



# Department of Defense INSTRUCTION

NUMBER 5025.01

October 28, 2007

---

---

DA&M

SUBJECT: DoD Directives Program

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. Reissues DoD Directive (DoDD) 5025.1 (Reference (a)) as a DoD Instruction (DoDI) in accordance with the guidance in Acting Deputy Secretary of Defense Memorandum (Reference (b)) and the authority in DoDD 5105.53 (Reference (c)).

b. Incorporates and cancels Reference (b) and Director of Administration and Management (DA&M) Memorandums (References (d) and (e)); cancels DoD 5025.01-M and DoD 5025.1-I (References (f) and (g)).

c. Updates policy, responsibilities, and procedures governing DoDDs, DoDIs, DoD Manuals (DoDMs), DoD Publications, DoD Directive-Type Memorandums (DTMs), and Administrative Instructions (AIs), hereafter referred to collectively as “DoD issuances” or “issuances.”

d. Establishes the DoD Issuances Web Sites at <http://www.dtic.mil/whs/directives> (unclassified) and <http://www.dtic.smil.mil/whs/directives> (classified) as the official DoD source for electronic publication of DoD issuances according to their releasability.

e. Establishes the DoD Directives Program Portals at <https://extranet.itis.osd.mil> (unclassified) and <https://esnet.itiss.osd.smil.mil/doddirectives> (classified) as the official sites the Office of the Secretary of Defense (OSD) Components shall use to coordinate DoD issuances.

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense (IG DoD), the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the “DoD Components”).

3. DEFINITIONS. See glossary.

4. POLICY. It is DoD policy that:

a. The Department of Defense shall maintain a DoD Directives Program for the development, coordination, approval, publication, and review of DoD issuances in accordance with Reference (c), DoDD 5110.4 (Reference (h)), and AIs 15 and 102 (References (i) and (j)).

b. DoD issuances shall consist of DoDDs, DoDIs, DoDMs, DoD Publications, DTMs, and AIs. (See glossary for definitions.) All DoD Publications that are not DoDMs shall be converted into DoDMs on their next reissuance.

c. All DoDDs shall be reviewed prior to the 4-year anniversary of their initial publication or last coordinated revision to ensure they are necessary, current, and consistent with DoD policy, existing law, and statutory authority, with the DoDD being reissued, certified as current, or canceled as a result. All DoDDs certified as current shall be revised and reissued or canceled within 6 years of their initial publication or last coordinated revision.

d. All DoDIs, DoDMs, and AIs shall be reviewed every 5 years, with the issuance being revised and reissued or canceled as a result.

e. DTMs shall be issued ONLY for time-sensitive actions that affect current issuances or that will become DoD issuances, and ONLY when time constraints prevent publishing a new issuance or a change to an existing DoD issuance. DTMs shall not be used to permanently change or supplement existing issuances. They shall be effective for no more than 180 days from the date signed, during which time they shall be incorporated into an existing DoD issuance, converted to a new DoD issuance, reissued, or canceled.

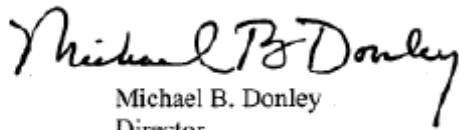
f. The Heads of the OSD Components that report directly to the Secretary of Defense shall establish DoD policy in DoDIs within their assigned functional areas. When issuing DoDIs that establish, by incorporation, policy previously established in a DoDD or DTM, they shall cancel the DoDD or DTM.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. Enclosure 3 provides overarching procedures and requirements for the review, revision, coordination, approval, and publication of DoD issuances.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release. The DoD Components, other Federal agencies, and the public may obtain copies of this Instruction through the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective immediately.

  
Michael B. Donley  
Director,  
Administration and Management

Enclosures

1. References
  2. Responsibilities
  3. Procedures
  4. Matrix of DoD Issuances
- Glossary

TABLE OF CONTENTS

REFERENCES .....6

RESPONSIBILITIES .....7

    DA&M .....7

    DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS).....7

    GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE (GC, DoD).....8

    IG DoD.....8

    HEADS OF THE DoD AND OSD COMPONENTS.....8

    HEADS OF THE OSD COMPONENTS .....8

    OSD COMPONENT DIRECTIVES FOCAL POINTS .....9

PROCEDURES.....10

    GENERAL PROVISIONS .....10

    INFORMATION REQUIREMENTS, FORMS, AND FEDERAL REGISTER (FR).....10

        Issuances that Contain Information Requirements and/or Prescribe Forms.....10

        Issuances that Require Publication in the FR .....10

    CHARTERING DoDDs.....11

    DoD EXECUTIVE AGENT (EA) ISSUANCES .....11

    REVIEW, REVISION, CHANGE, AND CANCELLATION STANDARDS .....11

        Notification .....11

        Review and Currency of DoDDs .....12

        Review and Currency of DoDIs, DoDMs, and AIs .....13

        Review and Currency of DTMs.....13

        Changes to DoD Issuances.....13

        Cancellation of DoD Issuances.....13

    COORDINATION AND COMPLETION STANDARDS .....14

        DoDDs .....14

        DoDIs, DoDMs, and AIs .....14

        DTMs .....14

        Changes to DoD Issuances.....14

        Cancellations of DoD Issuances .....15

    COORDINATION REQUIREMENTS .....15

        Types of Coordinators.....15

        Coordination Level .....15

        Types of Coordination .....16

        Types of Coordination Comments .....17

        Resolving Nonconcurrences .....18

        Documenting Comments and Comment Disposition .....18

        Coordination of Classified and For Official Use Only (FOUO) Issuances .....18

        Coordination with Unions Granted National Consultation Rights .....18

    DoD DIRECTIVES PROGRAM PORTALS .....19

        Coordination Requests .....19

        Coordination Responses.....20

        Suspense Extensions .....20

DISTRIBUTION.....20  
    Releasability.....20  
    Distribution by the DD.....21  
    Distribution by the Cognizant Component .....21

MATRIX OF DoD ISSUANCES .....22

GLOSSARY .....23  
    PART I: ABBREVIATIONS AND ACRONYMS .....23  
    PART II: DEFINITIONS.....23

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5025.1, "DoD Directives System," July 14, 2004 (hereby canceled)
- (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review – Phase II," July 13, 2005 (hereby canceled)
- (c) DoD Directive 5105.53, "Director of Administration and Management," November 23, 1998
- (d) Director of Administration and Management Memorandum, "Directive-Type Memorandum – DoD Directives System," May 23, 2006 (hereby canceled)
- (e) Director of Administration and Management Memorandum, "DoD Directives – Implementation of Phase II," July 15, 2005 (hereby canceled)
- (f) DoD 5025.01-M, "DoD Directives System Procedures," March 5, 2003 (hereby canceled)
- (g) DoD 5025.1-I, "DoD Directives System Annual Index," February 27, 1998 (hereby canceled)
- (h) DoD Directive 5110.4, "Washington Headquarters Services (WHS)," October 19, 2001
- (i) Administrative Instruction 15, Volume I, "Administrative Procedures for the Office of the Secretary of Defense (OSD) Records Management Program," November 14, 2006
- (j) Administrative Instruction 102, "Office of the Secretary of Defense (OSD) Federal Register (FR) System," November 6, 2006
- (k) DoD Directive 5015.2, "DoD Records Management Program," March 6, 2000
- (l) DoD Instruction 8910.01, "Information Collection and Reporting," March 6, 2007
- (m) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998
- (n) DoD Instruction 7750.07, "DoD Forms Management Program," April 20, 2007
- (o) DoD 7750.7-M, "DoD Forms Management Program Procedures Manual," August 14, 1991
- (p) DoD Directive 5101.1, "DoD Executive Agent," September 3, 2002
- (q) DoD 5200.1-R, "Information Security Program," January 14, 1997
- (r) DoD 5200.1-PH-1, "Classified Information Nondisclosure Agreement (SF-312) and Verbal Attestation Briefing Pamphlet," May 26, 2000
- (s) Under Secretary of Defense for Intelligence Memorandum, "Interim Information Security Guidance," April 16, 2004
- (t) Administrative Instruction 99, "Labor-Management Relations," August 26, 1996
- (u) DoD Directive 5230.9, "Clearance of DoD Information for Public Release," April 9, 1996
- (v) DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," August 6, 1999
- (w) Sections 113, 125, 133-142, 191, and 2674 of title 10, United States Code
- (x) DoD Directive 5100.1, "Functions of the Department of Defense and Its Major Components," August 1, 2002

ENCLOSURE 2

RESPONSIBILITIES

1. DA&M. The DA&M shall:

- a. Oversee the DoD Directives Program; act as the DoD policy proponent and lead for issuance currency and compliance with standards.
- b. Review and approve or disapprove requests for waiver of standards and procedures.
- c. Determine whether a proposed new or revised DoDD meets the criteria set forth in the DoDD definition in the glossary to this Instruction; provide appropriate recommendations to the Deputy Secretary of Defense.
- d. Coordinate on all DoD issuances.
- e. Mediate coordination impasses between the Heads of the DoD or OSD Components; refer unresolved nonconcurrences to the Deputy Secretary of Defense.
- f. Provide monthly reports on unresolved and delinquent coordinations, and on the progress of revisions and cancellations of issuances, to the Deputy Secretary of Defense.
- g. Develop, maintain, and oversee organizational charters.

2. DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS). The Director, WHS, under the DA&M, shall:

- a. Manage and administer the DoD Directives Program.
- b. Establish and maintain standard formats and procedures for processing DoD issuances and publish them on the DoD Issuances Web Sites.
- c. Advise and assist the OSD Components in determining whether a proposed new or revised issuance should be published as a DoDD, DoDI, DoDM, DTM, or AI.
- d. Respond to queries regarding the management and administration of issuances and otherwise assist the DoD Components to fulfill their responsibilities to the DoD Directives Program.
- e. Approve and sign AIs proposed by the WHS Components.
- f. Oversee the review of all issuances, the maintenance of the DoD Issuances Web Sites and Directives Program Portals, and the electronic publication of issuances according to their releasability.

g. Serve as the official record keeper for DoD issuances, performing the responsibilities in Reference (i). Oversee the maintenance and preservation of supporting and historical documents that constitute the official records of the development and publication of DoD issuances, except for the original coordination documents, which shall be maintained and preserved by the originating DoD or OSD Component in accordance with DoDD 5015.2 (Reference (k)).

3. GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE (GC, DoD). The GC, DoD, shall coordinate on all DoD issuances.

4. IG DoD. The IG DoD shall coordinate on all DoD issuances.

5. HEADS OF THE DoD AND OSD COMPONENTS. The Heads of the DoD and OSD Components shall:

a. Follow the DoD Directives Program as set forth in this Instruction and the standards and processing procedures on the DoD Issuances Web Sites when coordinating DoD issuances, and, for the Heads of the OSD Components, when writing DoD issuances.

b. Review and coordinate on proposed DoD issuances in accordance with the timeframes and procedures established in Enclosure 3 of this Instruction.

c. Ensure that the official records of all coordinations on DoD issuances, to include the original signed coordinations, are preserved and maintained in accordance with Reference (k).

d. Provide the DA&M with a list of positions designated in writing as authorized to coordinate on the various types of DoD issuances on their behalf; provide a new memorandum to the DA&M when changes in positions or authorization occur and when there is a change in the Head of the Component. The authority to coordinate shall be in accordance with paragraphs 7.b.(1) through 7.b.(5) of Enclosure 3.

6. HEADS OF THE OSD COMPONENTS. The Heads of the OSD Components, in addition to performing the responsibilities in section 5, shall:

a. Initiate the development, revision, and cancellation of DoD issuances within their functional areas.

b. Approve and sign new and revised policy DoDIs as well as other DoDIs, DoDMs, and DTMs.

c. Provide the DA&M with a list of positions designated in writing as authorized to initiate coordination on and sign non-policy DoDIs and DoDMs on their behalf; provide a new memorandum to the DA&M when changes in positions or authorization occur and when there is a change in the Head of the Component. The authority to coordinate shall be in accordance with paragraphs 7.b.(1) through 7.b.(5) of Enclosure 3.



d. Appoint a Component Directives Focal Point in writing and provide a copy of the appointment memorandum to the DA&M; provide a new memorandum to the DA&M when a change in the appointment occurs. The Directives Focal Point shall be senior in grade (O-6/General Schedule 15/Pay Band 3 equivalent or above), have direct access to the Component Head, and be authorized, as appropriate, to act on behalf of the Component Head to resolve coordination impasses.

7. OSD COMPONENT DIRECTIVES FOCAL POINTS. The OSD Component Directives Focal Points shall:

a. Track and manage DoD issuances for which their Component has cognizance; track and manage coordination requests on other Components' issuances.

b. Oversee and manage their respective Component's use of the DoD Directives Program Portals.

c. Ensure the processing standards and timelines for completing issuances are met; assist action officers (AOs) within their Components and other Component Focal Points to obtain timely coordinations.

d. Consistent with the authority authorized by their respective Component Heads according to paragraph 6.d., act on behalf of the Component Head to resolve coordination impasses.

e. Report issuance status to the Heads of their Components and to the Directives Division (DD), Executive Services Directorate, WHS, as required.

ENCLOSURE 3

PROCEDURES

1. GENERAL PROVISIONS

a. This enclosure provides the basic requirements and standards for review, revision, coordination, approval, and publication of DoD issuances. (See Enclosure 4 for a matrix of DoD issuances. See glossary for full definitions.)

b. Additional information on the following subjects shall be separately published and maintained on the DoD Issuances Web Sites to provide more accessible and timely guidance and direction.

(1) Format, writing style, and content standards.

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

(3) A DoD Component-specific list of positions authorized or delegated authority to initiate coordination on, coordinate on, and sign issuances.

(4) An explanation of the issuance numbering system.

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

c. The procedures for requesting access to and using the DoD Directives Program Portals to coordinate issuances shall be posted to the portals and to the DoD Issuances Web Sites.

2. INFORMATION REQUIREMENTS, FORMS, AND FEDERAL REGISTER (FR)

a. Issuances that Contain Information Requirements and/or Prescribe Forms. The OSD Components shall comply with DoDI 8910.01, DoD 8910.1-M, DoDI 7750.07, and DoD 7750.7-M (References (l) through (o)) when establishing a form or any other type of information requirement within an issuance for obtaining information from the DoD Components, non-DoD Federal agencies, and the public.

b. Issuances that Require Publication in the FR. Any issuance that levies requirements or restrictions on the public, Federal or Government employees outside the Department of Defense, and/or the Reserve Components, or that has public or political interest, should be considered for publication in the FR. The OSD Components shall comply with Reference (j) when preparing and submitting issuances to be published in the FR.

### 3. CHARTERING DoDDs

a. The Director of Organizational and Management Planning (O&MP), under the DA&M, shall develop and maintain all chartering DoDDs in coordination with the staff of the organization or position being addressed by the charter. Chartering DoDDs shall:

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

(2) Comprise a unique DoDD format, developed by O&MP in coordination with DD, and are exempt from the 8-page limit for DoDDs.

b. The Under Secretaries of Defense, as applicable and as delegated by the Deputy Secretary of Defense in their respective chartering DoDDs, shall issue chartering DoDDs for their subordinate OSD Presidentially Appointed, Senate-confirmed (PAS) officials. The Director, O&MP, shall develop and maintain these chartering DoDDs.

c. The Head of the cognizant OSD Component may prepare and issue DoDIs to define the administration and operations of intergovernmental/intragovernmental boards, councils, committees, and other subordinate officials and elements of the DoD or OSD Components that do not meet the definition of a chartering DoDD. (See glossary for definition.)

(1) These DoDIs shall be processed using the standard formats and procedures described in this Instruction and posted to the DoD Issuances Web Sites.

(2) The Director, O&MP, shall assist the OSD Components in preparing these DoDIs as requested.

### 4. DoD EXECUTIVE AGENT (EA) ISSUANCES

a. The Director, O&MP, shall oversee the implementation of the DoD EA process for the DA&M consistent with DoDD 5101.1 (Reference (p)).

b. The Heads of the OSD Components shall consult with the Director, O&MP, regarding all proposed issuances that designate, update, or terminate EA assignments prior to posting the issuances on the DoD Directives Program Portals for formal coordination.

### 5. REVIEW, REVISION, CHANGE, AND CANCELLATION STANDARDS

a. Notification. On the first workday of each quarter, DD shall provide the Component Directives Focal Points a list of the issuances under their purview that require review and revision or cancellation within the next 6 months.

b. Review and Currency of DoDDs

(1) Currency. A DoDD is current when the stated policies, responsibilities, authorities, references, organizational entities, and information contained therein are accurate and in effect, and it has been:

(a) Updated, revised, or certified as current by the Head of the cognizant OSD Component within 4 years of its initial publication or last coordinated revision.

(b) For a DoDD certified as current, updated or revised within 6 years of its initial publication or last coordinated revision.

(2) 4-Year Review. The Heads of the OSD Components shall ensure the following actions are taken for each DoDD nearing the 4-year anniversary of its initial publication or last coordinated revision.

(a) The issuance is reviewed to determine if it still meets the criteria to remain a Directive as set forth in the DoDD definition in the glossary to this Instruction.

(b) Each policy statement is verified as consistent with the policies of the current administration (the President, Secretary and Deputy Secretary of Defense, and Head of the OSD Component).

(c) Each assignment of authority/responsibility is determined to be a current requirement and is appropriately assigned.

(d) The references are valid, correctly titled, and the latest version is cited.

(e) The organizational entities cited throughout the issuance are accurate.

(3) Certifying a DoDD as Current

(a) “Certified Current” is an administrative option available only for DoDDs and only within 4 years of their initial publication or last coordinated revision.

(b) For a DoDD determined to require no change upon completion of the 4-year review, the Head of the cognizant OSD Component shall certify by memorandum to the DA&M that each of the review actions in paragraph 5.b.(2) of this enclosure were taken and their respective results. The memorandum shall also identify any minor administrative changes required, such as correcting the title/date of a reference, updating organizational names/abbreviations, and correcting typographical/formatting errors.

(c) Upon receipt of the certification memorandum, the DA&M shall verify and incorporate the necessary changes and minor corrections identified by the cognizant Component during the certification process and mark the issuance as certified current. The “Certified Current” marking and date of the certification memorandum shall be placed underneath the original date. The issuance shall retain its original date (initial publication or last coordinated revision) and original signature.

c. Review and Currency of DoDIs, DoDMs, and AIs. The Heads of the OSD Components shall revise or cancel all DoDIs, DoDMs, and AIs within 5 years of their initial publication or last coordinated revision. They shall convert all DoD Publications to DoDMs upon the Publication's next revision.

d. Review and Currency of DTMs. The Heads of the OSD Components shall incorporate all DTMs into an existing DoD issuance or convert them to a new DoD issuance, or shall reissue or cancel them, prior to their expiration 180 days from the date of their publication. For DTMs issued prior to the date of this Instruction, the originating Components shall take the appropriate actions within 180 days of the date of this Instruction.

e. Changes to DoD Issuances. A change shall amend an existing DoD issuance and shall have the full authority of the issuance. A changed issuance shall retain its original date (initial publication or last coordinated revision) and original signature.

(1) To maintain the currency of DoD issuances, changes are permitted and encouraged at any time during their respective life cycles (4 years for DoDDs; 6 years for DoDDs certified as current; 5 years for DoDIs, DoDMs, and AIs; and 180 days for DTMs). However, if more than 25 percent of an issuance requires change, the entire issuance shall be revised and reissued with a new date and signature.

(2) The three types of changes to DoD issuances are:

(a) Administrative. An administrative change alters only nonsubstantive portions of an issuance such as titles/dates of references and organizational names/symbols.

(b) Conforming. A conforming change is made to comply with recent (within 90 days) and specific Executive, Legislative, or Secretary or Deputy Secretary of Defense direction.

(c) Substantive. A substantive change amends an essential section of an issuance such as purpose, applicability, policy, responsibilities, procedures, information requirements, and releasability.

(3) Upon receipt of the appropriate OSD official's approval of a change, DD shall verify the changes and mark the issuance "Incorporating Change (number and date)" beneath the original date and post the changed issuance to the DoD Issuance Web Sites.

f. Cancellation of DoD Issuances. An issuance shall be canceled when the cognizant Component determines that it has served the purpose for which it was intended, is no longer needed, and is not appropriate for incorporation into a new, revised, or existing issuance. Upon receipt of the appropriate OSD official's approval of a cancellation, DD shall verify the cancellation requirement and remove the issuance from publication on the DoD Issuance Web Sites.

## 6. COORDINATION AND COMPLETION STANDARDS

a. DoDDs. The coordination period for a DoDD is 20 workdays. The period of time to complete a DoDD is 45 workdays. The coordination and completion periods start when the Standard Form (SD) Form 106, "DoD Directives Program Coordination Record," is released by e-mail through the applicable DoD Directives Program Portal. The coordination period ends on the 20th workday. The completion period ends when the issuance is provided to the Deputy Secretary for approval, or, for DoDDs signed by the Heads of the OSD Components, when the signed issuance is provided to DD for publication.

b. DoDIs, DoDMs, and AIs. The coordination period for DoDIs, DoDMs, and AIs is 45 workdays. The period of time to complete a DoDI, DoDM, or AI is 90 workdays. The coordination and completion periods start when the SD Form 106 is released by e-mail through the applicable DoD Directives Program Portal. The coordination period ends on the 45th workday. The completion period ends when the signed issuance is provided to DD for publication.

### c. DTMs

(1) The maximum coordination period for a DTM is 15 workdays; the maximum period of time to complete a DTM is 30 workdays. For DTMs with coordination periods of less than 15 workdays, the completion period is 2 workdays for every workday the issuance is in coordination (e.g., for a DTM with a coordination period of 5 workdays, the completion period is 10 workdays). The coordination and completion periods start when the SD Form 106 is released by e-mail through the applicable DoD Directives Program Portal. The completion period ends when the issuance is provided to the Deputy Secretary for approval, or, for DTMs signed by the Heads of the OSD Components or other OSD PAS officials, when the signed issuance is provided to DD for publication.

(2) A proposed DTM that requires a longer coordination and completion period shall be issued as a new DoD issuance or incorporated into an existing DoD issuance according to the timelines in paragraphs 6.a. and 6.b. of this enclosure, as appropriate.

### d. Changes to DoD Issuances

(1) Administrative Changes to DoDDs and All Conforming and Substantive Changes. The coordination period for administrative changes to DoDDs, and for all conforming and substantive changes to DoD issuances, is 15 workdays. The completion period is 30 workdays. The coordination and completion periods start when the SD Form 106 is released by e-mail through the applicable DoD Directives Program Portal. The coordination period ends on the 15th workday. The completion period ends when the approved change is provided to DD for publication, or, for DoDDs and DTMs originally signed by the Secretary or Deputy Secretary, when the approved change is provided to the Deputy Secretary for approval.

(2) Administrative Changes to DoDIs, DoDMs, DTMs, and AIs. As administrative changes to DoDIs, DoDMs, DTMs, and AIs do not require coordination, the completion period for these changes begins when the cognizant Component identifies the need for the change. The completion period ends when the approved change is provided to DD for publication.

e. Cancellations of DoD Issuances. The coordination and completion period for all cancellations of DoD issuances when the issuance is not incorporated into a new, revised, or existing issuance shall be the same as that for the type of issuance being canceled.

## 7. COORDINATION REQUIREMENTS

a. Types of Coordinators. The three types of coordinators for DoD issuances are mandatory, primary, and collateral. The type of coordination requested of each Component shall be clearly marked on the SD Form 106 based on the following descriptions.

(1) Mandatory. Coordination is required from the GC, DoD; the IG DoD; and the DA&M for all DoD issuances. (Mandatory coordinators are pre-filled with an “M” on the SD Form 106.)

(2) Primary. A “P” on the SD Form 106 indicates a Component has equity in the issuance and coordination is expected. If coordination is not provided in a timely manner, the Component shall continue with the approval process. Issuances should not languish waiting for coordination or comments. (See paragraph 7.c.(5) of this enclosure for guidance on proceeding with the approval process when a primary coordinator does not respond to a request for coordination within the allotted suspense period.)

(3) Collateral. A “C” on the SD Form 106 indicates a Component has no apparent equity in an issuance, but is being provided an informational copy and may comment if desired. An issuance shall not be delayed waiting for coordination or comments from a collateral coordinator. Collateral coordinators shall be included on the list of coordinating officials only if they provide coordination.

b. Coordination Level. A complete, Component-specific list of positions authorized or delegated authority to coordinate on issuances shall be published on the DoD Issuances Web Sites. The list that follows provides the generic levels of positions within the Department of Defense that are authorized to coordinate on the various types of issuances. The officials in these positions may delegate this authority to a position at the level of a General or Flag Officer, Senior Executive Service member, Senior-Level employee, or equivalent. Any delegation shall be provided to the DA&M in writing. Delegations shall be updated when changes in positions or authorization occur, and when there is a change in the Head of the Component or any other official who signed a delegation.

(1) DoDDs and Policy DoDIs. Only the following shall coordinate on DoDDs and on policy DoDIs.

(a) OSD. The Heads of the OSD Components and their Principal Deputies.

(b) Chairman of the Joint Chiefs of Staff. The Chairman and Vice Chairman of the Joint Chiefs of Staff and the Director and Vice Director of the Joint Staff.

(c) Combatant Commands. The Combatant Commanders shall coordinate through the Chairman of the Joint Chiefs of Staff.

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

(2) Non-Policy DoDIs, DoDMs, and AIs. In addition to the officials listed in paragraph 7.b.(1) of this enclosure, the following officials may coordinate on non-policy DoDIs and on DoDMs and AIs.

(a) The OSD PAS officials and the Deputy Under Secretaries and Deputy Assistant Secretaries of Defense.

(b) The DoD Deputy GCs and Deputy IGs.

(3) DTMs. DTMs shall be coordinated with the mandatory coordinators, at a minimum. DTMs that establish policy shall be coordinated at the same level as DoDDs and policy DoDIs. DTMs that implement policy shall be coordinated at the same level as non-policy DoDIs.

(4) Changes to DoD Issuances

(a) Administrative Changes. All administrative changes to DoDDs shall be coordinated with the GC, DoD. Administrative changes to DoDIs, DoDMs, AIs, and DTMs do not require coordination.

(b) Conforming Changes. All conforming changes to DoD issuances shall be coordinated with the mandatory coordinators, at a minimum. When coordinated with other Components, they shall be coordinated at the same level as the type of issuance being changed.

(c) Substantive Changes. All substantive changes to DoD issuances shall be coordinated at the same level as the type of issuance being changed.

(5) Cancellations of DoD Issuances. All cancellations of DoD issuances when the issuance is not incorporated into a new, revised, or existing issuance shall be coordinated at the same level as the type of issuance being canceled.

c. Types of Coordination. The only acceptable types of coordination are:

(1) Concur Without Comment

(2) Concur With Comment. Comments are substantive and consist of changes meant to improve the clarity and correctness of an issuance. Critical comments shall not be included in a "Concur With Comment" response. (See paragraph 7.d. of this enclosure for an explanation of "critical" and "substantive.")

(3) Nonconcur With Comment. Comments may be a combination of substantive and critical. They shall be labeled and grouped accordingly so critical comments are easily distinguished.



(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.

(5) No Response. A primary coordinator does not respond to a request for coordination within the allotted coordination suspense period. (This type of coordination does NOT apply to the mandatory or collateral coordinators.)

(a) For those Components that post their coordinations to the DoD Directives Program Portals and receive portal e-mail reminders of upcoming and overdue coordination suspenses, no further action is required. The originating Component shall continue with the approval process and shall enter “No Response” next to that coordinator on the list of coordinating officials accompanying the action memo.

(b) For those Components that do not have access to post coordinations to the DoD Directives Program Portals, the originating Component shall make a good faith effort to obtain a response. This effort shall include requesting the assistance of the Directives Focal Point and contacting the coordinating Component subject matter expert for the issuance, if known. The number of contacts will depend upon the urgency of the issuance action. If no response is received following this effort, the Component shall enter “No Response” next to that coordinator on the list of coordinating officials accompanying the action memo and shall include an explanation in the action memo of the attempts to secure coordination.

d. Types of Coordination Comments

(1) Critical

(a) Critical comments are those that identify:

1. Violations of the law or contradictions of Executive Branch policy or of policy established in DoDDs or DoDIs. The GC, DoD, or his or her representative shall identify legal objections as critical comments.

2. Unnecessary risks to safety, life, limb, or DoD materiel; waste or abuse of DoD appropriations; or imposition of an unreasonable burden on a Component’s resources.

(b) When a Component has one or more critical comments, that Component’s coordination shall reflect a nonconcur.

(2) Substantive. Substantive comments are made when a section in an issuance appears to be or is potentially unnecessary, incorrect, misleading, confusing, or inconsistent with other sections, or when a Component disagrees with the proposed responsibilities, requirements, and/or procedures. A substantive comment is usually not sufficient justification for a Component to nonconcur on an issuance. Several substantive comments, when taken together, may be grounds for a nonconurrence.

(3) Administrative. Administrative comments concern nonsubstantive aspects of an issuance, such as dates of references, organizational symbols, format, and grammar. Administrative comments shall NOT be included in the formal coordination response. They may be addressed informally with the cognizant Component AO, as necessary.

e. Resolving Nonconcurrences

(a) Critical comments and substantive comments that result in a nonconcurrency should be resolved between the concerned parties before an issuance is approved and published. The resolution process is the responsibility of the cognizant Component, including the manner in which conducted. The process may consist of informal or formal exchanges by phone, e-mail, and/or memo; meetings and working groups that involve the Components' Directives Focal Points and/or other Component senior leadership; and requesting the DA&M to mediate the impasse between the Component Heads in accordance with paragraph 1.e. of Enclosure 2. Whatever the resolution process, it should reflect the cognizant Component's best practices in reconciling differences and achieving accord.

(b) Resolution of a nonconcurrency shall be documented by the coordinating Component's written withdrawal of the nonconcurrency, signed at the same or a higher level as the original coordination, EXCEPT that when the comments leading to the nonconcurrency are accepted in full and incorporated into the issuance, no withdrawal of the nonconcurrency is required.

(c) If the cognizant Component is unable to resolve a nonconcurrency within the completion timeline for the issuance, the impasse shall be addressed in the action memo that requests the issuance be signed. Both sides of the comments shall be clearly and succinctly addressed in the memo along with a recommendation for the approving authority.

f. Documenting Comments and Comment Disposition. The DoD Components shall use SD Form 818, "Comments Matrix for DoD Issuances," available on the DoD Issuances Web Sites to provide and record substantive and critical comments and to show adjudication of the comments.

g. Coordination of Classified and For Official Use Only (FOUO) Issuances. The coordination standards and requirements for classified and FOUO issuances are the same as those for unclassified issuances. The DoD Components shall handle classified and FOUO issuances, and classified and FOUO information that is part of the issuance process, according to DoD 5200.1-R, DoD 5200.1-PH-1, and Under Secretary of Defense for Intelligence Memorandum (References (q), (r), and (s)).

h. Coordination with Unions Granted National Consultation Rights. DoD issuances containing substantive changes in conditions of employment, including personnel policies and practices and other bargaining unit matters that affect DoD civil service and non-appropriated fund employees, shall be forwarded to the appropriate unions for comment in accordance with AI 99 (Reference (t)). Assistance in meeting this requirement should be obtained from the Office of Civilian Personnel Policy, Office of the Under Secretary of Defense for Personnel and

Readiness, as soon as the requirement is identified. The timeframes for completion of issuances may be extended if necessary to comply with this requirement.

8. DoD DIRECTIVES PROGRAM PORTALS. The OSD Components shall utilize the DoD Directives Program Portals to post all requests for coordination and to post all coordinations and all substantive and critical coordination comments, with the exception of the GC, DoD, who may not post comments due to client-attorney privilege. The Joint Staff and Military Services shall receive all requests for coordination through the portals and shall post all coordinations and all substantive and critical coordination comments to the portals upon establishment of portal accounts.

a. Coordination Requests

(1) Portal Posting

(a) For coordination of unclassified and FOUO issuances, the OSD Components shall post the SD Form 106 and issuance to be coordinated to the DoD Directives Program unclassified portal. For classified issuances up to and including SECRET, the OSD Components shall post the unclassified SD Form 106 to the unclassified portal and the issuance to be coordinated to the DoD Directives Program classified portal. Posting the unclassified SD Form 106 to the unclassified portal assures that all coordinators receive all requests for coordination and all e-mail alerts at a central point for tracking and management.

(b) Upon review and approval by DD, the coordination request shall be distributed by e-mail to the DoD and OSD Components selected on the SD Form 106. The e-mail coordination message is sent to the e-mail address of the respective Component Directives Focal Point or to an organizational address that he or she provides, and to the organizational addresses provided by the Joint Staff and Military Services.

(c) For coordination with officials who have no e-mail established on the portal and who are identified as "Other" in block 15 of the SD Form 106, the OSD Components shall distribute the approved SD Form 106 and the issuance to be coordinated to those officials by mail, e-mail, or facsimile.

(2) Coordination Period and Suspense Date. The coordination period is automatically calculated and assigned by the DoD Directives Program Portals when a coordination e-mail is sent. The official coordination suspense is the date displayed in the respective unclassified or classified portal and in the e-mail coordination message distributed through the portal to all coordinating parties.

(3) Expedited Coordination

(a) Coordination on DTMs shall be expedited in accordance with their urgency within the timelines set forth in paragraph 6.a. of this enclosure. Block 7 of the SD Form 106, "Purpose and Remarks," shall state the reason for the urgency.

(b) For other DoD issuances when expedited coordination is required, block 7 of the SD Form 106 shall provide compelling justification. If DD deems expedited coordination is appropriate, the DoD Directives Program Portal Administrator shall adjust the suspense date.

b. Coordination Responses

(1) The OSD Components shall record their coordination by signing block 15.a. and completing blocks 16.b. and 16.c. of the requesting SD Form 106 – OR through a signed memorandum that includes the coordinating official's title and date signed – and posting a copy of the form or memo to the applicable portal. All substantive and critical comments shall be recorded on SD Form 818 and shall be posted to the portal IN MICROSOFT WORD FORMAT with the SD Form 106 or coordination memo. The GC, DoD, may post only his or her concurrence or nonconcurrence and provide SD Form 818 directly to the requesting Component and the DA&M.

(2) Those DoD Components that do not provide coordination through the portals shall return copies of their coordinations and SD Forms 818 to the originator by mail, e-mail, or facsimile.

c. Suspense Extensions

(1) The OSD Components shall request extensions to coordination dates through the portals. (See portal procedures on the DoD Issuances Web Sites for instructions.)

(2) Those DoD Components that do not have access to provide coordination through the portals shall request extensions to coordination dates directly from the originator by e-mail, mail, or facsimile. The request shall include the proposed extension date and justification for the request. The originator shall process the request in the same manner as requests received through the portal, with the exception that the decision to approve or disapprove the request, and rationale, shall be conveyed to the requesting Component in the same manner the request was received.

9. DISTRIBUTION

a. Releasability

(1) The cognizant Component shall:

(a) Determine the appropriate release and distribution option for each DoD issuance according to the review and clearance requirements in DoDD 5230.9 and DoDI 5230.29 (References (u) and (v)).

(b) Indicate the releasability of a DoD issuance in block 12 of the SD Form 106, on the issuance itself, and in the action memo transmitting the issuance for signature. The action memo shall also include a statement that the requirements of References (u) and (v) have been met.

(2) Options for release and distribution of DoD issuances are:

(a) Unlimited. Unclassified issuance approved for public release.

(b) Restricted. Issuance approved for release through controlled Internet access from the DoD Issuances Web Site on the SIPRNET.

(c) Not Releasable. Issuance shall not be released by DD. Release shall be approved and accomplished only by the cognizant Component.

b. Distribution by the DD. DD shall distribute issuances electronically by posting them to the DoD Issuances Web Sites according to their releasability. The DoD Issuances Web Sites are the sole source for electronic distribution of DoD issuances. The DoD Components shall link to these Web sites; they shall not download issuances and place them on their Web sites.

(1) Unclassified Web Site. Only issuances having UNLIMITED releasability shall be posted to the unclassified Web site. For ALL other issuances, including issuances NOT RELEASABLE by DD, DD shall post the issuance type, number, date, unclassified title, cognizant Component, and releasability statement on the unclassified Web site.

(2) Classified Web Site. Issuances having UNLIMITED and RESTRICTED releasability shall be posted to the classified Web site on the SIPRNET.

c. Distribution by the Cognizant Component. Distribution of issuances that are NOT RELEASABLE by DD shall be controlled and accomplished by the cognizant Component.

ENCLOSURE 4MATRIX OF DoD ISSUANCES

<b>Issuance Type</b>	<b>Purpose and Content</b>	<b>Length</b>	<b>Signature Level</b>
<b>DoD Directive (DoDD)</b>	ESTABLISHES POLICY, delegates authority, and assigns responsibilities. Consists only of one or more of the below. <ul style="list-style-type: none"> <li>- Non-delegable responsibilities assigned to the Secretary or Deputy Secretary of Defense</li> <li>- Organizational charters</li> <li>- Assignment of functions and resources between or among the DoD or OSD Components</li> <li>- Assignment of EAs</li> <li>- Matters of special interest to the Secretary or Deputy Secretary of Defense</li> </ul>	No more than 8 pages including enclosures, with no procedures, except that the DA&M, O&MP, shall determine the length of organizational charters.	<ul style="list-style-type: none"> <li>- The Secretary or Deputy Secretary of Defense</li> <li>- The Under Secretaries of Defense, as delegated by the Deputy Secretary of Defense in their respective chartering DoDDs, shall issue chartering DoDDs for their subordinate OSD PAS officials</li> </ul>
<b>DoD Instruction (DoDI)</b>	ESTABLISHES POLICY and assigns responsibilities within a functional area assigned in the Head of an OSD Component'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. May provide general procedures for implementing policy. - or -	No more than 50 pages including enclosures.	The Head of an OSD Component
	IMPLEMENTS POLICY established in a DoDD by providing general procedures for carrying out that policy.		- or - - The Head of an OSD Component or his or her Principal Deputy - An OSD PAS official
<b>DoD Manual (DoDM)</b>	IMPLEMENTS POLICY established in a DoDD or DoDI by providing detailed procedures for carrying out that policy. Includes the type of information formerly issued as DoD Publications.	If more than 100 pages are required, a DoDM shall be separated into volumes.	- The Head of an OSD Component or his or her Principal Deputy - An OSD PAS official
<b>Directive-Type Memorandum (DTM)</b>	Serves the same purpose as a DoDD, DoDI, or DoDM but is issued ONLY for time-sensitive actions that affect current issuances or that will become DoD issuances.	No limitation.	- The Secretary or Deputy Secretary of Defense - The Head of an OSD Component or his or her Principal Deputy - An OSD PAS official
<b>Administrative Instruction (AI)</b>	Implements policy established in a DoDD or DoDI for the administration of the DoD Components in the National Capital Region (NCR) that are serviced by WHS. Provides general procedures for carrying out policy.	No more than 50 pages including enclosures.	The DA&M or the Director, WHS
<b>Longevity of DoD Issuances</b>	<b>DoDDs</b> – Mandatory 4-year review; mandatory 6-year reissuance <b>DoDIs, DoDMs, and AIs</b> – Mandatory 5-year reissuance <b>DTMs</b> – Mandatory incorporation into an existing DoD issuance, conversion to a new issuance, reissuance, or cancellation within 180 days of the date signed		

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AI	Administrative Instruction
AO	action officer
DA&M	Director of Administration and Management
DD	Directives Division
DoDD	DoD Directive
DoDI	DoD Instruction
DoDM	DoD Manual
DTM	DoD Directive-Type Memorandum
EA	Executive Agent
FOUO	For Official Use Only
GC, DoD	General Counsel of the Department of Defense
G/FO	General or Flag Officer
IG DoD	Inspector General of the Department of Defense
NCR	National Capital Region
O&MP	Organizational and Management Planning
OSD	Office of the Secretary of Defense
PAS	Presidentially Appointed, Senate-confirmed
SD	Standard Form
SES	Senior Executive Service
SIPRNET	SECRET Internet Protocol Router Network
SL	Senior-Level
WHS	Washington Headquarters Services

PART II. DEFINITIONS

AI. A DoD issuance, no more than 50 pages in length, that provides general procedures for implementing policy for the administration of the DoD Components in the NCR that are serviced by WHS. AIs implement policy established in DoDDs or DoDIs. AIs shall be signed by the DA&M or the Director, WHS.

chartering DoDD. See DoDD definition below.

Defense Agency. An organization established and specifically designated a Defense Agency by the Secretary of Defense according to section 191 of title 10, United States Code, (Reference (w)) to perform supply or service activities common to more than one Military Department.

Directives Focal Point. An individual appointed in writing by the Head of an OSD Component to oversee the administration of the DoD Directives Program on his or her behalf.

DoD Component. One of the following offices that compose the Department of Defense according to DoDD 5100.1 (Reference (x)).

OSD

The Military Departments

The Office of the Chairman of the Joint Chiefs of Staff

The Combatant Commands

The Office of the IG DoD

The Defense Agencies

The DoD Field Activities

Such other offices, agencies, activities, and commands established or designated by law, the President, or the Secretary of Defense

DoD Directives Program. The single, uniform program that the DoD Components shall use to develop, coordinate, approve, publish, and review DoD issuances. Formerly referred to as the “DoD Directives System.”

DoD Directives Program Portals. The portals at <https://extranet.itis.osd.mil> (unclassified) and <https://esnet.itiss.osd.smil.mil/doddirectives> (classified) that the OSD Components shall use to coordinate DoD issuances.

DoD EA. Defined in Reference (p).

DoD Field Activity. An organization established and specifically designated a DoD Field Activity by the Secretary of Defense according to section 191 of Reference (w) to perform supply or service activities common to more than one Military Department.

DoD issuance. One of the following 6 types of issuances published by the Department of Defense: DoDD, DoDI, DoDM, DTM, AI, and DoD Publication. The term “DoD Publication” shall be discontinued upon reissuance of all DoD Publications as DoDMs.

DoD Issuances Web Sites. The Web sites at <http://www.dtic.mil/whs/directives> (unclassified) and <http://www.dtic.smil.mil/whs/directives> (classified) that serve as the sole source for electronic distribution of DoD issuances. The Web sites also serve as the only Internet sites where standards for writing DoD issuances shall be posted.

DoD Publication. A DoD issuance that provides detailed procedures for implementing policy established in DoDDs and DoDIs. TERM TO BE DISCONTINUED upon reissuance of all DoD Publications as DoDMs. DoD Publications include the following types of issuances approved and signed prior to the effective date of this Instruction: catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations.



DoDD. A DoD issuance that EXCLUSIVELY establishes policy, assigns responsibility, and delegates authority to the DoD Components. DoDDs shall not contain procedures. They shall consist of the following two types of issuances.

direct oversight DoDD. A DoD issuance, no more than 8 pages in length including enclosures, reserved for subjects requiring direct oversight by the Secretary or Deputy Secretary of Defense, approved and signed only by the Secretary or Deputy Secretary of Defense, and consisting only of one or more of the below types of information.

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

Assignment of functions and resources between or among the Heads of the DoD Components and/or OSD Components. More specifically, this is when the fundamental responsibilities, functions, or authorities of the Head of the Component are being defined or redefined. These major assignments should not be confused with the collateral functions routinely mentioned in an issuance in which the Head of an OSD Component assigns a responsibility to (and coordinates with) the Head of another Component to perform a task within an assigned functional area.

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

Matters of special interest to the Secretary or Deputy Secretary of Defense such as advisory boards or urgent Global War on Terrorism matters. They may be items selected by the Secretary or Deputy Secretary or recommended by the Head of an OSD Component.

chartering DoDD. A DoDD that establishes the mission, responsibilities, functions, relationships, and delegated authorities of the Head of an OSD Component or other OSD PAS official, a Defense Agency, a DoD Field Activity, or other major DoD or OSD Component, as required. Also referred to as an “organizational charter” or “charter Directive.” Chartering DoDDs comprise a unique DoDD format, developed by O&MP in coordination with DD, and are exempt from the 8-page limit for DoDDs. Chartering DoDDs shall be signed by the Secretary or Deputy Secretary of Defense, except that where the Under Secretaries of Defense are delegated the authority in their chartering DoDDs, the Under Secretaries of Defense shall issue chartering DoDDs for their subordinate OSD PAS officials.

DoDI. DoDIs consist of the following two levels of issuances. DoDIs shall be no more than 50 pages in length including enclosures.

policy DoDI. A DoDI that ESTABLISHES POLICY and assigns responsibilities within a functional area assigned in the Head of an OSD Component’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. Policy DoDIs may also provide general procedures for implementing that policy. They shall be signed by the Heads of the OSD Components. They shall include the Component’s chartering DoDD as a reference, and, for the Components whose chartering DoDDs have NOT been updated to include the authority to issue policy in DoDIs, they shall include this Instruction as a reference.

non-policy DoDI. A DoDI that IMPLEMENTS POLICY established in a DoDD by providing general, overarching procedures for carrying out that policy. Non-policy DoDIs shall be signed by the Heads of the OSD Components, their Principal Deputies, or the OSD PAS officials as authorized by their chartering DoDDs.

DoDM. A DoD issuance providing detailed procedures for implementing policy established in DoDDs and DoDIs. DoDMs shall include the specific, procedural information formerly published as DoD Publications. All DoD Publications that are not DoDMs (i.e., catalogs, compendiums, directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations) shall be converted into DoDMs on their next reissuance. DoDMs shall be signed by the Heads of the OSD Components, their Principal Deputies, or the OSD PAS officials as authorized by their chartering DoDDs. DoDMs exceeding 100 pages in length shall be separated into two or more volumes.

DTM. A memorandum issued ONLY for time-sensitive actions that affect current issuances or that will become DoD issuances, and ONLY when time constraints prevent publishing a new issuance or a change to an existing DoD issuance.

DTMs establish DoD policy and assign responsibilities, or implement policies and responsibilities established in existing DoD issuances. DTMs concerning subjects requiring direct oversight by the Secretary or Deputy Secretary of Defense shall be signed by the Secretary or Deputy Secretary of Defense. DTMs that establish policy shall be signed by the Heads of the OSD Components. DTMs that implement policy shall be signed by the Heads of the OSD Components, their Principal Deputies, or the OSD PAS officials as authorized by their chartering DoDDs.

DTMs shall not be used to permanently change or supplement existing issuances. They shall be effective for no more than 180 days from the date signed, during which time they shall be incorporated into an existing DoD issuance, converted to a new DoD issuance, reissued, or canceled.

organizational charter. A chartering DoDD as defined above.

OSD. For the purposes of this Instruction, the principal staff and staff elements used by the Secretary and Deputy Secretary of Defense to exercise authority, direction, and control over the Department of Defense. OSD is composed of the following officials and their offices.

- The Under Secretaries of Defense
- The Assistant Secretaries of Defense who report directly to the Secretary of Defense
- The GC, DoD
- The Director of Operational Test and Evaluation (DOT&E)
- The IG DoD
- The Assistant to the Secretary of Defense for Intelligence Oversight
- The OSD Directors who report directly to the Secretary of Defense
- Such other offices and officials established by law or by the Secretary of Defense within OSD who shall report directly to the Secretary of Defense

OSD Component. One of the offices that compose OSD as defined above.

OSD Component, Head of. One of the officials that compose OSD as defined above.

OSD PAS official. One of the following OSD officials, consistent with sections 133-142 of Reference (w), appointed from civilian life by the President, by and with the advice and consent of the Senate.

The Under Secretaries of Defense

The Deputy Under Secretary of Defense for Acquisition and Technology

The Deputy Under Secretary of Defense for Logistics and Materiel Readiness

The Principal Deputy Under Secretary of Defense for Policy

The Principal Deputy Under Secretary of Defense for Personnel and Readiness

The Director of Defense Research and Engineering

The Assistant Secretaries of Defense

The GC, DoD

The DOT&E

The IG DoD

The Assistant to the Secretary of Defense for Nuclear and Chemical and Biological Defense Programs

other organizational entity within the Department of Defense. An organization established by law, the President, or under the authority of the Secretary of Defense in accordance with sections 113 or 125 of Reference (w), but specifically excluding entities within OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the IG DoD, the Defense Agencies, and the DoD Field Activities. These organizations include, but are not limited to, the Joint Improvised Explosive Device Defeat Organization and the National Guard Bureau.

NCR. Defined in section 2674 of Reference (w).

WHS Component. A directorate or office of WHS consistent with Reference (h).