

Headquarters
Department of the Army
Washington, DC
17 May 1990

Administration

Staffing and Implementing Department of Defense Directives and Related DOD Publications

Applicability. This memorandum applies to Headquarters, Department of the Army agencies only.

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1. Purpose

This memorandum implements Department of Defense (DOD) Directive 5025.1. It prescribes policies and procedures for staffing and implementing guidance issued by Office, Secretary of Defense (OSD), under the DOD Directives System, to include:

- a. Preparing Headquarters, Department of the Army (HQDA) responses to draft DOD publications.
- b. Preparing HQDA responses to draft DOD directives.
- c. Preparing the implementing guidance for the final published DOD publications.

2. References

- a. *Required publication.* AR 25-30, The Army Integrated Publishing and Printing Program. (Cited in paragraph 9c(1).)
- b. *Referenced form.* SD Form 106, DOD Directives Coordination and Control Record.

3. Explanation of abbreviations

- a. CRC—Correspondence and Records Center
- b. DA—Department of the Army
- c. DAS—Director of the Army Staff
- d. DOD—Department of Defense

*This memorandum supersedes DA Memo 310-3, 12 September 1983.

- e. ECC—executive communications and control
- f. HQDA—Headquarters, Department of the Army
- g. HQSV-W—Headquarters Services—Washington
- h. OSD—Office, Secretary of Defense

4. The Department of Defense Directives System

a. OSD maintains a single, uniform system governing the coordination, publication, dissemination, implementation, and review of DOD directive-type publications. The DOD Directives System includes:

- (1) *DOD Directives*. DOD Directives publish Secretary of Defense decisions on policies, plans, programs, charters, delegations of authority, and other major actions.
- (2) *DOD Instructions*. DOD Instructions provide supplementary guidance to implement Secretary of Defense decisions.
- (3) *Other DOD publications*. Other DOD publications implement or supplement DOD Directives and DOD Instructions by providing uniform procedures for management and operational systems and disseminating administrative information. These publications are authorized by a prescribing DOD Directive or DOD Instruction. Categories of other DOD publications include—but are not limited to—manuals, regulations, handbooks, guides, catalogs, and standards.

(4) *DOD transmittals*. DOD transmittals change or cancel DOD issuances.

b. OSD principal assistants who originate directive-type issuances are required to solicit the views of the appropriate staffs in the Army and other DOD components. If a DOD component nonconcur with the proposed issuance, the unresolved issues are addressed by the Secretary or Deputy Secretary of Defense and the head of the DOD component.

c. OSD principal staff assistants can issue permanent guidance in directive-type memorandums when time constraints do not allow the guidance to be published under the DOD Directives System. OSD directives policy requires that the guidance be reissued under the DOD Directives system within 90 days.

d. Guidance of one-time nature is issued by directive-type memorandums.

5. Responsibilities

a. The Administrative Assistant to the Secretary of the Army will—

(1) Establish policies and procedures for ensuring the proper staffing of proposed DOD directive-type issuances and implementation of the published DOD issuances within the Department of the Army (DA).

(2) Authenticate Departmental policy publications that implement DOD issuances.

b. Principal Officials of Headquarters, Department of the Army will—

(1) Serve as HQDA functional proponents for draft and final DOD issuances that fall within their functional areas of responsibilities.

(2) Coordinate as appropriate with other Principal HQDA Officials, subordinate Army commanders, and heads of activities in developing the HQDA responses to draft issuances and in developing the DA policies and procedures that implement the published issuances.

(3) Maintain record copies and serve as offices of record for the HQDA responses to draft DOD issuances and the implementation of final Departmental guidance for DOD issuances within their functional areas.

c. The Director of Executive Communications and Control (ECC) will—

(1) Task the staffing and implementing of DOD issuances to principal HQDA offices. The taskings will be based on the areas of responsibilities for the Principal HQDA Officials that have been assigned by the Secretary of the Army, the Chief of Staff, or other appropriate authority.

(2) Ensure the proper administrative processing of HQDA responses to draft DOD issuances.

d. The Coordinator, Headquarters Services—Washington (HQSV-W) will—

(1) Serve as the central point of reception at HQDA for all draft and final DOD issuances.

(2) Maintain suspense list of staffing and record of original implementing actions.

(3) Coordinate with Director, ECC, on administrative processing of draft and published DOD issuances.

(4) Maintain a reference copy for use by HQDA of all DOD Directives and Instructions applicable to DA.

(5) Maintain a reference copy of all Departmental policy publications that implement DOD Directives and Instructions.

6. Policies

a. The staffing of draft DOD publications and the implementation within the Army of the guidance contained in final DOD publications will be assigned to a functional proponent. The functional proponent will be the Principal HQDA official who has the most direct interest and responsibility for the subject matter treated in the publication.

b. Only a Principal HQDA official can act as a functional proponent for implementing DOD policies and for the development of the corresponding Departmental policies.

c. HQDA functional proponents may task subordinate commands to prepare draft DA implementing guidance. However, the HQDA functional proponent remains responsible for the publication of the guidance.

d. Because DOD Directives publish Secretary of Defense decisions, an Army Secretariat official will have oversight responsibility for ensuring the policies contained in the DOD Directive are implemented.

e. Guidance issued by OSD through the DOD directives system will be implemented by HQDA through the Army directives system.

(1) DOD policies and directive-type material issued through DOD Directives and DOD Instructions per paragraphs 4a(1) and (2) above will be implemented in Department of the Army policy publications, which include Army Regulations, DA Circulars, General orders, HQDA Letters, and DA Memorandums.

(2) DOD guidance issued in other DOD publications (paragraph 4a(3) above) and DOD transmittals (paragraph 4a(4) above) will be issued in appropriate Army Departmental publications.

(3) A new Departmental publication will not be developed if a change to an existing publication will be more effective and efficient.

f. DOD guidance will be incorporated into the implementing Army publications with only the minimum necessary changes. This is to ensure the original intent is preserved, to reduce the amount of work to develop implementing Army guidance, and to expedite Army implementation. Normally, changes would be limited to:

(1) Assigning responsibilities within the Army for implementing the provisions of the guidance.

(2) Deleting those portions of the DOD guidance that do not pertain to the Army.

(3) Adding Army-unique policies and procedures.

g. A DOD Directive or Instruction can be implemented by including it as an attachment to the Army implementing guidance when practicable and economically feasible.

h. No new Army publication or change to an existing publication will be required if:

(1) The DOD issuance is provided to the Army solely for informational purposes.

(2) Army implementation falls completely and solely within the functional proponents' area of responsibility and can be accomplished without conflicting with published Departmental publications.

i. Electronic messages and other nonpublications system media may be used to publicize the impending or accomplished dissemination of Departmental policy through the official Departmental policy publications system. To prevent confusion, the informational message will clearly identify the number, title, and date of the official DA publication that is the official implementing guidance.

7. Preparing HQDA responses to draft DOD issuances

a. The Correspondence and Records Center (CRC), HQSV-W, will receive and log in all draft issuances of the DOD Directives System and will forward the issuances to the Director, ECC.

b. ECC will task the Principal HQDA official who is the functional proponent with the preparation of the HQDA response.

c. The functional proponent will—

(1) Prepare and coordinate response.

(2) Forward response to OSD through channels.

(3) Begin preparations for developing the DA implementing guidance. Preparations will include, but are not limited to:

(a) Identifying existing and proposed DA publications that will need to be changed when the final DOD issuance is published.

(b) Programming resources (such as printing and distribution funds) to publish necessary implementing guidance.

(d) Additional specific instructions for preparing the HQDA response for draft DOD directives are in paragraph 8 below.

8. Additional information and specific instructions for preparing HQDA responses to draft DOD Directives

a. The staffing of draft DOD Directives is part of the decision-making process of developing DOD policies and assignment of responsibilities. The published DOD Directives are signed by either the Secretary of Defense or the Deputy Secretary of Defense. Consequently, OSD requires that senior officials who are directly responsible to the Service Secretaries sign the responses.

b. Draft DOD Directives are distributed by OSD to DOD components for concurrence or comment by a cover SD Form 106 (DOD Directives Coordination and Control Record) signed by a principal OSD official.

c. Only certain designated Principal HQDA officials can sign a response to OSD. They are listed in appendix A.

d. The Director, ECC, will task responsibility for preparing the HQDA response to the HQDA official who is the functional proponent. If ECC tasks a Principal HQDA official who is not authorized, as listed in appendix A, to sign the response to OSD, additional instructions concerning the signatory authority will be provided.

e. The tasked responsible official will prepare and coordinate the HQDA response. Most draft DOD Directives impact upon policies, responsibilities, or resources of more than just the tasked official. Therefore, the responsible official shall coordinate directly with any other HQDA office, agency, or activity that might be affected.

(1) If concurring, the Principal HQDA Official designated to sign the response will sign the SD 106 for the Secretary of the Army.

(2) If nonconcurring or comments are necessary, the Principal HQDA Official will prepare a memorandum to the principal OSD official who signed the SD 106.

f. All proposed responses will be coordinated with the Director of the Army Staff prior to signature. The action officer for the responsible official should coordinate directly with the ECC tasking officer in order to expedite coordination with the DAS.

g. After obtaining the necessary signature from one of the designated officials, the responsible official will forward the original signed response to ECC for dispatch to OSD.

9. Implementing published DOD issuances

a. The CRC will receive and log in all published issuances of the DOD Directives System and will—

(1) Forward issuances to the ECC.

(2) Forward one copy of each issuance to U.S. Army Publications and Printing Command, ATTN: ASQZ-PG.

b. The ECC will—

(1) Task responsibility for preparing the DA implementing guidance to the functional proponent. If the functional proponent is on the Army Staff, ECC will also notify the Secretariat official with oversight responsibility.

(2) Provide one information copy to interested Principal HQDA Officials.

c. Functional proponents will—

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- (1) Prepare and coordinate implementing HQDA publications per AR 25–30 and other guidance as appropriate.
- (2) Prepare new and revise existing forms necessary for implementing the DOD issuances.
- (3) Submit copies of Departmental implementing guidance to the OSD proponent, if required.
- (4) Provide two copies of the DA implementing guidance to CRC, ATTN: JDMSS–CR, Room 3D671, Pentagon.
- (5) Advise ECC within 30 days of receipt if no DA implementing guidance is required.

10. Availability of copies of DOD issuances and implementing Army guidance

- a.* One copy of all DOD Directive System issuances except those classified TOP SECRET will be available in HQSV–W’s Pentagon Library for reference purposes.
- b.* Reference copies of TOP SECRET issuances will be available from CRC.
- c.* Copies of unclassified DOD issuances and DA implementing guidance will be available at the Pentagon Publications Counter, Room 1B928, Pentagon.

11. Information Management Support

Information management support is provided by the U.S. Army Information System Command (USAISC). Support includes, but is not limited to:

- a.* Integrating the implementing Army issuances into the Army’s directives management systems managed by the U.S. Army Publications and Printing Command (USAPPC) and the U.S. Army Information System Command–Pentagon (USAISC–P).
- b.* Maintaining a current index of DOD issuances applicable to the Army, the Secretariat official with oversight responsibility, the HQDA functional proponent, and the corresponding implementing DA publication.
- c.* Ensuring HQDA functional proponents employ the most appropriate media for disseminating Departmental guidance based on DOD issuances.
- d.* Distributing action and information copies of DA implementing guidance per publications distribution schemes and functional proponent instructions.
- e.* Ordering and maintaining quantities of DOD issuances for initial distribution and resupply to HQDA.

Appendix A
Principal HQDA officials Authorized to Sign Responses on Draft DOD Directives

Secretary of the Army

Under Secretary of the Army

Army Acquisition Executive

Assistant Secretary of the Army (Civil Works)

Assistant Secretary of the Army (Financial Management)

Assistant Secretary of the Army (Installations, Logistics, and Environment)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

Assistant Secretary of the Army (Research, Development, and Acquisition)

General Counsel

Administrative Assistant

Director of Information Systems for Command, Control, Communications, and Computers

The Inspector General

The Auditor General

Chief of Legislative Liaison

Chief of Public Affairs

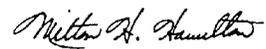
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