

Headquarters
Department of the Army
Washington, DC
29 July 2017

Administration

Staffing Department of Defense Issuances

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

Proponent and exception authority. The proponent of this memorandum is the Administrative Assistant to the Secretary of the Army. The Administrative Assistant has the authority to approve exceptions or waivers to this memorandum that are consistent with controlling laws and regulations. The Administrative Assistant may delegate this approval authority, in writing, to a division chief within the proponent agency or field operating agency of the proponent agency in the rank of colonel or the civilian equivalent. Activities may request a waiver to this memorandum by providing justification that includes a full analysis of the expected benefits and a formal review by the activity’s senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the proponent. Refer to AR 25–30 for specific guidance.

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1. Purpose

This memorandum implements Department of Defense (DOD) Instruction (DODI) 5025.01. It prescribes policies and procedures for staffing and implementing guidance the Office of the Secretary of Defense (OSD) issues under the DOD Issuances Program, to include—

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

2. References

See appendix A.

3. Explanation of abbreviations and terms

See the glossary.

*This memorandum supersedes DA Memo 1-20, dated 17 May 1990.

4. Responsibilities

a. Administrative Assistant to the Secretary of the Army. The AASA will 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).

b. Headquarters, Department of the Army principal officials. Each principal official 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 HQDA principal officials, subordinate Army commanders, and heads of activities in developing the HQDA responses to draft DOD issuances and in developing the DA policies and procedures that implement the published issuances.

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

c. Director of the Army Staff. The DAS will—

(1) Task the staffing of DOD issuances to HQDA principal officials. Taskings are based on the principal officials' areas of responsibilities.

(2) Designate a senior leader with a minimum grade of O-7 or equivalent senior executive service to be the primary issuance focal point. This designation will be in writing and submitted to the Director of Administration, Office of the Deputy Chief Management Officer (DA ODCMO) in DOD. See DODI 5025.01 for the roles and responsibilities of the primary issuance focal point.

(3) Designate an O-6 or equivalent General Schedule-15 to be the alternate issuance focal point. This designation will be in writing and submitted to the DA ODCMO. See DODI 5025.01 for the roles and responsibilities of the alternate issuance focal point.

(4) Control Army access to DOD's Directives Portal System.

5. Department of Defense Issuances Program

a. General. The DOD Issuances Program is regulated by DODI 5025.01. OSD maintains a single, uniform system governing the coordination, publication, dissemination, implementation, and review of DOD directive-type issuances. DOD has the following five types of issuances:

(1) DOD directives (DODDs) publish Secretary of Defense (SECDEF) decisions on policies, plans, programs, charters, delegations of authority, and other major actions.

(2) DODIs provide supplementary guidance to implement SECDEF decisions.

(3) DOD manuals (DODMs) provide procedures for implementing policy established in DODDs and DODIs.

(4) Directive-type memorandums (DTMs) issue guidance of a one-time nature.

(5) Administrative instructions (AIs) are no more than 50 pages in length and provide general procedures for implementing policy for the administration of the Washington Headquarters Services-serviced Components. AIs implement policy established in DODDs or DODIs.

b. Coordination. 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 does not agree with the proposed issuance, the SECDEF or Deputy SECDEF (DEPSECDEF) and the head of the DOD Component will address the unresolved issues.

c. Preparing Headquarters, Department of Defense responses to draft Department of Defense issuances.

(1) Correspondence Analysis and Processing Branch, Office of the AASA will receive all draft issuances from the DOD Directives System and send them to Executive Communication and Control (ECC) for official tasking.

(2) The DAS will task the HQDA principal official who is the functional proponent to prepare the HQDA response.

(3) The functional proponent will—

(a) Prepare and coordinate the response.

(b) Forward the official Army response to OSD by entering it into the DOD Directives Portal System.

(c) Begin preparations for developing the DA implementing guidance. Preparations include—

1. Identifying existing and proposed DA publications that need revision after publication of the final DOD issuance.

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

d. Specific instructions and additional information for preparing Headquarters, Department of Defense responses to draft Department of Defense issuances.

(1) The staffing of draft DOD issuances is part of the decisionmaking process of developing DOD policies and assigning responsibilities. The SECDEF or DEPSECDEF authenticates DOD issuances. Consequently, OSD requires that senior officials who are directly responsible to the Service Secretaries sign the responses.

(2) OSD distributes draft DOD issuances to DOD Components for concurrence or comment by a cover DD Form 106 (DOD Issuances Program Coordination Initiation) signed by an OSD principal official.

(3) Paragraph 5e of this memorandum provides a list of designated principal officials who can sign a response to OSD.

(4) The DAS, through the Director, ECC, will task responsibility for preparing the HQDA response to the principal official who is the functional proponent. If the ECC tasks a principal official not authorized to sign the response to OSD, then the ECC will provide additional instructions concerning the signature authority.

(5) The tasked responsible official will prepare and coordinate the HQDA response. Most draft DOD issuances affect the policies, responsibilities, or resources of multiple stakeholders. Therefore, the responsible official should coordinate directly with any other affected HQDA office, agency, or activity.

(a) If concurring, the designated principal official will sign the DD Form 818 (DOD Issuance Coordination Response) on behalf of the Secretary of the Army (SECARMY).

(b) If nonconcurring or if comments are necessary, the HQDA principal official will sign and provide comments using DD Form 818–1 (Consolidated DOD Issuance Comment Matrix). Any coordination with critical comments is an automatic nonconcur with comment.

(6) DODDs, DODIs, or DTMs that assign or update executive agency responsibilities to the SECARMY must be coordinated with the Army lead agency; the Deputy Chief of Staff, G–8; Office of the General Counsel; and the Assistant Secretary of the Army (ASA) (Financial Management and Comptroller) because of budgeting and resource implications. Additionally, when the AASA is not the signatory official for the DD Form 818, the AASA must personally coordinate on the action before it is forwarded and entered into the Directives Portal System.

(7) After obtaining the necessary signature from one of the designated officials, the responsible official will enter the signed DD Form 818 response into the Directives Portal System.

(8) A formal response is not required if the Army is designated as collateral coordination. The lead staff agency must send an email to the ECC stating that it concurs without comment so that the ECC can close out the task. However, if the Army has comment(s), the appropriate official will submit the signed DD Form 818 with the comments to the Directives Portal System by the assigned suspense.

e. Headquarters, Department of the Army principal officials authorized to sign responses on draft Department of Defense issuances. Only these designated HQDA principal officials may sign the DD Form 818s that state nonconcur. The officials in these positions may delegate this coordination authority to a general officer or member of the senior executive service without the authority to nonconcur. Any delegation must be in writing with copies provided to the ECC and DA ODCMO. The delegations must be updated when changes in positions or authorizations occur and when the HQDA principal official who signed the delegation memorandum changes. These officials are authorized to sign responses:

- (1) SECARMY.
- (2) Under Secretary of the Army.
- (3) ASA (Acquisition, Logistics and Technology).
- (4) ASA (Civil Works).
- (5) ASA (Financial Management and Comptroller).
- (6) ASA (Installations, Energy and Environment).
- (7) ASA (Manpower and Reserve Affairs).
- (8) General Counsel.
- (9) AASA.
- (10) Chief of Staff of the Army.
- (11) Vice Chief of Staff of the Army.
- (12) DAS.

f. Headquarters, Department of the Army principal official vacancies. If an authorized HQDA principal official position is vacant, those individuals serving as “Acting” or “Senior Official or Senior Career Official performing the

duties of' a Presidentially appointed, Senate-confirmed official have the authority to coordinate on DOD issuances, including the authority to nonconcur.

g. Suspense extension. The lead staff agency must conduct a thorough mission analysis and provide a detailed rationale why an extension is necessary to the Army point of contact within the ECC; email is acceptable. The lead staff agency must coordinate this official request for an extension directly with the lead Secretariat signatory before submission to the ECC focal point. If the suspense is not officially changed in the Directives Portal System, the Army did not receive an official extension, even if the OSD action officer informed the staff agency that it is acceptable to submit later.

h. Types of coordination.

(1) Concur without comment.

(2) Concur with comment (substantive or administrative comments only).

(3) Nonconcur with comment. Coordinators must specify on DD Form 818-1 which critical 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 DODD, DODI, or other instrument the SECDEF or DEPSECDEF approved.

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

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

i. Department of Defense Directives Program suspenses. Completion standards: DODDs usually are within 20 days; DODIs, DODMs, and AIs are within 45 days; and DTMs are within 15 days.

j. Monthly directives timeliness reports. The Army is held accountable until an action is posted in the Directives Portal System.

Appendix A

References

Section I

Required Publications

DODI 5025.01

DOD Issuances Program (Cited in para 1.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand these implementation procedures.

AR 25-30

Army Publishing Program

Directives Portal System (DPS)

<https://jsp.sp.pentagon.mil/sites/dodips/> (unclassified)

<https://entapps.osd.smil.mil/sites.dodips/> (classified)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, DD forms are available on the OSD website at <http://www.esd.whs.mil/Directives/forms/>.

DD Form 106

DOD Issuances Program Coordination Initiation

DD Form 818

DOD Issuance Coordination Response

DD Form 818-1

Consolidated DOD Issuance Comment Matrix

Glossary

Section I

Abbreviations

AASA

Administrative Assistant to the Secretary of the Army

AI

administrative instruction

AR

Army regulation

ASA

Assistant Secretary of the Army

DA

Department of the Army

DA ODCMO

Director of Administration, Office of the Deputy Chief Management Officer

DAS

Director of the Army Staff

DD

Department of Defense (form)

DEPSECDEF

Deputy Secretary of Defense

DOD

Department of Defense

DODD

Department of Defense directive

DODI

Department of Defense instruction

DODM

Department of Defense manual

DTM

directive–type memorandum

ECC

Executive Communication and Control

HQDA

Headquarters, Department of the Army

OSD

Office of the Secretary of Defense

SECARMY

Secretary of the Army

SECDEF

Secretary of Defense

Section II

Terms

AI

A DOD issuance, no more than 50 pages in length that provides general procedures for implementing policy for the administration of the Washington Headquarters Services-served DOD Components. AIs implement policy established in DODDs or DODIs. The Deputy Chief Management Officer of Director, Washington Headquarters Services approves AIs for publication.

Directives Portal Systems

The websites at <https://jsp.sp.pentagon.mil/sites/dodips/> (unclassified) and <https://entapps.osd.smil.mil/sites.dodips/> (classified) that the DOD Components must use to coordinate DOD issuances and to request and receive legal reviews.

DOD issuance

DOD publishes five types of issuances that establish or implement DOD policy, designate authority, assign responsibilities, or provide procedures. Issuances apply to more than one DOD Component and include DODDs, DODIs, DODMs, DTMs, and AIs.

DOD Issuances Program

The single, uniform program the DOD Components must use to develop, coordinate, approve, publish, and review DOD issuances.

DOD Issuances Website

The unclassified website at <http://www.dtic.mil/whs/directives> and the classified website at <https://www.dtic.smil.mil/whs/directives> serve as the sole DOD source for electronic distribution of DOD issuances. The unclassified website also serves as the source for standards for writing issuances.

DODD

An issuance that exclusively establishes policy, assigns responsibility, and delegates authority to the DOD Components. DODDs do not contain procedures.

DODI

An issuance that establishes policy and assigns responsibilities within a functional area assigned in an OSD Component head's chartering DODD, including defining the authorities and responsibilities of a subordinate official or element when these do not meet the criteria for a chartering DODD. DODIs may also provide general procedures for implementing that policy.

DODM

A DOD issuance providing procedures for implementing policy established in DODDs and DODIs. DODMs must include the specific, procedural information formerly published as DOD publications. Although all DOD publications are now categorized as DODMs, those that don't specifically state that they are DODMs (such as catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations) must be converted into DODIs or DODMs when they are reissued as appropriate. DODMs must be approved for publication by the OSD Component heads, their Principal Deputies, or the OSD Presidentially appointed, Senate-confirmed officials as authorized by their chartering DODDs. DODMs exceeding 100 pages in length must be separated into two or more volumes.

DTM

A DOD issuance that establishes DOD policy or implements policy established in existing DODDs and DODIs, assigns responsibilities, and may provide procedures. 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 12 months from the date signed, unless extended in accordance with DODI 5025.01. The SECDEF or DEPSECDEF must sign DTMs concerning subjects requiring their direct oversight. OSD Component heads must sign DTMs that establish DOD policy. DTMs that implement policy may be signed by OSD Component heads, their Principal Deputies, or OSD Presidentially appointed, Senate-confirmed officials as authorized by their respective chartering DODDs.

Section III

Special Abbreviations and Terms

This section contains no entries.

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

Official:

A handwritten signature in black ink, appearing to read "Gerald B. O'Keefe". The signature is written in a cursive style with a large initial "G" and a distinct "O'Keefe" ending.

GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

Distribution:

This memorandum is available in electronic media only and is intended for HQDA.