processing as an expedited issuance will be done in accordance with Paragraph 2.5.c.(4).

### 4.2. DOW ISSUANCES WEBSITE.

The Website is the official source for publication of all approved DoW issuances. Secretarial policy memorandums provided to the Directives Division are also posted for information. If an issuance isn't on the Website, it won't be considered authoritative. OPSAs will ensure their issuances are submitted to the Directives Division to be published on the Website.

#### a. Unclassified Website.

The unclassified Website (<https://www.esd.whs.mil/DD/>) contains:

- (1) A listing of all active DoW issuances, including:
  - (a) Unclassified issuances.

(b) Controlled unclassified information (CUI) issuances, published under proper access controls in accordance with DoDI 5200.48.

(c) Classified and close hold issuance numbers and, if unclassified, their titles. Users will be referred to the classified Website or the OPR point of contact, as appropriate.

(2) Current unclassified Secretarial policy memorandums. These memorandums are published under proper access controls in accordance with DoDI 5200.48.

(3) A searchable database of cancelled issuances and Secretarial policy memorandums.

#### **b. Classified Website.**

The classified Website (<https://intelshare.intelink.sgov.gov/sites/DoD-Issuances>) contains:

(1) Unclassified and CUI issuances.

(2) All active classified issuances and Secretarial policy memorandums, up to and including SECRET.

#### **c. General Website Content.**

To support a more agile and flexible issuance process, the Website will provide direction and guidance on the development, revision, coordination, approval, and publication of issuances. Specifically, the Website will contain information regarding:

(1) Required format, writing style, and content standards.

(2) Instructions for preparing, coordinating, and completing an issuance.

(3) A list of those authorized or delegated authority to initiate or provide coordination for issuances in accordance with Paragraphs 2.5.e., 2.8.b., and 5.2.d. of this issuance. Personally identifiable information will be kept under proper access controls in accordance with DoDI 5200.48.

(4) An explanation of the issuance numbering system.

(5) Templates, forms, common reference citations, and examples.

(6) Use of plain language in all issuances, in accordance with DoDI 5025.13.

(7) Topical online video training.

**Table 1. Types of Issuances**

<b>Issuance Type</b>	<b>Purpose and Content</b>	<b>Length</b>	<b>Signature/Approval Level</b> (Those serving in acting or PTDO status for a position listed in this column may also approve the issuance for publication in accordance with Paragraph 2.5.c.(2))
<b>DoWD</b>	<p><b>Establishes policy</b>, delegates authority, and assigns responsibilities. Consists only of one or more of these elements:</p> <ul style="list-style-type: none"> <li>- Non-delegable responsibilities assigned to the Secretary of War or Deputy Secretary of War</li> <li>- Chartering DoWDs</li> <li>- Assignment of <b>new</b> functions and responsibilities between or among the PSAs not covered in current chartering DoWDs or Secretary of War or Deputy Secretary of War memorandums</li> <li>- Assignment of DoD Executive Agents (DoD EAs)</li> <li>- Matters of special interest to the Secretary of War or Deputy Secretary of War</li> </ul>	<p>No more than 12 pages, with no procedures. <b>Exception:</b> chartering DoWDs aren't restricted.</p>	<ul style="list-style-type: none"> <li>- Secretary of War or Deputy Secretary of War</li> <li>- Under Secretaries of War, as delegated in their respective chartering DoWD, may approve chartering DoWDs for their subordinate OSW Presidentially appointed, Senate-confirmed (PAS) positions (i.e., OSW PASs who aren't PSAs) when the chartering DoWDs are reissued.</li> </ul>
<b>DoWI</b>	<p><b>Establishes policy</b> and assigns responsibilities within a functional area assigned in a PSA's chartering DoWD or similar chartering document, including defining the authorities and responsibilities of a subordinate official or element when these don't meet the criteria for a chartering DoWD. May provide general procedures for implementing policy.</p>	<p>If more than 50 pages are required, a DoWI will be separated into volumes.</p>	<p>PSAs</p>
<b>DoWM</b>	<p><b>Implements policy</b> established in a DoWD or DoWI by providing detailed procedures for carrying out that policy.</p>	<p>If more than 100 pages are required, a DoWM will be separated into volumes.</p>	<ul style="list-style-type: none"> <li>- PSAs or their Principal Deputies</li> <li>- OSW PAS officials who aren't PSAs</li> </ul>
<b>DTM</b>	<p>Serves the same purpose as a DoWD, DoWI, or DoWM, but is issued <b>only</b> for time-sensitive actions that affect current issuances or that will become issuances.</p>	<p>No more than 20 pages including attachments.</p>	<ul style="list-style-type: none"> <li>- The Secretary or Deputy Secretary of War;</li> <li>- If establishing policy, the PSA; or</li> <li>- If implementing policy, the PSA Principal Deputy or OSW PAS officials who aren't PSAs</li> </ul>
<b>AI</b>	<p><b>Implements DoW policy</b> established in a DoWD or DoWI for the WHS-serviced Components or <b>establishes policy</b> for the WHS-serviced Components. Provides general procedures for carrying out policy.</p>	<p>No more than 50 pages.</p>	<p>DA&amp;M or Director, WHS</p>
<b>Issuance Duration</b>	<p><b>DoWDs, DoWIs, DoWMs, and AIs</b> – Issuances should be updated or cancelled within 10 years of their publication date. The Directives Division will evaluate issuances over 10 years old and may propose them to the DA&amp;M for removal from the Website after coordination with OGC (or, for OIG DoW issuances, with the OIG DoD General Counsel) and OPR notification. <b>DTMs</b> – DTMs will be incorporated into an existing issuance, converted to a new issuance, reissued, or cancelled within 2 years of the date approved, unless WHS approves an extension.</p>		

**Table 2. Issuance Process Overview**

Stage	Description
1. Development	1A - AO drafts the issuance (should informally consult with legal counsel at this stage). 1B - AO coordinates issuance within the OPR. The AO may also informally coordinate the issuance with external stakeholders, as appropriate.
2. Precoordination	2A - FP requests and the Directives Division provides a precoordination review of the issuance and draft DD Form 106, “DoW Issuance Coordination Initiation.” 2B - AO revises the issuance and DD Form 106 as necessary. 2C - FP may request and OGC provide a legal objection review (LOR) (see Section 6). <sup>1</sup> AO incorporates OGC comments. 2D - AO gets DD Form 106 signed and FP requests release on the Portal (see Section 5) for coordination with applicable DoW Components, including OPSAs.
3. Formal Coordination	3A - Issuance is coordinated via the Portal with appropriate DoW Components, including OPSAs. 3B - AO adjudicates and incorporates comments in the issuance as appropriate. Asks for OGC’s legal advice, if necessary. <sup>1</sup>
4. Presignature	4A - FP requests and the Directives Division provides a review of the issuance and supporting documentation. 4B - AO revises the issuance and supporting documentation as necessary. 4C - FP requests and OGC provides the LSR (see Section 6). <sup>1</sup> 4D - AO requests Defense Office of Prepublication and Security Review (DOPSR) review of unclassified issuances for publication on the Website.
5. Approval and Publication	5A - AO prepares issuance package and requests issuance approval through FP. FP may request a final Directives Division review before issuance approval via the Portal. 5B - FP sends the MS Word file of the issuance, along with the hard copy or Adobe.pdf of the complete package, to the Directives Division for publication to the Website and archiving.

<sup>1</sup>Or, if an OIG DoD issuance, the OIG DoD General Counsel.

**Table 3. Timelines for Coordination and Completion of DoW Issuances**

Stage	Stage	Action	Number of Workdays			
			New or Reissuance	Substantive Changes	Cancellations	DTM
OPR Development <sup>1</sup>	1A	Draft issuance	-	-	-	-
	1B	Coordinate issuance within OPR	-	-	-	-
Precoordination	2A	Directives Division provides precoordination review	10	5	1	5
	2B	OPR revises issuance	10	3	-	3
	2C	Directives Division reviews issuance before legal objection review (LOR) <sup>2</sup>	2	2	-	-
	2C	OGC provides LOR <sup>2,3</sup>	20	15	-	-
	2D	OPR incorporates OGC changes <sup>2,3</sup>	10	5	-	-
	2D	OPR gets DD Form 106 signed and requests formal coordination	10	10	10	10
	Formal Coordination	3A	Directives Division reviews issuance package before formal coordination	2	2	1
3A		Formal coordination	30	20	10	15
3B		OPR revises issuance	10	5	3	10
Presignature	4A	Directives Division provides presignature review	15	5	2	5
	4B	OPR revises issuance	10	5	3	5
	4C	Directives Division reviews issuance before LSR	2	2	1	2

**Table 3. Timelines for Coordination and Completion of DoW Issuances, Continued**

Stage	Stage	Action	Number of Workdays			
			New or Reissuance	Substantive Changes	Cancellations	DTM
Presignature	4C	OGC provides LSR <sup>3</sup>	30	20	10	20
	4D	OPR incorporates OGC changes <sup>3</sup>	10	5	3	5
	4D	DOPSR provides clearance <sup>4</sup>	2	2	-	2
Signature and Publication	5A	OPR prepares issuance package and gets issuance approved for publication; may request additional Directives Division review before approval	15	10	5	5
	5B	Directives Division publishes issuance	4	4	2	2
Total Workdays			160 without LOR 192 with LOR	98 without LOR 120 with LOR	51	91
<sup>1</sup> OPRs must internally coordinate their issuance before submitting it for precoordination. This issuance doesn't direct timelines on the development stage. <sup>2</sup> LORs are optional and aren't required for cancellations. <sup>3</sup> Or, if an OIG DoD issuance, the OIG DoD General Counsel. <sup>4</sup> DOPSR review is only required for unclassified issuances that will be released to the public.						

### 4.3. DOD ISSUANCES PORTAL SYSTEM.

DoW Components must use the Portal for the actions described in this paragraph for unclassified issuances or, for classified issuances, submit material to the Directives Division at [whs.pentagon.esd.mbx.dod-directives@mail.smil.mil](mailto:whs.pentagon.esd.mbx.dod-directives@mail.smil.mil). Detailed procedures for access to and use of the Portal is on the Portal and the Website.

#### a. Coordination Requests.

##### (1) Posting.

The OPR, through its FP, will send the issuance and required supporting material to the Directives Division for coordination.

(a) Unclassified and CUI issuances (including the DD Form 106, "DoW Issuance Coordination Initiation," and DD Form 818, "DoW Issuance Coordination Response") will be posted on the Portal.

(b) Classified issuances up to and including SECRET (including the DD Form 106 and DD Form 818) will be submitted via email to [whs.pentagon.esd.mbx.dod-directives@mail.smil.mil](mailto:whs.pentagon.esd.mbx.dod-directives@mail.smil.mil).

**(2) Directives Division Review.**

The Directives Division reviews the issuance and DD form(s) and approves them for release. The Portal distributes the coordination request to the selectees on the DD Form 106. Classified issuances will be distributed by email from [whs.pentagon.esd.mbx.dod-directives@mail.smil.mil](mailto:whs.pentagon.esd.mbx.dod-directives@mail.smil.mil), with an official notification to coordinators of the classified action via the Portal.

**(3) Coordinators Without Portal Access.**

The OPR must distribute coordination requests directly to any coordinators who don't have access to the Portal (often listed as "Identify Other" in Item 10c of the DD Form 106). A list of organizations with Portal access is on the Website. If necessary, the OPR may request assistance from the Office of the DoW Executive Secretary in identifying a point of contact at the desired Federal agency.

**(4) Suspense Date.**

The coordination period begins when the Portal request is emailed to the designated coordinators. The suspense date is automatically calculated using the timelines in Table 3 or the specific timelines agreed to between the OPR and the Directives Division for expedited issuances. The suspense date is displayed on the Portal and in the emailed coordination request.

**b. Coordination Responses.**

(1) All coordinators must record their formal coordination on the Portal by providing the appropriate level signature on the DD Form 818 in accordance with Paragraph 5.2.d. Coordinators may also submit a signed memorandum concurring without comment that includes the coordinator's title and signature date. All official comments must be recorded on the DD Form 818 and must be posted to the Portal by the suspense date. Classified issuance coordination responses must be submitted to [whs.pentagon.esd.mbx.dod-directives@mail.smil.mil](mailto:whs.pentagon.esd.mbx.dod-directives@mail.smil.mil).

(2) Coordinators without Portal access will return copies of their coordinations to the OPR by the suspense date. The OPR must send copies of these coordinations to the Directives Division at [whs.mc-alex.esd.mbx.dod-directives@mail.mil](mailto:whs.mc-alex.esd.mbx.dod-directives@mail.mil) or, for classified issuance coordination responses, to [whs.pentagon.esd.mbx.dod-directives@mail.smil.mil](mailto:whs.pentagon.esd.mbx.dod-directives@mail.smil.mil).

(3) The Directives Division will, upon receipt of coordinations via the Portal or from OPRs in accordance with Paragraph 4.3.b.(2):

(a) Verify that the coordination was signed in accordance with Paragraph 5.2.d.

(b) Inform the OPR and coordinator FPs if the coordination doesn't meet the requirements of this issuance and must be resubmitted.

**c. Legal Reviews.**

See Section 6 for procedural details.

(1) OGC must use the Portal to report the results of LORs and LSRs.

(2) For issuances for which OIG DoD is the OPR, OIG DoD General Counsel must report the results of LORs and LSRs to the Directives Division via email until the Portal is updated to accommodate this change in legal review procedure.

**d. Contact Information.**

Portal reference materials will include contact information for FPs. These documents will be available only to individuals with Portal access.

**e. Timeline Tool.**

A tool is available on the Portal and the Website to help project the time required to complete an issuance based on where the issuance is in the issuance process. This tool should be used to project the timeline for completing expedited issuances.

**4.4. DISTRIBUTION OF DOW ISSUANCES AND SECRETARIAL POLICY MEMORANDUMS.**

**a. Releasability.**

(1) Options.

Release and distribution of issuances will be either “cleared for public release” or “not cleared for public release” (see Glossary). Issuances released to the public must be cleared by DOPSR in Stage 4D of the issuance process. Unclassified Secretarial policy memorandums will be accessible on the Website only to users with Common Access Card authorization.

(2) For Issuances.

The issuance OPR must:

(a) Determine the appropriate release and distribution option for each issuance in accordance with the review and clearance requirements in DoDIs 5230.09 and 5230.29.

(b) Indicate the releasability of the issuance in Item 5 of the DD Form 106; in the issuance itself; and in the action memorandum requesting issuance approval. The action memorandum must also include a statement that the requirements of DoDIs 5230.09 and 5230.29 have been met.

(3) For Secretarial Policy Memorandums.

Secretarial policy memorandums won't be accessible by the public through the Website. If an OPR wants to authorize the public release of a Secretarial policy memorandum, the OPR must obtain approval from the DoW Executive Secretary and then complete the review and clearance requirements in DoDIs 5230.09 and 5230.29.

**b. Distribution.**

(1) The Directives Division will distribute issuances by publishing them on the unclassified or classified Website, according to their releasability. The Correspondence Management Division, Executive Services Directorate, WHS, distributes Secretarial policy memorandums.

(a) Access to CUI issuances will be limited to individuals issued a valid DoW public key infrastructure certificate and hardware token in accordance with DoDI 8520.02.

(b) For classified issuances, the unclassified Website will provide the issuance type, number, date, unclassified title, OPR, and releasability statement identifying the issuance as classified.

(c) For issuances that are released and distributed only by the OPR, the unclassified and classified Websites will provide the issuance type, number, date, unclassified title, OPR, and the OPR contact information. The OPR will distribute copies of these issuances as appropriate.

(2) The Directives Division may return approved issuances to the OPR unpublished if critical issues are identified, including:

(a) Version control failure;

(b) Authority approving the issuance wasn't notified of unresolved high priority issues (e.g., unresolved nonconcurs) identified during earlier stages of review;

(c) Unresolved legal comments identified by OGC during LSR;

(d) Substantive changes made after LSR was completed; or

(e) Substantive changes were made after formal coordination to responsibilities or procedures impacting coordinators other than the OPR, and those coordinators weren't given the chance to comment on the change.

(3) The Directives Division may correct formatting errors in an approved publication (i.e., paragraph numbering or style formatting) before publishing.

## SECTION 5: REVISION AND COORDINATION OF DOW ISSUANCES

### 5.1. CURRENCY, CHANGES, CANCELLATIONS, AND EXPIRATIONS.

On the first workday of each quarter, the Directives Division will provide the OPSA FPs with a list of the issuances for which their Component is the OPR that are due to be updated or cancelled within the next 18 months.

#### a. DoWD, DoWI, DoWM, and AI Currency.

##### (1) Currency.

An issuance is considered current when the information contained within it is accurate and in effect according to the criteria in Paragraph 5.1.a.(2). Issuances are living documents that should be regularly maintained. Changes are permitted and encouraged and will be processed in accordance with Paragraph 5.1.c. and Website procedures and standards.

##### (2) Currency Criteria.

The OPSAs will review annually each issuance for which they are the OPR and initiate an update or cancellation action as appropriate. During the review, the OPSA will verify that:

(a) Policy statements are consistent with law and the policies of the current administration (the President, Secretary of War and Deputy Secretary of War, and PSA).

(b) Assignment of authority or responsibility is a current requirement and is appropriately assigned.

(c) References are applicable, current, and correctly cited.

(d) Organizational entities are accurately cited throughout the issuance.

##### (3) Reissue.

An issuance nearing its 10-year anniversary of publication should be reissued if it's still required. Whenever an issuance is no longer required, it must be cancelled in accordance with Paragraph 5.1.d.

#### b. DTM Currency.

The PSAs:

(1) Will, before the DTM's expiration (2 years from the publication date):

(a) Incorporate the DTM into an existing DoWD, DoWI, DoWM, or AI;

(b) Convert the DTM to a new DoWD, DoWI, DoWM, or AI; or

(c) Cancel the DTM.

(2) May request DA&M approval of an extension for a DTM and must provide compelling justification to support the extension. The Chief, Directives Division may approve requests for DTM extension, and will forward recommended disapprovals to the DA&M for final determination.

(3) Must prepare and process a new DTM or issuance if the extension request is disapproved by the DA&M.

(4) May, if necessary, request administrative changes to DTMs. The Chief, Directives Division may permit processing of substantive changes to DTMs if the OPR provides compelling justification as to why the change cannot wait for DTM incorporation into the related DoWD, DoWI, DoWM, or AI.

### **c. Changes.**

A change amends less than 25 percent of the content of an existing issuance.

(1) The two types of changes, administrative and substantive, are defined in the Glossary.

(a) Administrative changes will be processed as follows:

1. Administrative changes to DoWDs don't require formal coordination but do require an LSR. The changes may be approved by the DA&M in accordance with DoWD 5105.53.

2. Administrative changes to DoWIs, DoWMs, and AIs don't require formal coordination or legal reviews. The changes may be approved on behalf of the PSA by their Principal Deputy or COS.

(b) Substantive changes:

1. Must be coordinated at the appropriate level for the type of issuance being changed in accordance with Paragraph 5.2.d.

2. Must follow the standard issuance process, unless otherwise determined by the Chief, Directives Division.

3. Require an LSR; an LOR is optional.

4. Will be coordinated with the appropriate parties, as determined by the Directives Division in consultation with the OPR.

(2) Coordinators will comment on changing text (in red) only. Any comments received on unchanging text requesting revision of the issuance should meet the requirements of Paragraph 5.3.a.(3).

(3) Upon receipt of approval of a change in accordance with Paragraph 2.5.c.(2), the Directives Division will verify and incorporate the changes, add the issuance change number and effective date beneath the original date, and publish the issuance on the Website according to its releasability statement as described in Paragraph 4.4.a. of this issuance. The issuance keeps its original publication or approval date and, if applicable, the original signature.

#### **d. Cancellations.**

(1) OPR PSAs, through their FP, may:

(a) Initiate a cancellation action for their issuance in accordance with Paragraph 5.1.d.(2) when they determine it has served its purpose, is no longer needed, and isn't appropriate for incorporation into a new, revised, or existing issuance.

(b) Request the Directives Division process a cancellation on their behalf following the procedures on the Website.

(2) Cancellations must follow the standard issuance process, unless otherwise determined by the Chief, Directives Division. Cancellation of issuances not being incorporated into a new, revised, or existing issuance:

(a) Don't require an LOR or DOPSR clearance; LSR is required.

(b) Must be coordinated at the appropriate level for the type of issuance being cancelled in accordance with Paragraph 5.2.d.

(c) Must include on the DD Form 106 all organizations that were identified as coordinators on the last action (issuance, revision, etc.), at a minimum.

(d) May be approved by the OPR's COS if the cancellation is uncontested in formal coordination. Contested cancellations must be:

1. Confirmed as legally sufficient by OGC or, for issuances for which OIG DoD is the OPR, the OIG DoD General Counsel.

2. Approved by an official at the same level or higher as the individual who signed or approved the issuance proposed for cancellation.

(3) Upon receipt of the approval of a cancellation, the Directives Division will verify the cancellation requirement and update the Website. The issuance will be removed from the list of active issuances and added to the Website's cancellation database.

#### **e. Expiration.**

Although DTMs are the only issuance types that have an expiration date, DoWDs, DoWIs, DoWMs, and AIs should be updated or cancelled within 10 years of their publication date. The Directives Division will evaluate issuances over 20 years old in coordination with the OPR and OGC (or, for issuances for which OIG DoD is the OPR, the OIG DoD General Counsel). If

evaluation determines the outdated policy is harmful to the DoW, the Directives Division may recommend the OPR PSA approve removal from the Website.

## **5.2. COORDINATION PROCESS – STANDARDS AND REQUIREMENTS.**

### **a. Determination of Coordinators.**

(1) PSAs and DoW Component heads with equity in an issuance (e.g., assigned responsibilities) must be listed on the DD Form 106 as coordinators. OPRs may select other coordinators as they feel appropriate.

(2) OPRs must also coordinate with any non-DoW Federal agencies having equity in an issuance in accordance with Paragraph 4.3.a.(3) of this issuance. This coordination may be listed on the DD Form 106 in Item 10c, labeled “Identify Other,” or handled separately as appropriate.

(3) DTMs must be coordinated with the required coordinators, at a minimum, and must receive an LSR.

### **b. Required Coordinators.**

Due to their respective areas of responsibility, the DA&M and IG DoD must be requested to coordinate on all issuances. The DD Form 106 is pre-filled with those selected. A nonresponse from a required coordinator must be addressed in the action memorandum to the approving authority.

### **c. Coordination Duration.**

Issuances that exceed the timeline in Table 3 risk becoming obsolete with current DoW and U.S. Government policy. To minimize this risk:

(1) Coordinations are considered outdated 1 year from the date of the Portal formal coordination suspense.

(2) The Directives Division may require coordinations be renewed after a Presidential administration change.

### **d. Coordination Level and Authorities.**

In addition to the following, a listing of officials who have been delegated coordination authority in accordance with Paragraphs 2.5.e. and 2.8.b. of this issuance is available on the Website (“Authorized Component Coordinators”).

#### **(1) DoWDs, DoWIs, and DTMs Establishing Policy.**

Those officials authorized to coordinate on DoWDs, DoWIs, and DTMs establishing DoW policy include:

- (a) The PSAs and their Principal Deputies.

(b) The Chairman of the Joint Chiefs of Staff and Vice Chairman of the Joint Chiefs of Staff and the Director of the Joint Staff and Vice Director of the Joint Staff. Combatant Commands will respond through the Joint Staff.

(c) The Secretaries, Under Secretaries, Assistant Secretaries, General Counsels, and Administrative Assistants of the Military Departments.

(d) The Chief, NGB and Vice Chief, NGB.

**(2) DoWMs, AIs, and DTMs Implementing Policy.**

In addition to the officials listed in Paragraph 5.2.d.(1), coordination may be provided by:

(a) The OSW PAS officials who aren't PSAs and the Deputy Assistant Secretaries of War.

(b) The Deputy Inspectors General and Deputy General Counsels.

(c) The Directors and Vice Directors of the Joint Staff Directorates.

**5.3. COORDINATION PROCESS – RESPONSES, RESOLVING ISSUES.**

**a. Coordination Responses.**

The only acceptable types of responses during formal coordination are:

(1) Concur Without Comment.

(2) Concur With Comment.

(3) Nonconcur With Comment. Coordinators must specify on the DD Form 818 which comments are grounds for the nonconcur. A nonconcur is typically used only when an issuance contains:

(a) A violation of the law or contradiction of Executive Branch policy or of existing policy in a DoWD; DoWI; or other instrument approved by the Secretary of War or Deputy Secretary of War.

(b) An unnecessary risk to safety, life, limb, or DoW materiel; waste or abuse of DoW appropriations; or unreasonable burden on a coordinator's resources.

(4) No Comment. A coordinator responds to a request for coordination but doesn't concur, nonconcur, or comment. This response signifies the coordinator has reviewed the issuance and doesn't have an equity interest in it.

## **b. Making Comments.**

Coordinators must use the DD Form 818 to record official comments.

(1) Comments included may:

(a) Indicate that information in the issuance (or the issuance as a whole) appears to be or is potentially unnecessary, incorrect, misleading, confusing, or inconsistent; or

(b) Address a coordinator's disagreement with the proposed responsibilities, requirements, or procedures.

(2) If nonconcurring, coordinators must specify on the DD Form 818 which of their comments are the basis for their nonconcur. See Paragraph 5.3.a.(3) for typical grounds for a nonconcur.

## **c. Adjudicating Comments.**

The OPR AO will adjudicate the coordinators' comments using the DD Form 818-1, "Consolidated DoW Issuance Comment Matrix," and in accordance with its instructions and guidance on the Website.

## **d. Resolving Nonconcurs.**

(1) The OPR must attempt to resolve a nonconcur before an issuance is provided to OGC for LSR.

(2) If the OPR already has a resolution process in effect, it may use that process to resolve the nonconcur in a timely manner. If that isn't the case, OPRs may take the following steps:

(a) Step 1.

AOs will engage the point(s) of contact who made the comment leading to the nonconcur to resolve the issue. If it isn't mutually resolved, AOs will notify their alternate FP. The alternate FP will engage the primary FP for assistance.

(b) Step 2.

The OPR primary FP will contact the primary FP of the nonconcurring coordinator to try to resolve the nonconcur. If it isn't mutually resolved, the OPR primary FP will either:

1. Decide to proceed despite the unresolved nonconcur; or

2. Request assistance from the COS of the approving authority (as defined in the Glossary).

(c) Step 3.

The approving authority's COS will contact the nonconcurring coordinating authority to resolve the nonconcur. If it isn't mutually resolved, the COS will:

1. Decide to proceed despite the unresolved nonconcur; or
2. Engage their PSA or PAS official for a decision to resolve the nonconcur.

(3) Resolution of a nonconcur must be documented by the coordinator's written formal withdrawal of their nonconcur, except when the comments identified as the basis for the nonconcur are accepted in full and incorporated into the issuance (in which case, no formal withdrawal of the nonconcur is required). The coordinator concerned will provide the nonconcur withdrawal to the OPR and the Directives Division. The written formal withdrawal from the coordinator must be in the form of either a signed DD Form 818, a signed memorandum, or digitally signed e-mail. It may be signed:

- (a) At the same (or higher) level as the original coordination; or
- (b) By the nonconcurring coordinator's FPs in accordance with Paragraphs 3.1.a. and 3.1.b.(6).

(4) If the OPR is unable to resolve a nonconcur, the reasons for the nonconcur and the steps taken to try to resolve it as described in Paragraph 5.3.d. must be addressed in the action memorandum to the approving authority. Both sides of the disagreement must be clearly and succinctly addressed in the memo.

**e. Extension and Late Coordinations.**

(1) OPR FPs inform the Directives Division of their decision to extend Portal suspenses in accordance with their leadership's direction; the Directives Division adjusts the Portal suspense accordingly.

- (a) Coordinators contact the OPR FPs to request formal coordination extension.
- (b) For issuances other than those for which OIG DoD is the OPR, the OGC FP contacts the OPR FP to request legal review extension (see Section 6 for discussion of legal reviews).

(2) If a coordinator assigned responsibilities in the issuance responds after the Portal suspense date, the OPR should consider including the coordination and comments in the DD Form 818-1. However, it isn't required if the OPR determines that the issuance processing delay will harm the DoW.

(a) If the OPR decides to move forward without including the late coordination, the action memorandum requesting issuance approval must explain why the issuance proceeded without including the comments so the approving authority can make an informed decision to approve or disapprove the issuance.

(b) The OPR should consider incorporating the late comments in the next update or substantive change to the issuance.

**f. No Response to Coordination Request.**

If coordinators don't respond by the suspense date, either to the Portal or (for those coordinators without access to the Portal) directly to the AO, the OPR will enter "No Response" next to that coordinator on the list of coordinating officials that is submitted with the action memorandum and may move the issuance forward for approval. Non responses from required coordinators must be addressed in the action memorandum to the approving authority.

**g. Re coordinations.**

(1) The Directives Division may require recoordination of an issuance to:

(a) Ensure the coordinators affected have the opportunity to comment if the OPR made substantial changes to an issuance resulting from the comment adjudication process (e.g., new policy was established or responsibilities assigned outside the OPR); or

(b) Refresh outdated coordinations, particularly if a Presidential administration change has occurred since initial coordination.

(2) The Directives Division will identify matters of concern to the OPR's FP and discuss the need to re-coordinate the issuance.

## SECTION 6: LEGAL REVIEWS

### 6.1. PURPOSE OF THE LEGAL REVIEW.

a. The general purpose of the legal review is to analyze issuances to determine whether they are consistent with applicable law, identify and address legal risks, and improve legal defensibility. Except as stated in Paragraph 6.3.b.(1), LORs are optional; OPRs must request an LSR.

b. Legal reviews must identify comments that are a basis for legal concern. General comments on policy, organization, or word usage made will be given the same consideration as other coordinator comments received during formal coordination. Acceptance of comments not identified as legal issues won't be considered mandatory for the issuance to move forward for approval.

### 6.2. LEGAL REVIEWS OF OIG DOD ISSUANCES.

In accordance with the Inspector General Act of 1978's establishment of OIG DoD as an independent entity, legal reviews for issuances for which OIG DoD is the OPR will be conducted by OIG DoD General Counsel. The OIG DoD General Counsel will follow the processes and delegation requirements outlined in Paragraph 4.3.c. and this section and may consult with OGC as necessary.

### 6.3. TYPES OF LEGAL REVIEWS.

OGC will conduct LORs and LSRs for issuances other than those for which OIG DoD is the OPR in accordance with Paragraph 4.3.c. and this section. Unless otherwise delegated in accordance with Paragraph 2.3.d., Associate Deputy General Counsels will sign LORs and the GC DoW, Deputy GC DoW, or Deputy General Counsel(s) will sign LSRs.

#### a. During Development.

It's the OPR's responsibility to work with the relevant attorney during the initial development and drafting of the issuance as appropriate.

#### b. LOR.

(1) OGC provides LORs at the OPR's request. The LOR will take place between precoordination review and formal coordination. DoW issuances identified in precoordination review as impacting the public or other government agencies should be submitted for an LOR to determine if a CFR rule is required if the OPR didn't already engage with OGC during development in accordance with Paragraph 7.5.

(2) The OPR retains the right to withdraw its request for LOR at any time before the LOR finding is made. If the OPR chooses that option, they must notify OGC immediately of the review termination.

(3) If OGC determines an issuance is legally objectionable or it's returned to the OPR for action without a determination, it must be reworked. The reviewing attorney must identify the legal concerns with the issuance and recommend corrective actions.

(a) Once the issuance is updated to accommodate OGC's legal concerns, the OPR will provide a copy of the updated issuance to the Directives Division to determine if the issuance must go back to the precoordination stage.

(b) At a minimum, the corrected issuance must be submitted to OGC through the Portal for a second LOR.

### **c. LSR.**

(1) OGC will provide LSRs for all issuances in accordance with the Portal suspense date. If an issuance other than those for which OIG DoD is the OPR has been identified by OIG DoD during formal coordination as having OIG DoD equities (see Paragraph 2.4.c.), OGC will coordinate with OIG DoD General Counsel on that issuance's LSR.

(2) If OGC determines an issuance isn't legally sufficient or it's returned to the OPR for action without a determination, it must be reworked. The reviewing OGC attorney must identify the legal concerns with the issuance and recommend corrective actions.

(a) Once the issuance is updated to accommodate OGC's legal concerns, the OPR will provide a copy of the updated issuance to the Directives Division to determine if the issuance must be re-coordinated or go back to the precoordination stage.

(b) At a minimum, the corrected issuance must be submitted to OGC through the Portal for another LSR.

## SECTION 7: SPECIAL CONCERNS

### 7.1. JOINT APPROVAL ISSUANCES.

Issuances that the DA&M has determined to substantially cross the areas of responsibility of more than one PSA may be approved by more than one PSA.

a. These issuances will have one OPSA designated as the primary originator (see Glossary). The primary originator will be responsible for initiating all stages of the issuance process as described in this issuance and the Website. Primary originator designation must be agreed to by the OPSAs concerned. The primary originator FPs will notify the Directives Division of that decision by email, with all parties concerned copied.

b. The primary originator must provide all OPSAs concerned the opportunity to review and comment on the issuance before submitting it to the Portal for Stages 2A, 3A, 4A, and 4C.

c. The primary originator must provide the Directives Division copies of the approval packages submitted to each PSA when submitting the approved issuance to the Portal for publication. Any changes made to the issuance by a PSA after it has already been approved by the other(s) may require the issuance to be returned to the other(s) for confirmation that their approval is still valid.

d. **Any** changes, including administrative, made to joint approval issuances must be approved by all the OPSAs concerned following the procedures in this issuance and on the Website.

### 7.2. INFORMATION REQUIREMENTS, FORMS, AND RECORDS.

#### a. Issuances that Reference or Prescribe Information Collection Requirements.

Issuances must comply with DoDI 8910.01 and DoDM 8910.01 when referencing or prescribing a DoW information collection.

#### b. Issuances that Reference or Prescribe Forms.

Issuances must comply with DoDI 7750.07 and DoDM 7750.08 when referencing a form.

#### c. Records Management Requirements.

Issuances that provide policy and direction resulting in the creation of records must ensure mechanisms and references are included in the issuance that ensure compliance with DoDI 5015.02. For example, if the issuance charters a governance forum, the issuance must designate an entity within the OPR responsible for the records management of that forum, in accordance with DoW records management policy.

### **7.3. CHARTERING DOWDS.**

a. O&MPD/ODA&M develops and maintains all chartering DoWDs in coordination with the staff of the organization or position being addressed by the chartering DoWD. Chartering DoWDs must:

(1) Define the scope of functional responsibilities and identify all delegated authorities for the organization or position concerned.

(2) Be organized in a unique DoWD format.

b. The Under Secretaries of War, as delegated in their respective chartering DoWDs, may approve chartering DoWDs for their subordinate OSW PAS positions for publication when the chartering DoWDs are reissued. The Secretary of War or Deputy Secretary of War will continue to approve for publication all initial chartering DoWDs for newly established PAS positions. O&MPD/ODA&M will develop and maintain those chartering DoWDs approved for publication by the Under Secretaries of War.

c. The PSAs may develop DoWIs to define the administration and operations of boards, councils, committees, and other subordinate officials and elements of the DoW Components when their proposed issuance doesn't meet the definition of a chartering DoWD (see Glossary). O&MPD/ODA&M may help prepare these DoWIs, as requested.

### **7.4. DOW EA DESIGNATION.**

DoW EAs are usually designated in a DoWD.

a. O&MPD/ODA&M will oversee the implementation of the DoW EA process for the DA&M, consistent with DoDD 5101.01.

b. The OPR must consult with O&MPD/ODA&M regarding all proposed issuances that designate, update, or terminate DoW EA assignments before posting the issuances on the Portal for formal coordination.

### **7.5. ISSUANCES THAT IMPACT THE PUBLIC OR OTHER GOVERNMENT AGENCIES.**

When drafting or updating an issuance, the OPR will consult with OGC and ODA&M to determine if the issuance contains policy or procedures affecting the public or other government agencies and, if so, if those policies or procedures are already codified in the CFR.

a. If they are, the issuance will cite that CFR rule as a reference rather than repeating the codified language, so the DoW issuance will only establish policy and procedures affecting the DoW.

b. If the policy or procedures aren't codified in the CFR, they must be removed from the issuance and the OPR will work with ODA&M to publish them as a rule in the CFR in accordance with AI 102.

## **7.6. CLASSIFIED AND CUI ISSUANCES.**

The coordination standards and requirements for coordinating classified and CUI issuances are the same as those for unclassified issuances. The DoW Components must handle classified and CUI issuances, and any CUI and classified information that is part of the issuance process, in accordance with Volume 1 of DoDM 5200.01. CUI is addressed in DoDI 5200.48.

## **7.7. UNIONS GRANTED NATIONAL CONSULTATION RIGHTS.**

a. OPRs whose issuances contain substantive changes in conditions of employment, including personnel policies and practices and other bargaining unit matters that affect DoW civil service and nonappropriated fund bargaining unit employees, must send copies of their issuance to the DoW's national unions for review and comment after LSR is complete in accordance with Volume 711 of DoDI 1400.25 and Part 2426 of Title 5, CFR. If this review results in changes to the issuance, the OPR must consult with the Directives Division to determine if recoordination and another LSR is required.

b. OPRs must contact the Labor Employee Relations staff of the Defense Civilian Personnel Advisory Service, DoD Human Resources Activity, for help in meeting this requirement as soon as it's identified.

## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
AI	administrative instruction
AO	action officer
CFR	Code of Federal Regulations
COS	chief of staff
CUI	controlled unclassified information
DA&M	Director of Administration and Management
DAFA	Defense Agency and DoW Field Activity
DD	Department of Defense (used in conjunction with a form number)
DoDD	DoD directive
DoDI	DoD instruction
DoDM	DoD manual
DOPSR	Defense Office of Prepublication and Security Review
DoW	Department of War
DoWD	DoW directive
DoW EA	DoW Executive Agent
DoWI	DoW instruction
DoWM	DoW manual
DTM	directive-type memorandum
FP	(issuance) focal point
GC DoW	General Counsel of the Department of War
GS	General Schedule
IG DoD	Inspector General of the Department of Defense
LOR	legal objection review
LSR	legal sufficiency review
NGB	National Guard Bureau
OCJCS	Office of the Chairman of the Joint Chiefs of Staff
ODA&M	Office of the Director of Administration and Management
OGC	Office of the General Counsel of the Department of War
OIG DoD	Office of Inspector General of the Department of Defense
O&MPD	Organizational and Management Policy Directorate
OPR	office of primary responsibility
OPSA	Office of the Principal Staff Assistant

<b>ACRONYM</b>	<b>MEANING</b>
OSW	Office of the Secretary of War
PAS	Presidentially appointed, Senate-confirmed
PSA	Principal Staff Assistant
PTDO	performing the duties of
U.S.C.	United States Code
WHS	Washington Headquarters Services

## **G.2. DEFINITIONS.**

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

<b>TERM</b>	<b>DEFINITION</b>
<b>administrative change</b>	A change that is restricted to titles of positions without a change in the duties of the position, when a position is eliminated (and a single successor position is identified), addition of positions and organizations to applicable lists (when no specific assignment of responsibility or authority is being made to the added position or organization), titles or dates of references, organizational titles or symbols (without shifting responsibilities), changes to URLs or email addresses, and changes that are limited to language copied directly from written direction from the Secretary or Deputy Secretary of War.
<b>AI</b>	A DoW issuance, no more than 50 pages in length, that provides general procedures for implementing policy for the administration of the WHS-serviced Components. AIs implement policy established in DoWDs or DoWIs. AIs are approved for publication by the DA&M or the Director, WHS.
<b>approving authority</b>	The individual, usually a PSA or OSW PAS official that isn't a PSA, who is granted authority by law, chartering DoWD or similar chartering document, or this issuance to establish DoW policy or implementing guidance through approval for publication of a DoW issuance.
<b>CFR</b>	Defined in AI 102.
<b>chartering DoWD</b>	See the DoWD definition.

<b>TERM</b>	<b>DEFINITION</b>
<b>cleared for public release</b>	Defined in DoDI 5230.09.
<b>COS</b>	An individual who reports to a PSA, PAS official, or DoW Component head and has been granted authority to represent them in matters concerning DoW issuances.
<b>DAFA publication</b>	Any document produced by a DAFA that assigns responsibilities or provides procedures directing or limiting the actions of, or imposing a financial obligation on:  DoW Components, including OPSAs; or  By mutual agreement, non-DoW Federal agencies.
<b>Defense Agency</b>	An organization established and specifically designated a Defense Agency by the Secretary of War in accordance with Section 191 of Title 10, U.S.C., to perform supply or service activities common to more than one Military Department. The phrase “Defense Agencies” by itself doesn’t include the DoW Field Activities.
<b>Directives Division Website</b>	The unclassified website at <a href="https://www.esd.whs.mil/DD/">https://www.esd.whs.mil/DD/</a> and the classified website at <a href="https://intelshare.intelink.sgov.gov/sites/DoD-Issuances">https://intelshare.intelink.sgov.gov/sites/DoD-Issuances</a> that serve as the sole DoW source for electronic distribution of DoW issuances, issuance standards, and processing guidance and templates. Referred to in this issuance as “the Website.”
<b>DoD Issuances Portal System</b>	The website at <a href="https://apps.sp.pentagon.mil/sites/dodips/Pages/Site/Home.aspx">https://apps.sp.pentagon.mil/sites/dodips/Pages/Site/Home.aspx</a> that the DoW Components must use to coordinate and request and receive legal reviews for unclassified and CUI DoW issuances. Referred to in this issuance as “the Portal.”

<b>TERM</b>	<b>DEFINITION</b>
<b>DoW Component</b>	One of these that compose the DoW according to DoDD 5100.01: <ul style="list-style-type: none"><li>OSW</li><li>Military Departments</li><li>OCJCS and the Joint Staff</li><li>Combatant Commands</li><li>Office of the IG DoD</li><li>Defense Agencies</li><li>DoW Field Activities</li><li>Other organizational entities within the DoW</li></ul>

## **DoWD**

A DoW issuance that exclusively establishes policy, assigns responsibilities, and delegates authority to the DoW Components, including OPSAs. DoWDs don't contain procedures. They must be one of these two types of issuances:

**chartering DoWD.** A DoWD that establishes the mission, responsibilities, functions, relationships, and delegated authorities of a PSA or OSW PAS official, a DAFA director, or other major DoW Component head, as required. Also referred to as an "organizational charter." Chartering DoWDs comprise a unique DoWD format, developed by O&MPD/ODA&M in coordination with Directives Division, and are exempt from the page limit for DoWDs. Chartering DoWDs must be approved for publication by the Secretary or Deputy Secretary of War. An exception is made for Under Secretaries of War delegated the appropriate authority in their chartering DoWDs; if this authority is delegated, the Under Secretaries of War may approve chartering DoWDs for their subordinate OSW PAS positions for publication when the chartering DoWD is reissued.

**direct oversight DoWD.** A DoW issuance, no more than 12 pages in length, reserved for subjects requiring direct oversight by the Secretary or Deputy Secretary of War, approved for publication only by the Secretary or Deputy Secretary of War, and consisting only of one or more of these types of information:

Non-delegable responsibilities assigned to the Secretary or Deputy Secretary of War.

Assignment of functions and responsibilities between or among the DoW and/or PSAs that aren't already covered in the respective Component chartering DoWDs. More specifically, this is when the fundamental responsibilities, functions, or authorities of the Component head are being defined or redefined. These major assignments shouldn't be confused with the collateral functions routinely mentioned in an issuance in which a PSA assigns a responsibility to (and coordinates with) another Component head to perform a task within an assigned functional area.

DoW EA assignments, which consist of the designation of a DoW EA and the assignment of related responsibilities and authorities.

Matters of special interest to the Secretary or Deputy Secretary of War such as advisory boards or urgent operational or military matters. They may be items selected by the Secretary or Deputy Secretary of War or recommended by a PSA.

<b>TERM</b>	<b>DEFINITION</b>
<b>DoW EA</b>	Defined as “DoD EA” in DoDD 5101.01.
<b>DoW Field Activity</b>	An organization established and specifically designated a DoW Field Activity by the Secretary of War in accordance with Section 191 of Title 10, U.S.C., to perform supply or service activities common to more than one Military Department.
<b>DoWI</b>	<p>An issuance that establishes policy and assigns responsibilities within a functional area assigned in a PSA’s chartering DoWD, including defining the authorities and responsibilities of a subordinate official or element when these don’t meet the criteria for a chartering DoWD. DoWIs may also provide general procedures for implementing that policy. DoWIs:</p> <p>Must be approved for publication only by a PSA.</p> <p>Must cite the PSA’s chartering DoWD in the Purpose statement as an authoritative source. OPRs whose PSA’s chartering DoWDs have not been updated to include the authority to establish policy in DoWIs (or PSAs established by law or similar chartering document) must also cite this issuance in the Purpose.</p> <p>Must be no more than 50 pages in length. DoWIs exceeding 50 pages in length must be separated into two or more volumes.</p>
<b>DoW information collection</b>	Defined as “DoD public information collection” in Volume 2 of DoDM 8910.01.
<b>DoW issuance</b>	Also called “issuance” in this issuance. One of the five types of documents published by the DoW in accordance with this issuance that establish or implement DoW policy, designate authority, assign responsibilities, or provide procedures. Issuances apply across the DoW and include DoWDs, DoWIs, DoWMs, DTMs, and AIs as well as DoDDs, DoDIs, and DoDMs approved or published before the October 10, 2025 Secretary of War Memorandum direction affecting issuance types. Secretarial policy memorandums aren’t issuances, as they are processed outside of the procedures established by this issuance.
<b>DoW Issuances Program</b>	The single, uniform program that the DoW Components must use to develop, coordinate, approve, publish, and review DoW issuances.

<b>TERM</b>	<b>DEFINITION</b>
<b>DoWM</b>	A DoW issuance providing procedures for implementing policy established in DoWDs and DoWIs. DoWMs must include the specific, procedural information formerly published as DoW publications. Although all DoW publications are now categorized as DoWMs, those still on the Website that don't specifically state that they are DoWMs (i.e., catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations) must be converted into DoWIs or DoWMs when they are reissued as appropriate. DoWMs may be approved for publication by the PSAs, their Principal Deputies, or the OSW PAS officials that aren't PSAs as authorized by their chartering DoWDs. DoWMs exceeding 100 pages in length must be separated into two or more volumes.
<b>DoW policy</b>	A set of principles and associated guidelines to direct and limit DoW actions in pursuit of objectives, operations, and plans.
<b>DoW publication</b>	A former type of DoW issuance that provides detailed procedures for implementing policy established in DoWDs and DoWIs. DoW publications include these types of issuances approved and signed before October 28, 2007: catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and those regulations identified on the Website by the "-R" extension, excluding DoD 7000.14-R. All DoW publications are now categorized as DoWMs.

<b>TERM</b>	<b>DEFINITION</b>
<b>DTM</b>	<p>A DoW issuance that establishes DoW policy or implements policy established in existing DoWDs and DoWIs; assigns responsibilities; and may provide procedures. DTMs concerning subjects requiring direct oversight by the Secretary or Deputy Secretary of War must be signed by the Secretary or Deputy Secretary of War. DTMs that establish DoW policy must be signed by the PSAs. DTMs that implement policy may be signed by PSAs, their Principal Deputies, or OSW PAS officials that aren't PSAs as authorized by their respective chartering DoWDs or similar chartering document. DTMs will be issued only for time-sensitive actions and only when time constraints prevent publishing a new issuance or incorporating a change to an existing issuance. DTMs must not be used to permanently change or supplement existing issuances. They will be effective for no more than 2 years from the date signed, unless extended in accordance with this issuance. "Time sensitive" actions are those that are:</p> <ul style="list-style-type: none"><li>Directed by Executive order;</li><li>Directed by the Secretary or Deputy Secretary of War;</li><li>A matter of urgent national security;</li><li>A matter of urgent DoW policy as determined by a PSA;</li><li>Required by change in law, statute, or government-wide regulation; or</li><li>Necessary to prevent imminent danger to life and health.</li></ul>
<b>equity</b>	<p>A case in which the policies, responsibilities, or procedures in an issuance or DAFA publication direct or limit the actions of, or impose a financial obligation on:</p> <ul style="list-style-type: none"><li>DoW Components; or</li><li>By mutual agreement, non-DoW Federal agencies.</li></ul>
<b>FP</b>	<p>An individual appointed in writing by a PSA, Secretary of a Military Department, the Chairman of the Joint Chiefs of Staff, or the Chief, NGB, to oversee the administration of the DoW Issuances Program on their behalf. Paragraphs 2.5. and 2.8. of this issuance discuss the authoritative levels of primary and alternate FPs, and their duties are in Section 3.</p>

<b>TERM</b>	<b>DEFINITION</b>
<b>implementing guidance</b>	Processes or procedures that are established by the OPR to carry out DoW policy.
<b>issuance impacting the public or other government agencies</b>	An issuance that levies requirements or restrictions on the public or government employees outside the DoW, and as such requires codification of the relevant issuance material in the CFR as a final rule in accordance with AI 102 and applicable law.
<b>joint approval issuance</b>	An issuance that the DA&M has determined to substantially cross the areas of responsibility of more than one PSA, requiring it to be approved by all the PSAs concerned.
<b>not cleared for public release</b>	Defined in DoDI 5230.09. For the purpose of this issuance, “not cleared for public release” includes CUI issuances, classified issuances, and issuances whose release the OPR has determined it must control.
<b>OPR</b>	<p>The OPSA designated by the Deputy Secretary of War through WHS as being responsible for the development, management, and maintenance of an issuance by reason of:</p> <p style="padding-left: 40px;">The subject of the issuance falling within their functional area as defined in their chartering DoWD or similar chartering document; or</p> <p style="padding-left: 40px;">Specific designation in writing by the Secretary of War or Deputy Secretary of War.</p>
<b>OSW</b>	Defined as “OSD” in DoDD 5100.01.
<b>OSW PAS official</b>	One of those OSW officials listed in Chapter 4 of Title 10, U.S.C., appointed from civilian life by the President, by and with the advice and consent of the Senate.
<b>other organizational entity within the DoW</b>	An organization established by law, the President, or under the authority of the Secretary of War in accordance with Sections 113 or 125 of Title 10, U.S.C., but specifically excluding entities within OSW, the Military Departments, the OCJCS, the Combatant Commands, the Office of IG DoD, and the DAFAs. These organizations include, but aren’t limited to, the NGB.

<b>TERM</b>	<b>DEFINITION</b>
<b>policy</b>	A high-level overall plan embracing the general goals; a definite course or method of action to guide and determine present and future decisions. DoW policy is established by the Secretary or Deputy Secretary of War and, through DoW issuances, by the PSAs who have that authority delegated in their chartering directive or similar chartering document.
<b>primary originator</b>	For joint approval issuances, the OPSA that has been designated as the OPR for administrative purposes. The primary originator will appear on the Website, the Portal, and in Directives Division records as the OPR, but their designation as such doesn't allow them to reissue or change the issuance in question without the other PSA's approval.
<b>Principal Deputy</b>	The individual appointed to support the PSA and having most of the authorities of the PSA. Principal Deputies can only approve a DoW issuance establishing DoW policy if they are acting or PTDO.
<b>PSA</b>	As identified in DoDD 5100.01, current PSAs are: Assistant Secretary of War for Legislative Affairs Assistant Secretary of War for Special Operations and Low-Intensity Conflict, for matters pursuant to responsibilities provided for in Section 167(f) of Title 10, U.S.C. Assistant to the Secretary of War for Public Affairs DA&M Director of Cost Assessment and Program Evaluation Director of Operational Test and Evaluation DoW Chief Information Officer GC DoW IG DoD Under Secretaries of War
<b>required coordinators</b>	The IG DoD and DA&M must be requested to coordinate on all issuances as they go through the formal coordination stage of processing due to their equity in issuance development, implementation, transparency, and enforcement. They are pre-selected with an "X" on the DD Form 106, and nonresponses must be addressed in the issuance's action memorandum requesting approval.
<b>Secretarial policy memorandum</b>	A memorandum signed by the Secretary or Deputy Secretary of War that establishes DoW policy. Secretarial policy memorandums aren't required to be processed in accordance with this issuance and don't use the DTM template.

<b>TERM</b>	<b>DEFINITION</b>
<b>similar chartering document</b>	Direction in writing from the Secretary or Deputy Secretary of War establishing a PSA and delegating to that individual the authority to establish DoW policy in a specific area of responsibility by DoWI or DTM in accordance with this issuance. These documents are typically, but not exclusively, memorandums and direct the O&MPD/ODA&M to develop a chartering DoWD for the PSA.
<b>substantive change</b>	A change that either amends an essential section(s) of an issuance that appears to be or is potentially unnecessary, incorrect, misleading, confusing, or inconsistent with other sections; or updates the issuance to include new information.
<b>WHS component</b>	A directorate or organizational entity of WHS consistent with DoDD 5110.04.
<b>WHS-serviced Components</b>	OSW, the DAFAs, and other DoW entities that are serviced by WHS.

## REFERENCES

- Administrative Instruction 15, “OSD Records and Information Management Program,” November 27, 2023, as amended
- Administrative Instruction 102, “Office of the Secretary of Defense (OSD) Federal Register (FR) System,” November 6, 2006, as amended
- Code of Federal Regulations, Title 5, Section 2426
- Deputy Secretary of Defense Memorandum, “Re-establishment of the Assistant to the Secretary of Defense for Intelligence Oversight and the Director of Administration and Management,” January 11, 2021
- Deputy Secretary of Defense Memorandum, “Supplemental Guidance on Functions and Responsibilities of the Performance Improvement Officer,” January 18, 2022
- Deputy Secretary of Defense Memorandum, “Retitling of Director of Administration and Management Position,” July 15, 2025
- DoD 7000.14-R, “Department of Defense Financial Management Policy,” date varies by volume
- DoD Directive 5100.01, “Functions of the Department of Defense and Its Major Components,” December 21, 2010, as amended
- DoD Directive 5101.01, “DoD Executive Agent,” February 7, 2022
- DoD Directive 5105.53, “Director of Administration and Management (DA&M),” February 26, 2008
- DoD Directive 5110.04, “Washington Headquarters Services (WHS),” March 27, 2013, as amended
- DoD Instruction 1400.25, Volume 711, “DoD Civilian Personnel Management System: Labor-Management Relations,” February 26, 2020, as amended
- DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015, as amended
- DoD Instruction 5025.13, “DoD Plain Language Program,” January 23, 2020, as amended
- DoD Instruction 5200.48, “Controlled Unclassified Information (CUI),” March 6, 2020
- DoD Instruction 5230.09, “Clearance of DoD Information for Public Release,” January 25, 2019, as amended
- DoD Instruction 5230.29, “Security and Policy Review of DoD Information for Public Release,” August 13, 2014, as amended
- DoD Instruction 7750.07, “DoD Forms Management Program,” April 19, 2022
- DoD Instruction 8520.02, “Public Key Infrastructure and Public Key Enabling,” May 18, 2023
- DoD Instruction 8910.01, “DoD Implementation of the Paperwork Reduction Act,” December 5, 2022
- DoD Manual 5200.01, Volume 1, “DoD Information Security Program: Overview, Classification, and Declassification,” February 24, 2012, as amended
- DoD Manual 7750.08, “DoD Forms Management Program Procedures,” February 25, 2020, as amended
- DoD Manual 8910.01, “DoD Information Collections Manual,” June 30, 2014, as amended

Secretary of War Memorandum, “Department of War Secondary Titles,” October 10, 2025  
United States Code, Title 5, Chapter 4 (also known and referred to in this issuance as “the  
Inspector General Act of 1978”), as amended  
United States Code, Title 10