



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
4800 MARK CENTER DRIVE
ALEXANDRIA, VIRGINIA 22350-1500

November 24, 2014

INSPECTOR GENERAL INSTRUCTION 5025.3

DEPARTMENT OF DEFENSE POLICY COORDINATION PROGRAM

FOREWORD

This Instruction provides policy and procedures for the Department of Defense Office of Inspector General Policy Coordination Program. It provides the basic procedures for coordination, preparation, and approval of responses to requests for coordination of all Department of Defense draft issuances.

The office of primary responsibility for this Instruction is the Office of the Deputy Inspector General for Policy and Oversight. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

A handwritten signature in blue ink, appearing to read "S. M. Barr", with a long horizontal line extending to the right.

Steven M. Barr
CAPT, USN
Acting Assistant Inspector General
for Administration and Management

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DEPARTMENT OF DEFENSE POLICY COORDINATION PROGRAM

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CHAPTER 1 GENERAL

A. Purpose. This Instruction establishes policies and procedures and assigns responsibilities within the Department of Defense Office of Inspector General (DoD OIG) relating to the coordination of draft DoD issuances.

B. Cancellation. This Instruction cancels IG Instruction 5025.3, *DoD Policy Coordination*, July 19, 2012.

C. Summary of Changes. This Instruction is substantially revised and should be completely reviewed. Some of the changes implement revisions of DoD Instruction (DoDI) 5025.01, *DoD Issuances Program* (reference (a)). Major changes include designation of the OIG focal point, processing changes to DoD issuances for which the OIG has primary responsibility, calculation of information collection costs, and processing of changes to the OIG Chartering Directive, DoD Directive, 5106.01, *Inspector General of the Department of Defense (IG DoD)*.

D. Applicability. This Instruction applies to the Office of Inspector General.

E. References. (Appendix A.)

F. Definitions. (Appendix B.)

G. Acronyms and Abbreviations. (Appendix C.)

H. Background.

1. This Instruction provides OIG policy for centrally managing the coordination of draft DoD policy and procedural issuances (e.g., DoD directives, instructions, manuals, directive-type memorandums (DTMs), memorandums, and other DoD issuances).

2. Most requests for coordination of draft DoD issuances are received through the Washington Headquarters Services (WHS) web-based DoD Directives Program Portal, hereafter referred to as the “portal.” Other requests may arrive at the OIG by e-mail or hard copy to individuals or Components that are not the appropriate source for coordinating the official OIG response. Clarification is needed to identify and formalize the procedures for coordinating and processing draft DoD issuances.

3. All correspondence received in the OIG pertaining to draft DoD issuances or pertaining to draft DoD policy and/or procedures will be forwarded to the Office of the Deputy Inspector General Policy and Oversight (ODIG P&O). The ODIG P&O has the central management role for coordinating this type of correspondence.

4. The DoD issuances (except policy-type memorandums) are coordinated using SD Form 106, *DoD Directives Program Coordination Record*, Appendix G.

5. There are two exceptions to this process:

a. When an OIG employee is working on a Process Action Team (PAT), or other similar situation, and is asked to comment unofficially on a working draft of a DoD issuance, report, or memorandum before formal DoD coordination. In such cases the OIG employee should advise their supervisor that unofficial comments were made and obtain Component Head approval.

b. When the draft issuance being coordinated is a chapter of the DoD 7000.14-R, *Department of Defense Financial Management Regulations (FMR)*, (reference (b)), chapters are coordinated in accordance with (IAW) the procedures outlined in Chapter 2, paragraph C.

I. Policy.

1. It is mandatory that all draft DoD issuances be coordinated with the DoD General Counsel, the OIG, and the Office of the Secretary of Defense (OSD), Director, Administration and Management (DA&M) IAW reference (a).

2. In compliance with this guidance, OIG policy is established as follows:

a. The ODIG P&O will coordinate all formal DoD requests for coordination and review of draft DoD issuances, including draft DoD directives, instructions, manuals, DTMs, policy memorandums, regulations, etc. This applies regardless of how the request is received at the OIG.

b. Draft DoD issuances will be coordinated within the OIG through e-mail. When not practical through e-mail, such as for classified material, draft issuances will be provided in hard copy for coordination.

c. The ODIG Auditing (AUD) and the OIG Office of General Counsel (OGC) will formally review and staff all DoD issuances received for coordination.

d. The Report Follow-up Branch and IPO will receive a copy of all draft DoD issuances and will review and comment, as appropriate.

e. Other Components will review and coordinate draft DoD issuances received. The OIG focal point will use the “key words” at Appendix D to identify draft issuances for coordination by the individual Component.

f. Only the DoD Inspector General or designee may approve OIG positions on, or comments to, draft DoD issuances.

g. Component Heads will ensure that all responses to requests for coordination/comment to draft DoD issuances are appropriately reviewed, approved, and suspense dates established by P&O receive meaningful consideration.

h. All draft DoD issuances that the OIG is the office of primary responsibility will be staffed internally before formal external coordination commences. (See Chapter 2, paragraph B, for further details.)

J. Responsibilities.

1. The **IG or Designee** will be the approving official for all OIG positions on, or comments to, draft DoD issuances, except as indicated by the exception in Chapter 1, paragraph H.5.b.

2. The **DIG P&O** has been designated by the IG to approve all OIG positions on, or comments to, proposed DoD issuances and will have the central management role for ensuring formal coordination and preparation of all OIG responses pertaining to draft DoD issuances. The DIG P&O will keep the IG informed of issues regarding issuances of high level interest.

3. The **ODIG P&O** will:

a. Establish internal controls to ensure policies and procedures are developed and coordinated IAW DoD policy.

b. Be the official liaison and OIG point of contact with the WHS, Directives Division (DD).

c. Designate in writing a Primary OIG focal point and at least one alternate with the responsibility of ensuring that the processes described in reference (a) are followed. The primary focal point must be a senior level leader in the grade of O-7, Senior Executive Service (SES), Senior Level, or equivalent, and above, therefore the DIG P&O will normally be designated as the Primary OIG focal point. The DIG P&O will provide written documentation of the focal point appointments and any changes in those appointments to the DA&M.

d. Receive, coordinate, staff, and prepare the final package for approval of the OIG position on draft DoD issuances.

e. Ensure compliance with reference (a) in matters related to DoD issuances.

f. Provide advice on matters related to DoD issuances.

4. The **OIG focal point or alternate** will:

a. Act as the OIG point of contact with the WHS DD on matters related to draft DoD issuances.

b. Receive all draft DoD issuances for coordination.

c. Process all draft issuances IAW the procedures outlined in Chapter 2.

- d. Ensure compliance with reference (a) in matters related to DoD issuances.
 - e. Coordinate all draft DoD issuances that the OIG is the office of primary responsibility IAW reference (a) for formal external coordination and before final approval of the draft issuance by the IG designee.
5. The **DIG AUD** will review and staff all draft DoD issuances received for coordination, in part, for determining if the results of audit reports are considered in the draft DoD issuance.
6. The **Component Heads** will:
- a. Ensure employees are aware of the policy and procedures in this Instruction.
 - b. Appoint a Component Point of Contact (CPOC) to manage the coordination of draft DoD issuances received within his or her Component. (CPOC training is available through WHS and may be scheduled through the OIG focal point. The location of the training is normally at the Pentagon or the Mark Center.)
 - c. Be responsible for immediately forwarding all incoming correspondence or e-mails requiring formal coordination of draft DoD issuances to the OIG focal point.
 - d. Ensure the review and, if applicable, comment on draft DoD policy documents within the established suspense date.
 - e. Follow prescribed guidance in reference (a) and this Instruction when preparing and staffing a draft DoD issuance that the OIG is the DoD issuance office of primary responsibility.
 - f. Ensure all coordination responses are properly reviewed, approved, and inform the OIG focal point accordingly.
 - g. Coordinate all draft DoD issuances that the OIG is the office of primary responsibility with the OIG focal point before formal external coordination and final approval of the draft issuance by the IG or designee.
 - h. Designate an action officer (AO) for each draft issuance that the Component is the office of primary responsibility.
7. The **CPOCs** will:
- a. Manage the coordination of draft DoD issuances received within his or her Component.
 - b. Coordinate with the OIG focal point to resolve any conflicts concerning coordination of draft issuances.

8. The **Component AOs** will:

- a. Perform all actions required by Chapter 2 for draft issuances that the OIG is the office of primary responsibility.
- b. Coordinate with the OIG focal point to resolve any conflicts concerning coordination of draft issuances.

9. The **OGC** will review and staff all draft DoD issuances received for coordination and review for significant proposed OIG comments to draft issuances.

10. The **Employees** will:

- a. Comply with the policy and procedures in this Instruction and with the references listed herein.
- b. Immediately forward all incoming correspondence pertaining to a formal request to review draft DoD issuances to the OIG focal point for appropriate coordination.
- c. When requested to review a draft issuance, forward to the CPOC their recommendation for approval (no comment, concur without comment, concur with comment, or nonconcur with comment). Refer to Chapter 2, paragraph A.3.c.(2) for more information regarding the four types of responses to draft DoD issuances.

CHAPTER 2 PROCEDURES

A. Processing Department of Defense Issuances.

1. Receiving Coordination Requests.

- a. All draft issuances requiring coordination will be delivered to the OIG focal point.
- b. The standard method for receiving draft DoD issuances for coordination is by e-mail from the portal. E-mails are received from the portal including the draft issuance, SD Form 106, *DoD Directives Program Coordination Record*, and SD Form 818, *Comments Matrix for DoD Issuances*.
- c. Draft issuances requiring coordination may also be received from other sources and by other methods (mail, etc.). In these instances, their distribution will be made by the most economic means.
- d. Classified issuances (CONFIDENTIAL and SECRET) will be delivered through the Secret Internet Protocol Router Network (SIPRNet) e-mail or by hand, if necessary.

2. Preparing for Coordination.

- a. Once unclassified issuances are received for coordination, the OIG focal point will create an electronic file on a shared drive. The electronic file will include the issuance, SD Form 106, SD Form 818, the *DoD Draft Publications Review and Analysis Status Log/Work Sheet*, produced by the OIG focal point, Appendix E, and all messages received relating to the draft issuance.
- b. The OIG focal point will also produce a hard copy file of all documents included in the electronic file. Hard copy files will be maintained IAW IG Instruction 5012.2, *Records Management Program*, November 7, 2007 (reference (c)).
- c. The OIG focal point will annotate the Publications Database on the S-drive at S:/PO-FO/db1.mdb with the required information concerning the draft issuance.
- d. The OIG focal point will conduct a search of the draft issuance for key words indicated in Appendix D, and use the results of that search to determine which Components should receive the draft issuance for coordination. The OIG focal point may highlight key words, including “Inspector General” and applicable synonyms to assist the reviewer with the draft issuance review. The OIG focal point will save a copy of the highlighted draft issuance in the electronic file.

e. The OIG focal point will send a copy of the highlighted draft issuance to the appropriate CPOC by e-mail, requesting review and coordination of the draft issuance and indicating an appropriate suspense date for completion of the review and response to the OIG focal point.

f. If a Component is a courtesy copy (CC) recipient, a response is not required unless the Component believes comments are warranted. If a CC Component plans to comment, the recipient should notify the OIG focal point as soon as possible, since sometimes the OIG official response is prepared and completed before the established suspense date.

3. Reviewing and Coordinating.

a. The Component Head will designate a primary and alternate CPOC to receive all coordination requests. The primary CPOC will receive the draft issuance for action and the alternate CPOC will receive an information copy.

b. After a coordination request is received, the CPOC will process the request IAW the Components' requirements and ensure completion by the established suspense date.

c. Response Formats and Types.

(1) The Component Head or designee may respond to the OIG focal point by e-mail or memorandum. If a Component response is forwarded by a memorandum, a copy of the response should be provided to the OIG focal point by e-mail.

(2) One of the four review responses will be provided by the Component to the OIG focal Point, IAW reference (a):

(a) **No Comment.** Indicates the reviewing Component has reviewed the draft, but does not concur, nonconcur, or have any comments. This response signifies the reviewer reviewed the draft issuance and does not have an equity interest in it.

(b) **Concur Without Comment.** Indicates the reviewing Component has no comments to the draft issuance and accepts the draft issuance "as is."

(c) **Concur With Comment.** Comments are substantive and consist of changes meant to improve the clarity and correctness of a draft issuance.

(d) **Nonconcur With Comment.** The draft DoD issuance is unacceptable to the reviewing Component and unless changed, the draft issuance will be in error or significantly faulty. Critical comments are the primary reason for a nonconcur response. Critical comments are those comments that identify the:

1 violations of the law or contradictions of Executive Branch policy or of policy established in DoD Directives (DoDDs) or DoD Instructions,

- 2 unnecessary risks to safety, life, limb, or DoD materiel,
- 3 waste or abuse of DoD appropriations, or
- 4 imposition of an unreasonable burden on a Component's resources.

(3) Responses containing comments should be submitted using SD Form 818, or providing the same information in the e-mail, (i.e., POC name, phone number, e-mail, page number, paragraph number, comment, and rationale).

4. Providing the Response.

a. Once all responses are received by the OIG focal point, the comments will be reviewed. The OIG focal point will prepare them for review and approval by the IG or designee. If significant changes are made to the comments before sending the comments to the IG or designee for approval, the OIG focal point will provide the applicable CPOC the draft response for final review and comment. One workday is given for OIG Components to review the comments.

b. If there are no comments, the IG or designee will sign the SD Form 106 and the "no comment" box will be checked.

c. Administrative comments should be provided by e-mail and not in SD Form 818.

d. If significant comments exist, the comments will be provided to the OIG OGC for review prior to submission for signature. If the OIG OGC makes significant changes to the comments, the OIG focal point will provide the applicable CPOC the draft response for final review with instructions that, if the CPOC does not agree with the OIG OGC position, direct contact between the CPOC and OIG OGC Associate General Counsel should be made to resolve this issue.

e. Once the OGC approves the comments, the OIG focal point will develop an action memorandum and a memorandum to the issuance DoD AO with the attached SD Form 818 for the IG or designee signature.

f. The action memorandum package will include:

(1) TAB A – the item requiring signature,

(2) TAB B – a copy of the draft issuance with appropriate key words highlighted and, if appropriate,

(3) TAB C – copies of all coordination responses, and

(4) TAB D – OGC approval of the comments.

g. Once the IG or designee approves the response, the OIG focal point will submit the response to the draft issuance DoD AO through the portal at <https://dps.whs.mil>.

h. A copy of the portal document showing the response will be maintained for the record copy file.

i. If the OIG nonconcur with the draft issuance, the hard copy coordination file will be placed in suspense until resolution of the nonconcur comment(s).

j. Resolution of nonconcur comments.

(1) The draft issuance DoD AO will provide adjudication of nonconcur comments to the OIG focal point. The OIG focal point will provide the proposed adjudication to the CPOC that submitted the critical comment(s) for concurrence or nonconcurrency.

(2) If the Component still nonconcur, the OIG focal point will inform the draft issuance DoD AO of the continuing nonconcurrency to allow additional negotiation/adjudication.

(3) If the Component concurs with the adjudication, the OIG focal point will prepare an action memorandum for the DIG P&O signature indicating the nonconcurrency withdrawal.

(4) The action memorandum package will include:

(a) TAB A – memorandum requiring signature, Appendix H,

(b) TAB B – copy of the draft issuance with the highlighted changes made as a result of the OIG comment(s),

(c) TAB C – copy of the original draft issuance,

(d) TAB D – copy of the Component Head response agreeing to the adjudication, and

(e) TAB E – OGC final approval of the comments.

k. After the DIG P&O approves/signs the memorandum withdrawing the nonconcurrency, the OIG focal point edits the response accordingly in the portal and posts the memorandum as an additional attachment. A copy of the updated response will be maintained for the record copy file.

B. Issuances that the Office of Inspector General is the Office of Primary Responsibility.
Appendix K contains a complete list.

1. Stage 1 – Development.

a. Issuance Numbers.

(1) For new issuances the first step is to assign a number to the draft. Revised issuances will keep the same number. However, if the existing number ends in a decimal plus one digit, WHS will change the number to two digits after the decimal.

(2) The AO will select the basic 4-digit number (the digits to the left of the decimal).

(3) The number of an issuance is determined by its subject. Review the *DoD Issuance Numbering System* at <http://www.dtic.mil/whs/directives/> and identify which subject group applies to the draft issuance.

b. Issuance Type. For new issuances, review the definition of the five types of *DoD issuances* in Chapter 3 and determine which type best suits the topic. Select the corresponding TEMPLATE and STANDARD from the website located at <http://www.dtic.mil/whs/directives/> and save to the writer's personal files. Use of the template is mandatory. Do not write over a prior version of the issuance.

c. New and revised issuances.

(1) Print out the *Writing Style Guide, Issuance Process Checklist, and Special Considerations Checklist* from <http://www.dtic.mil/whs/directives/> or save them to the writer's personal files.

(2) Draft the issuance, coordinate within the OIG, and adjudicate any comments received.

(3) Refer to the resources available on the *Writing DoD Issuances Supporting Documents* page at <http://www.dtic.mil/whs/directives/> for more information.

(4) The OIG focal point is available to assist during all stages of the process.

d. Changes to issuances. Changes to an issuance may be made at any time during the life of the issuance. The procedures for development of the proposed change include:

(1) Draft the proposed change, coordinate within the OIG, and adjudicate any comments received.

(2) Refer to the resources available on the *Writing DoD Issuances Supporting Documents* page at <http://www.dtic.mil/whs/directives/> for more information.

(3) The OIG focal point is available to assist during all stages of the process.

e. External Coordination Requirements. Block 16 of SD Form 106, (Appendix G), indicates mandatory, primary, and collateral external coordinators. Appendix C contains a definition of each type of coordinator.

f. Prepare the current version of SD Form 106. Use the instructions on the back of the form and do not obtain a signature on the form at this stage.

g. The focal point will prepare the *Modified DoD Draft Publications Review and Analysis Status Log/Work Sheet*, Appendix E.

2. Stage 2 – Precoordination.

a. Internal Coordination. Prior to submission of the draft issuance for a pre-coordination edit, the AO will provide the draft issuance to the appropriate OIG Components for review, comment, and coordination. At a minimum, Auditing and the OGC will be asked for review and comment. After adjudication of the comments received from the Components, the draft issuance is then ready for a precoordination edit.

b. Precoordination Edit.

(1) The AO will complete and e-mail the unsigned SD Form 106 and a clean Microsoft (MS) Word copy of the draft issuance to the OIG focal point for review and forwarding to the WHS DD for editorial review. If the issuance contains a requirement for information collection, block 8 of the SD 106 may need to be completed. The OIG focal point can provide guidance for completion of this step. Additional information is available at http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html.

(2) The WHS precoordination edit includes a subjective review, a technical review, and an SD Form 106 review.

(3) DTMs, because of their urgency, will be edited and returned to the AO within 2 business days.

(4) Draft issuances are e-mailed to one of the following WHS addresses:

(a) Unclassified issuances: **DoDDirectives@whs.mil**

(b) Classified issuances: **DoDDirectives@whs.smil.mil**

c. WHS DD Editorial comments.

(1) Upon receipt of the precoordination edit, the AO will revise the draft issuance, accepting or rejecting WHS changes and recommendations, as appropriate.

(2) Delete all comments and remove all editorial markings from the draft.

(3) If rejecting changes or recommendations, coordinate with the assigned WHS DD editor with the justification for the rejection.

d. **Legal Objectionable Review (LOR).** The LOR is an optional step that may be required when questions exist regarding the legality of a portion of the issuance or when a new issuance is under development. The OIG focal point will advise the AO if an LOR is required. When a LOR is required, the AO will submit a clean copy of the draft issuance and an unsigned SD Form 106 to the OIG OGC for review. Following OGC's review, the AO will submit a clean copy of the draft issuance and an unsigned SD Form 106 to the OIG focal point for the LOR. The OIG focal point will submit a clean copy of the draft issuance and an unsigned SD Form 106 to the DoD OGC via the portal for a legal objectionable review. The assigned WHS DD editor will review the draft issuance before it is released to the DoD OGC and will work with the AO to resolve any outstanding issues.

e. **DoD OGC.** The DoD OGC will identify the draft issuance as "not legally objectionable" or "legally objectionable." If the issuance is legally objectionable, the DoD OGC will provide instructions to bring it into compliance with law. Reference (a) contains complete instructions regarding the legal objectionable review.

f. **SD Form 106 Signature.** After adjudicating the DoD OGC recommendations, the AO will submit to the OIG focal point a clean copy of the draft issuance, an unsigned SD Form 106, and a copy of the SD Form 818. The OIG focal point will develop an action memorandum package, (see Appendix I), for the DIG P&O requesting signature in block 15 of SD Form 106. Do not make any changes to the draft DoD issuance other than those requested by the DoD OGC. The DIG P&O may request a briefing concerning the draft issuance prior to approval.

3. Stage 3 – Formal Coordination.

a. **Initiate Formal Coordination Through the Portal.** The OIG focal point will submit the signed SD Form 106, a clean Microsoft (MS) Word copy of the issuance, and SD Form 818 to the portal for formal external coordination. If assistance is needed the OIG focal point may contact the WHS Portal Manager at DoDDirectives@whs.mil.

(1) **WHS DD Editor.** The assigned WHS DD editor will review the draft issuance and the SD Form 106 before officially posting to the portal to ensure any changes required by the DoD OGC are made.

(2) **Advise AO.** Upon release of the task for coordination, the portal automatically sends an e-mail to the AO and OIG focal point advising that the task has been posted.

b. **Coordinators Without Access to the Portal.** If coordinators were entered on SD Form 106 that do not have access to the portal, including other federal agencies, the AO is responsible for sending the draft issuance, SD Form 106, and SD Form 818 to them and obtaining their responses.

c. Revisions and Adjudications.

(1) Suspense Reminders. Throughout the coordination period, the portal will send an e-mail to the AO and OIG focal point each time a coordination response is received, and e-mail reminders of upcoming and overdue suspenses to those Components that have not yet posted their coordination to the portal. Only coordinators with access to the portal will receive reminders.

(2) Responses. The AO will review and adjudicate the responses, confirming the coordination is signed at the appropriate level IAW the *List of Signature Authorities* located at <http://www.dtic.mil/whs/directives/>. The AO will document coordination comments and resolution on the SD Form 818. If there are conflicts, the AO will make every effort to resolve them at the lowest level and involve the OIG focal point in reconciling differences if required. The AO will address unresolved nonconcurrences in the action memorandum discussed in Chapter 2, paragraph 3.d.(1).

(3) DoD OGC Review. If comments indicate a legal issue for which DoD OGC input may be appropriate, the AO will contact the OIG OGC for consideration. If the OIG OGC associate disagrees with the DoD OGC position, the OIG OGC associate may initiate contact by e-mail with the DoD Associate Deputy General Counsel (DGC) who provided the legal objectionable review in Stage 2 or seek the assistance of the OIG focal point for this task. The DoD Associate OGC may reply with advice and assistance specific to legal issues or to other issues specifically identified by the OIG.

(4) Revisions. The AO will revise the draft issuance consistent with comment adjudication and the DoD OGC comment reviews.

d. Presignature. Documents required for presignature include:

(1) An Action Memorandum Package. Examples of action memorandums with separate MS Word attachments are located at <http://www.dtic.mil/whs/directives/>. The AO will prepare the appropriate action memorandum according to the issuance type and requested action. Action memorandums will address unresolved issues (nonconcurrence, no response from a primary coordinator, or late coordination) and justify signature of the draft issuance despite these issues. The action memorandum package will include:

- (a) TAB A – final draft of the new, revised, or changed issuance,
- (b) TAB B – SD Form 818,
- (c) TAB C – legal sufficiency review, and
- (d) TAB D – list of coordinating officials.

(2) Coordination and Comments. For coordination and comments from coordinators without portal access, the AO is responsible for obtaining these materials and

providing electronic copies of their coordination, including comments, with the materials for presignature. The critical and substantive comments will be included on SD Form 818 along with the comments obtained from the portal.

4. Stage 4 – Presignature.

a. Presignature Reviews. The AO will e-mail the documents for presignature as described in Stage 3 to the OIG focal point for review. The OIG focal point will then forward them to the WHS DD for review. The WHS DD editor will contact the AO to provide an estimated review completion date. The presignature review includes:

- (1) subjective review and a technical review of the issuance,
- (2) list of coordinating officials,
- (3) action memorandum, and
- (4) review of the coordination and the manner in which any comments received were addressed in the draft issuance.

(5) e-mail addresses are:

(a) unclassified issuances: **DoDDirectives@whs.mil**

(b) classified issuances: **DoDDirectives@whs.smil.mil**

b. Final Package (action memorandum and attachments). The AO will revise the edited draft issuance and other final package contents according to the presignature review. If rejecting changes or recommendations, coordinate with the WHS DD editor or request assistance from the OIG focal point for this task.

c. Legal Sufficiency Review. The AO will submit a clean copy of the final package, through the OIG OGC and OIG focal point for review and forwarding to the DoD OGC via the portal for a legal sufficiency review. The DoD General Counsel, DoD Principal Deputy, or Deputy General Counsel will perform this review. The DoD OGC will identify the draft issuance as “Legally Sufficient” or “Not Legally Sufficient.” If the draft issuance is not legally sufficient, DoD OGC will provide instructions to bring it into compliance with law. The AO will provide the issuance to the OIG OGC for review to ensure that the OIG OGC agrees with the DoD OGC’s position. Disagreements will be adjudicated between the DoD OGC and the OIG OGC. Reference (a) contains complete instructions regarding the legal sufficiency review.

d. Security Review. For issuances with unlimited release, upon incorporating changes from DoD OGC, the AO will e-mail a clean copy of the draft issuance and a completed, signed DD Form 1910, *Clearance Request for Public Release of Department of Defense Information*, (Appendix J), to WHS, Office of Security Review (OSR) via e-mail to: secrev1@whs.mil for

approval to publish the issuance on the unclassified DoD Issuances website. The OSR approval is mandatory for issuance release on the unclassified DoD Issuances website.

e. Final Package Preparation. The AO will revise the issuance and other final package documents, as needed by the OSR review. The OIG focal point may assist with resolution of any outstanding issues. The AO will assemble the final package as described in Stage 3 for signature. If the OSR review required changes or if substantive changes are made after the LSR, the DoD OGC LSR is invalid and must be reviewed again. No substantive changes should be made to the documents other than those required by the DoD OGC and/or the OSR.

5. Stage 5 – Signature and Posting. Changes made to the draft issuance at this point may invalidate DoD OGC’s legal sufficiency review and require an additional LSR, and possibly additional formal coordination.

a. Posting Review. DoD draft issuances are processed differently in Stage 5, depending on who is signing the draft issuance.

(1) Signed by the Secretary or Deputy Secretary of Defense. The AO will submit the final package to the OIG focal point to forward to the IG for approval and signature on the action memorandum. After signature, the OIG focal point will submit the original hard copy final package to the Secretary or Deputy Secretary of Defense. The OIG focal point will e-mail to the WHS DD:

- (a) MS Word version of the draft issuance sent for signature,
- (b) SD Form 818,
- (c) list of coordinating officials, and
- (d) OSR approval, if applicable.
- (e) e-mail addresses are:

1 unclassified issuances: **DoDDirectives@whs.mil**

2 classified issuances: **DoDDirectives@whs.smil.mil**

(2) IG signature. The AO will submit the final package to the OIG OGC for a final legal review prior to submitting the package to the OIG focal point to forward to the IG for approval and signature. After signature, the OIG focal point will e-mail the WHS DD a signed MS Word version and the OSR approval, if applicable. The original hard copy final package will be sent to the WHS DD by the OSD mailroom or by courier. (**Do not** send via the U.S. Postal Service.)

b. Distribution. WHS DD will post the releasable issuances to the Non-classified Internet Protocol Router Network (NIPRNet) DoD Issuances website and notify the AO and the

OIG focal point of the posting. Approved classified, releasable issuances will be posted to the SIPRNet. For issuances not placed on the DoD Issuances website, the WHS DD e-mails a signed copy to the AO for final distribution.

C. Coordination of Department of Defense 7000.14-R.

1. Preparing for Coordination.

a. After the FMR chapter is downloaded for coordination, the OIG focal point will create an electronic file on a shared drive (e.g., “S” or “U”). The file will include the FMR chapter, the *DoD Draft Publications Review and Analysis Status Log/Worksheet*, (Appendix E), (produced by the OIG focal point), and all related messages.

b. The OIG focal point will also produce a hard copy file of all documents included in the electronic file.

c. The OIG focal point will annotate the publications database located on the S-drive at S:\PO-FO\db1.mdb with the required draft issuance information.

d. The FMRs receive limited distribution within the OIG.

e. The OIG focal point will conduct a search of the chapter for key words (see Appendix D) and use the results to determine which Components should receive the FMR chapter for coordination. The OIG focal point may highlight key words, such as “Inspector General” and applicable synonyms to assist the reviewer. The OIG focal point will save a copy of the highlighted FMR chapter in the electronic file.

f. The DIG AUD, the Comptroller, and the OIG OGC will designate a primary and alternate CPOC to receive all requests for FMR chapter coordination. For other Components, the CPOCs designated for receipt of draft issuances will be used for FMR chapters.

2. Coordination.

a. The OIG focal point will receive notification from the FMR website/notification system by e-mail that a specific chapter is ready for coordination. The website is located at: **<https://fmcoord.ousdc.osd.mil>**.

b. After notification is received by the OIG focal point, they will go to the link provided with the e-mail and download the FMR chapter being coordinated. The first page provides a list of the sections being changed.

c. Coordination will be completed 30 calendar days after the e-mail notification is sent.

3. Reviewing and Coordination.

- a. All FMR chapters will be provided to Auditing, the Comptroller, and OGC for review.
- b. FMR chapters may be provided to other OIG Components if deemed appropriate based on chapter content.
- c. Once a request for coordination is received, the CPOC will process the request IAW the Component's requirements and ensure completion by the established suspense date.
- d. The Component Head will ensure all comments are appropriately reviewed and approved.
- e. The CPOC will provide the approved response by e-mail and the response will take the form of concur without comment; concur with comment, or nonconcur with comment. Comments may be provided in the text of the e-mail or as a separate MS Word attachment and should include:

- (1) page number,
- (2) paragraph number, (e.g., *B.2.a.*)
- (3) comment (include specifically what is recommended for modification), and
- (4) rationale/justification.

4. Provide OIG Response.

- a. The OIG focal point will submit the Component responses to FMR coordination requests. The Component Heads will ensure comments are appropriately adjudicated.
- b. After receipt of reviews and comments that have been provided by the Component, the OIG focal point will determine if OIG OGC review is required for substantive comments and will submit the comments to OIG OGC for the issuance, as appropriate.
- c. The OIG OGC will coordinate with the CPOC on any questions concerning Component comments. After OIG OGC approval of the comments, the OIG focal point will post the responses on the FMR website located at **<https://fmcoord.ousdc.osd.mil>**.
- d. The OIG focal point will post responses individually according to the section to which the comment refers.

D. Changes to Department of Defense Directive 5106.01.

1. Reference (d) is the DoD OIG chartering directive and, as such, establishes the OIG responsibilities. All DoD charter directives are the primary responsibility of the DoD Director, Administration and Management.

2. Changes may be proposed to reference (d) at any time during the life of the directive. Changes should be considered before a routine revision when the OIG mission and or responsibilities change substantially and failure to update reference (d) could adversely affect OIG ability to perform its mission. If a change to reference (d) is being considered, the following procedures will be followed:

a. Draft the proposed change, coordinate it within the OIG, and adjudicate any internal comments received.

b. Refer to the resources available on the *Writing DoD Issuances Supporting Documents* page at <http://www.dtic.mil/whs/directives/> for more information.

c. The OIG focal point may assist during all stages of the process.

d. Submit the proposed change to the OIG focal point for DIG P&O approval and submission to the DoD Director, A&M for consideration and formal coordination.

e. The DoD A&M Action Officer will initiate the formal coordination process IAW reference (a). The OIG will receive the proposed change for formal coordination. The proposed change will be formally processed with all OIG Components IAW the procedures listed in Chapter 2, paragraph A.

CHAPTER 3
DEPARTMENT OF DEFENSE ISSUANCES

A. Administrative Instruction. In accordance with reference (a), an Administrative Instruction (AI) is 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 National Capital Region serviced by WHS. AIs implement policy established in DoDDs or DoDIs. AIs will be signed by the DA&M or the Director, WHS.

B. Department of Defense Directive. In accordance with reference (a), a DoDD is an issuance exclusively establishing policy, assigning responsibility, and delegating authority to the DoD Components. DoDDs will not contain procedures. There are two issuance types:

1. Direct Oversight DoDD. A DoDD issuance is no more than ten pages in length, including enclosures. A DoDD is reserved for subjects requiring direct oversight by the Secretary or Deputy Secretary of Defense. A DoDD is approved and signed only by the Secretary or Deputy Secretary of Defense, and consisting only of one or more of these types of information:

a. Responsibilities assigned to the Secretary or Deputy Secretary of Defense not allowed to be delegated.

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

c. Executive Agent (EA) assignments, which consist of the designation of an EA and the assignment of related responsibilities and authorities.

2. Matters of Special Interest to the Secretary or Deputy Secretary of Defense. Issuances 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 an OSD Component Head.

C. Department of Defense Instruction. A DoDI will be no more than 50 pages in length, including enclosures. DoDIs exceeding 50 pages in length will be separated into two or more volumes. DoDIs will only be signed by the OSD Component Head, Acting OSD Component Head, or designee. There are two types of DoDIs:

1. Policy. Policy DoDIs will include the Component's chartering DoDD as a reference. In accordance with reference (a), a policy DoDI may:

a. Establish policy;

b. Implement policy established in a DoDD or a policy DoDI by providing general, overarching procedures for carrying out that policy; and/or

c. Provide general procedures for implementing policy.

2. Non-policy. Non-policy DoDIs will be signed by the OSD Component Heads, Principal Deputies, or the OSD presidentially appointed, Senate-confirmed (PAS) officials, as authorized by their chartering DoDDs.

D. Department of Defense Manual. In accordance with reference (a), a Department of Defense Manual (DoDM) is an issuance providing detailed procedures for implementing policy established in DoDDs and policy DoDIs. DoDMs will 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) will be converted into DoDMs at their next reissuance. DoDMs will be signed by the OSD Component Heads, Principal Deputies, or the OSD PAS officials as authorized by their chartering DoDDs. DoDMs exceeding 100 pages in length will be separated into two or more volumes.

E. Department of Defense Directive-Type Memorandum. In accordance with reference (a), a DTM is issued only for time-sensitive actions affecting current issuances or those that will become DoD issuances, and only when time constraints prevent publishing a new issuance or a change to an existing issuance. Time-sensitive actions are mandated by Executive Order; directed by the Secretary or Deputy Secretary of Defense; a matter of urgent national security; required by recent (less than 90 days); change in law or statute; or necessary to prevent loss of life or limb. DTMs establish DoD policy and assign responsibilities or implement policies and responsibilities established in existing DoD issuances, DoDDs, or policy DoDIs. A DTM may be no more than 20 pages in length.

**APPENDIX A
REFERENCES**

- a. DoD Instruction 5025.01, *DoD Issuances Program*, June 6, 2014
- b. Under Secretary of Defense (Comptroller), DoD Financial Management Regulation 7000.14-R, *Web-based Coordination Procedure Steps*, October 2007, (available from the OIG focal point)
- c. IG Instruction 5015.2, *Records Management Program*, November 7, 2007
- d. DoD Directive 5106.01, *Inspector General of the Department of Defense (IG DoD)*, April 20, 2012, as amended August 19, 2014

APPENDIX B DEFINITIONS

1. **action officer.** The OIG staff officer within the Component of primary responsibility, designated by the OIG Component Head to develop and process a new issuance or a revision to an existing issuance.
2. **administrative comments.** Nonsubstantive aspects of the draft issuance, such as reference dates, organizational symbols, format, and grammar.
3. **collateral coordinator.** An optional reviewer of an issuance. A “C” on the SD Form 106 indicates a Component has no apparent equity in an issuance, but is provided an informational copy and may comment if desired.
4. **Component point of contact.** The OIG CPOC appointed by the Component Head to manage coordinating draft DoD issuances received within their Component.
5. **critical comments.** Critical comments identify violations of the law or contradictions of Executive Branch policy or policy established in DoDDs or DoDIs; 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.
6. **chartering directive.** A DoDD that establishes the mission, responsibilities, functions, relationships, and delegated authorities of an OSD Component head or other OSD PAS official, a Defense Agency or DoD field activity director, or other major DoD or OSD Component head, as required.
7. **DoD issuances.** The DoD publishes six issuance types: DoDD, DoDI, DoDM, DTM, AI, and DoD publication. The term “DoD publication” will be discontinued on reissuance of all DoD publications as DoDMs.
8. **legal objectionable review.** A legal review of the draft DoD issuance and the SD Form 106 conducted by the DoD OGC after incorporating pre-coordination editorial comments.
9. **legal sufficiency review.** A legal review of the draft DoD issuance, the SD Form 106, and the adjudicated SD Form 818, that is conducted after the pre-signature review, but before signature.
10. **mandatory coordinator.** Coordination is required from the IG and the DA&M for all DoD issuances. (Mandatory coordinators are pre-filled with an “M” on the SD Form 106.)
11. **OIG focal point.** The appointed point of contact in P&O responsible for working with the WHS DD on DoD issuances and coordinating DoD issuances within the OIG.
12. **primary coordinator.** A “P” on the SD Form 106 indicates that a Component is a “primary” coordinator and has equity in the issuance; their coordination is expected.

APPENDIX B (continued)

13. **substantive comments.** Substantive comments are made when a section in the 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 the issuance. Several substantive comments, when taken together, may be grounds for a nonconcurrency.

14. **WHS, Directives Division.** The WHS DD is the DoD office managing all DoD issuances. The WHS program is referred to as the “DoD Directives Program,” which provides the orderly processing, approval, publication, distribution, internal review, and records management of DoDDs, DoDIs, and DoD Publications. The DoD Issuances website is www.dtic.mil/whs/directives/. All current unclassified DoD issuances may be located at this website. The WHS DD no longer publishes hard copy issuances.

**APPENDIX C
ACRONYMS AND ABBREVIATIONS**

A&M	Administration and Management
AI	administrative instruction
AO	action officer
APO	Audit Policy and Oversight
AUD	Auditing
CC	courtesy copy
CPOC	Component point of contact
DD	Directives Division (WHS)
DGC	Deputy General Counsel (DoD)
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoDM	Department of Defense Manual
DTM	directive-type memorandum
EA	executive agent
EEO	Equal Employment Opportunity
FMR	Financial Management Regulations
IG	Inspector General
IGDINST	Inspector General Defense Instruction
IPO	Investigative Policy and Oversight
ISPA	Intelligence and Special Program Assessments
LOR	legal objectionable review
LSR	legal sufficiency review
NIPRNet	Non-classified Internet Protocol Router Network
OCCL	Office of Communications and Congressional Liaison
ODIG-P&O	Office of the Deputy Inspector General for Policy and Oversight
OGC	Office of General Counsel
OIG	Office of Inspector General

APPENDIX C (continued)

OSD	Office of the Secretary of Defense
OSR	Office of Security Review (WHS)
PAS	presidentially appointed Senate-confirmed
PAT	process action team
POC	point of contact
Portal	DoD Directives Program Portal
SIPRNet	Secret Internet Protocol Router Network
WHS	Washington Headquarters Services

APPENDIX D
OFFICE OF INSPECTOR GENERAL COMPONENT AREAS OF INTEREST

1. **Office of the Deputy Inspector General for Auditing.** Reviews all draft DoD issuances and FMRs.
2. **Audit Policy and Oversight.** Reviews draft DoD issuances related to audit policy, contract audit oversight, single audit, and non-appropriated funds.
3. **Audit Report Follow-up Branch.** Receives a copy of all draft DoD issuances and FMRs to determine if the draft policy/issuance relates to an OIG report recommendation.
4. **Office of General Counsel.** Reviews all draft DoD issuances and FMRs.
5. **Investigative Policy and Oversight.** Reviews draft DoD issuances related to DoD policy and procedures for criminal investigation, and law enforcement. (key words: investigation, investigate, law enforcement, crime/criminal, forensics, domestic, death)
6. **Office of the Deputy Inspector General for Investigations/Defense Criminal Investigative Service.** Reviews draft DoD issuances related to DoD policy and procedures for criminal investigations. (key words: investigation, investigate, law enforcement, crime, criminal)
7. **Senior Military Officer.** Reviews draft DoD issuances related to military operations. (key words: military operations, military benefits, military forces, etc.)
8. **Office of the Deputy Inspector General for Intelligence and Special Program Assessments.** Reviews draft DoD issuances related to DoD policy and procedures for intelligence and nuclear weapons. (key words: intelligence, information assurance, nuclear, classification, classified)
9. **Office of the Comptroller.** Reviews draft DoD issuances and FMRs related to DoD policy and procedures for comptroller and budget issues. Reviews draft issuances related to DoD policy and procedures for travel issues.
10. **Office of the Assistant Inspector General for Administration and Management.** Reviews draft DoD issuances related to DoD policy and procedures for administration, facilities, logistics and training. (key words: administration, logistics, supplies, training, education, facilities/facility)
11. **Corporate Learning Office.** Reviews draft DoD issuances related to DoD policy and procedures for education or learning orientated policy coordination. (key words: training, education)

APPENDIX D (continued)

12. **Information Systems Directorate.** Reviews draft DoD issuances and FMRs related to DoD policy and procedures for information technology and network issues. (key words: information technology, network, automation, computer system)

13. **Office of the Deputy Assistant Inspector General for Human Capital Management.** Reviews draft DoD issuances related to DoD policy and procedures for all human resource issues. (key words: personnel, benefits, pay, human resources)

14. **Equal Employment Opportunity Office.** Reviews DoD issuances related to DoD policy and procedures for Equal Employment Opportunity issues.

15. **Office of Communications and Congressional Liaison.** Reviews draft DoD issuances related to DoD policy and procedures for internet issues, hotline, whistleblower issues, reprisal issues, Freedom of Information Act, Privacy Act, congressional affairs, media and public affairs, social media, and the Government Accountability Office.

16. **Office of the Deputy Inspector General for Special Plans and Operations.** Reviews draft DoD issuances related to DoD policy and procedures for oversees contingency operations, operations planning, environmental issues, national vulnerabilities, homeland defense, cyber warfare, energy issues, health affairs, and intelligence.

17. **Office of the Deputy Inspector General for Administrative Investigations.** Reviews draft DoD issuances related to DoD policy and procedures for complaints, investigations, whistleblower issues, reprisal issues, mental health issues, and senior officials.

18. **Technical Assessment Directorate.** Reviews draft DoD issuances related to DoD policy and procedures for technical issues/information and technical/information assurance.

19. **Office of Security.** Reviews draft DoD issuances related to DoD policy and procedures for Personnel Security and Personnel Security Investigations; Information Security; Sensitive Compartmented Information; Physical Security; Industrial Security; Operations Security; Communications Security; Antiterrorism; and Counterintelligence.

**APPENDIX E
DEPARTMENT OF DEFENSE DRAFT PUBLICATIONS REVIEW AND ANALYSIS
STATUS LOG/WORKSHEET**

***DoD DRAFT PUBLICATIONS REVIEW AND ANALYSIS
STATUS LOG/WORKSHEET***

SUSPENSE DATES: *OSD: 09/3/14* *OIG:* *P & O: 09/6/14*

PUBLICATION NUMBER & TITLE: Coordination of DoD Instruction 8220.01 -- Service Provider for Common Information Technology Services on the Pentagon Reservation

PROPONENT: Director A&M **POC:** Fred Henney **PHONE NUMBER:** (703) 695-1126

EMAIL ADDRESS: frederic.a.henney.civ@mail.mil **FAX:**

DATE RECEIVED: 08/1/14 **DATE SENT OUT FOR COMMENT:** 08/4/14

ORGANIZATION TASKED	DATE RESPONSE RECEIVED	POC NAME	RESPONSE BY MEMO / EMAIL	CONCUR		
				Y	W/O COMMENT	N
X	AUDIT					
	INV					
CC	ISPA					
X	TAD					
X	OGC					
	SPO					
	OTHERS					
	HCAS					
CC	RF					
	AI					
CC	AM					
CC	Comptroller					
X	ISD					

RECOMMEND IG, DoD, POSITION (C, NoC, CC, NC):

DATE/TIME SD FORM 106 / RESPONSE MEMO FORWARDED TO DIG: _____

DATE SIGNED: _____

REMARKS:

FILE: DoD I 8220.01

ACTION CLOSED AND FILED:



**APPENDIX F
STANDARD FORM 818, COMMENTS MATRIX FOR
DEPARTMENT OF DEFENSE ISSUANCES**

For the most current version of the SD Form 818 see
<http://www.dtic.mil/whs/directives/infomgt/forms/sdforms.htm>

SELECT A CLASSIFICATION

COMMENTS MATRIX FOR DoD ISSUANCES: Issuance Type and Number, "Title"							
#	CLASS	COMPONENT AND POC NAME, PHONE, AND E-MAIL	PAGE	PARA	COMMENT TYPE	COMMENTS, JUSTIFICATION, AND ORIGINATOR JUSTIFICATION FOR RESOLUTION	A/R/P

HOW TO USE THE SD FORM 818

GENERAL GUIDANCE:

- To sort the table by page number, hover your mouse over the top of the first cell in the column until a downward arrow appears; click to select the entire column. Under Table Tools, select Layout, and then click Sort and "OK." To add new rows, copy and paste a blank row to keep consistent formatting. To add automatic numbering to column 1, select the entire column and then click on the Numbering button under Paragraph on the Home ribbon.

IF YOU ARE THE COORDINATING OSD COMPONENT:

- Use this form to provide critical and substantive comments to the OSD Component that created the issuance. Complete the header and footer, columns 2-6, and the first two entries in column 7:

- COLUMN 1** Order comments by the pages/paragraphs that they apply to in columns 4 and 5.
- COLUMN 2** Enter the classification of the comment. If any material is **classified**, follow DoDM 5200.01 guidance for marking the document. If all comments are unclassified, mark the header and footer and ignore the column.
- COLUMNS 3, 4, AND 5** Enter the appropriate information for each comment.
- COLUMN 6** Enter comment type (C, S, or A).

 - (C) CRITICAL:** When a Component has one or more critical comments, that Component's coordination is an automatic nonconcur. The justification for critical comments **MUST** identify violations of law or contradictions of Executive Branch or DoD policy; 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.
 - (S) SUBSTANTIVE:** Make a substantive comment if a part of the issuance seems unnecessary, incorrect, misleading, confusing, or inconsistent with other sections, or if you disagree with the proposed responsibilities, requirements, or procedures. One substantive comment is usually not sufficient justification for a nonconcur on an issuance. Multiple substantive comments may be grounds for a nonconcur.
 - (A) ADMINISTRATIVE:** An administrative comment concerns nonsubstantive aspects of an issuance, such as dates of reference, organizational symbols, format, and grammar.
- COLUMN 7** Place only one comment per row. Enter your comment, recommended changes, and justification in the first two areas provided. If any material is **classified**, follow DoDM 5200.01 guidance for marking the document. **YOU MUST PROVIDE CONVINCING SUPPORT FOR CRITICAL COMMENTS IN THE JUSTIFICATION.**

- Review the comments, resolve any conflicting views, and confirm that the completed matrix accurately represents your Component's position. Upload the form to the DoD Directives Program Portal in Microsoft Word format (.docx), with the signed SD Form 106 or coordination memorandum.

IF YOU ARE THE ORIGINATING OSD COMPONENT:

- Consolidate comments from all coordinators and adjudicate them. Do not include coordinator's administrative comments in the consolidated SD 818. Leave columns 4 and 5 blank for general comments that apply to the whole document. Sort comments by the pages/paragraphs to which they apply using the General Guidance sort feature (e.g., all comments from all coordinators that apply to page 1, paragraph 1.a., should be together; all comments that apply to page 1, paragraph 1.b., should be next). Set classification header, footer, and columns 1 and 2 as appropriate. Complete last entry in column 7, and column 8:
- COLUMN 7** If you rejected or partially accepted a comment, enter your justification in the originator justification area. If any material is **classified**, follow DoDM 5200.01 guidance for marking the document. Leave blank if you accepted it. Include any related communications with the coordinating Component. You **MUST** provide convincing support for rejecting critical comments.
- COLUMN 8** Enter whether you accepted (A), rejected (R), or partially accepted (P) the comment. Your justification in column 7 must be consistent with this entry.

SD FORM 818, MAY 14

ALL PREVIOUS EDITIONS ARE OBSOLETE AND SHOULD NOT BE USED

1

SELECT A CLASSIFICATION

APPENDIX F (continued)

SELECT A CLASSIFICATION

COMMENTS MATRIX FOR DoD ISSUANCES: Issuance Type and Number, "Title"							
#	CLASS	COMPONENT AND POC NAME, PHONE, AND E-MAIL	PAGE	PARA	COMMENT TYPE	COMMENTS, JUSTIFICATION, AND ORIGINATOR JUSTIFICATION FOR RESOLUTION	A/R/P
	Choose an item.				Choose an item.	Coordinator Comment: Coordinator Justification: Originator Justification for Resolution:	Choose an item.
	Choose an item.				Choose an item.	Coordinator Comment: Coordinator Justification: Originator Justification for Resolution:	Choose an item.
	Choose an item.				Choose an item.	Coordinator Comment: Coordinator Justification: Originator Justification for Resolution:	Choose an item.
	Choose an item.				Choose an item.	Coordinator Comment: Coordinator Justification: Originator Justification for Resolution:	Choose an item.
	Choose an item.				Choose an item.	Coordinator Comment: Coordinator Justification: Originator Justification for Resolution:	Choose an item.

**APPENDIX G
STANDARD FORM 106, DEPARTMENT OF DEFENSE
DIRECTIVES PROGRAM COORDINATION RECORD**

For the most current version of SD Form 106, see
<http://www.dtic.mil/whs/directives/infomgt/forms/sdforms.htm>

DoD ISSUANCES PROGRAM COORDINATION RECORD <i>Read instructions on the second page before completing this form.</i>			
1. DoD ISSUANCE NUMBER <i>(See Instructions)</i>		2. SUBJECT <i>(Title of the Issuance)</i>	
3. CLASSIFICATION OF ISSUANCE <input type="checkbox"/> Top Secret <input type="checkbox"/> Confidential <input type="checkbox"/> Secret <input type="checkbox"/> Unclassified		4. TYPE OF ISSUANCE <input type="checkbox"/> Directive-type Memorandum <input type="checkbox"/> Administrative Instruction <input type="checkbox"/> DoD Directive <input type="checkbox"/> DoD Instruction <input type="checkbox"/> DoD Manual	
		5. TYPE OF ACTION <input type="checkbox"/> New <input type="checkbox"/> Reissuance <input type="checkbox"/> Change <input type="checkbox"/> Cancellation	
		6. DISTRIBUTION <input type="checkbox"/> Cleared for Public Release <input type="checkbox"/> Not Cleared for Public Release	
7. <input type="checkbox"/> INTERNAL COORDINATION COMPLETE		8. INFORMATION COLLECTION REQUIREMENTS <i>(Select as applicable)</i> <input type="checkbox"/> In accordance with this issuance, information will be collected and submitted to Congress. <input type="checkbox"/> In accordance with this issuance, information will be collected from the public. <input type="checkbox"/> In accordance with this issuance, information will be collected from DoD or OSD Components or other federal agencies. Costs of the DoD internal information collection must be provided below for coordination. <input type="text"/> Total cost of the collection to the requesting Component <input type="text"/> Total cost of the collection to the responding Components	
9. COORDINATION SUSPENSE DATE. The Directives Portal System sets suspenses automatically from the date of posting on the Portal in accordance with DoDI 5025.01.			
10. <input type="checkbox"/> FEDERAL REGISTER PUBLICATION REQUIRED			
11. <input type="checkbox"/> FORMS PRESCRIBED			
12. <input type="checkbox"/> PRIVACY REQUIREMENTS			
13. PURPOSE AND REMARKS <i>(Continue on second page if necessary.)</i>			
14. ACTION OFFICER INFORMATION		15. ORIGINATING AUTHORIZING OFFICIAL <i>(See Instructions)</i>	
a. NAME		a. SIGNATURE	
b. OFFICE DESIGNATION		b. NAME	
c. TELEPHONE <i>(Include Area Code)</i>		c. POSITION TITLE	
d. FAX <i>(Include Area Code)</i>		d. DATE SIGNED	
e. EMAIL ADDRESS			
16. COORDINATING COMPONENTS <i>(Mark all that apply as either "P" for primary coordinator or "C" for collateral coordinator. Mandatory coordinators ("M") are already marked. See instructions for more information. Select the List of Components button on the right to view included Defense Agencies and DoD Field Activities. JavaScript must be enabled to use the List of Components button.)</i>			
<input type="checkbox"/> Assistant Secretary of Defense for Legislative Affairs <input type="checkbox"/> Assistant to the Secretary of Defense for Intelligence Oversight <input type="checkbox"/> Assistant to the Secretary of Defense for Public Affairs <input type="checkbox"/> Chairman of the Joint Chiefs of Staff <input type="checkbox"/> Department of Defense Chief Information Officer <input type="checkbox"/> Deputy Chief Management Officer of the Department of Defense <input checked="" type="checkbox"/> Director of Administration and Management <input type="checkbox"/> Director of Cost Assessment and Program Evaluation <input type="checkbox"/> Director of Net Assessment <input type="checkbox"/> Director of Operational Test and Evaluation <input checked="" type="checkbox"/> Inspector General of the Department of Defense <input type="checkbox"/> Secretary of the Air Force <input type="checkbox"/> Secretary of the Army <input type="checkbox"/> Secretary of the Navy <input type="checkbox"/> Under Secretary of Defense for Acquisition, Technology, and Logistics		<input type="checkbox"/> Under Secretary of Defense (Comptroller)/Chief Financial Officer, DoD <input type="checkbox"/> Under Secretary of Defense for Intelligence <input type="checkbox"/> Under Secretary of Defense for Personnel and Readiness <input type="checkbox"/> Under Secretary of Defense for Policy <input type="checkbox"/> United States Coast Guard <input type="checkbox"/> National Guard Bureau <input type="checkbox"/> Identify other <input type="text"/> <input type="checkbox"/> Identify other <input type="text"/>	
<input type="button" value="List of Components"/>			
17. COORDINATING OFFICIAL <i>(See Instructions)</i>			
a. COORDINATING OFFICIAL'S SIGNATURE		<input type="checkbox"/> Concur <input type="checkbox"/> Concur with comment <input type="checkbox"/> No comment <input type="checkbox"/> Nonconcur with comment	
b. COORDINATING OFFICIAL'S NAME			
c. COORDINATING OFFICIAL'S POSITION TITLE			
d. DATE SIGNED			

APPENDIX G (continued)

13. PURPOSE AND REMARKS (Continued)

INSTRUCTIONS FOR COMPLETING THE SD FORM 106

ITEM 1. DoD ISSUANCE NUMBER. For a new DoD issuance, enter the four digit number of the major subject group. See the DoD Issuance Numbering System document on the DoD Issuances Website at http://www.dtic.mil/whs/directives/corres/writing/issuance_Numbering.pdf for more information on the DoD issuance numbering system. For a revision, change, or cancellation, enter the existing number of the issuance.

ITEM 2. SUBJECT. Enter the title of the issuance (no longer than two lines).

ITEM 3. CLASSIFICATION OF ISSUANCE. As stated.

ITEM 4. TYPE OF ISSUANCE. As stated. See DoD Instruction (DoDI) 5025.01 for Directive-type Memorandum (DTM) guidelines.

ITEM 5. TYPE OF ACTION. As stated.

ITEM 6. DISTRIBUTION. Select "Cleared for Public Release" for an unclassified issuance approved for public release. Select "Not Cleared for Public Release" for an issuance that is accessible with a DoD PKI certificate on the NIPRNET (e.g., those issuances that are for official use only) or through controlled internet access on the SIPRNET. Select "Not Cleared for Public Release" for issuances that must not be released on the Internet. Release must be approved by the originating Component. See review and clearance requirements in DoD Directive (DoDD) 5230.9 and DoDI 5230.29 to determine how the issuance should be released and distributed.

ITEM 7. INTERNAL COORDINATION COMPLETE. Coordination within the originating OSD Component must be complete before submitting for precoordination review.

ITEM 8. INFORMATION COLLECTION REQUIREMENTS. Select the first block and list ASD(LA) as a primary coordinator in section 16 for issuances that prescribe congressional information collections (see DoDI 5545.02). Select the second block for issuances that prescribe public information collections and require approval from the Office of Management and Budget and coordination with the DoD Public Information Collections Officer (see DoD 8910.1-M). Select the third block for issuances that prescribe DoD internal information collections. Components responding to DoD internal information collections must be listed as collateral or primary coordinators in section 16. List the costs associated with the DoD internal information collection from the DD Form 2936 (used to assign report control symbols to DoD internal information collections). See the DoD Internal Information Collections Website at http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html for guidance on DoD internal information collections.

ITEM 9. COORDINATION SUSPENSE DATE. As stated.

ITEM 10. FEDERAL REGISTER PUBLICATION REQUIRED. If yes, place an "X" in the box. Any issuance that levies requirements on the public, federal or government employees outside the DoD or the Reserve Components, or that has public or political interest, may require publication in the Federal Register. See Administrative Instruction (AI) 102 for guidance on Federal Register publication.

ITEM 11. FORMS PRESCRIBED. If yes, place an "X" in the box. See DoD 7750.7-M for guidance on DoD forms.

ITEM 12. PRIVACY REQUIREMENTS. If yes, place an "X" in the box. Privacy requirements apply to any issuance that addresses the collection, maintenance, use or distribution of personal information of U.S. citizens or aliens admitted for permanent residence. See DoDD 5400.11 and DoD 5400.11-R for guidance.

ITEM 13. PURPOSE AND REMARKS. Explain the purpose of the issuance and provide background information. Use the purpose statement of the issuance for a start. Include any issuances that are being incorporated and cancelled by this issuance; any special circumstances like the need for accelerated formal coordination or special Deputy Secretary of Defense interest, that this is a re-coordination or other information the reviewers must be aware of.

ITEM 14. ACTION OFFICER INFORMATION. As stated.

ITEM 15. ORIGINATING AUTHORIZING OFFICIAL. All fields in item 15 are mandatory. Print or type the name of the official authorizing formal coordination in block 15b. Enter the official's position title in block 15c and the signature date in block 15d. Individuals with authority to start coordination are: for DoDDs, DoDIs and DTMs that establish policy: the OSD Component heads and their Principal Deputies. For DoDIs and DTMs that implement policy, DoDMs, and Als: the OSD Component heads, their Principal Deputies and the OSD Presidentially Appointed, Senate-Confirmed (PAS) Officials. The OSD PAS officials are the USDs; Deputy Chief Management Officer; Directors, Cost Assessment and Program Evaluation and Operational Test and Evaluation; GC DoD; IG DoD; PDUSDs; and the ASDs. Any delegation of signature authority must be sent to the DA&M in writing.

ITEM 16. COORDINATING COMPONENTS. Mandatory coordinators are the IG DoD and the Director of Administration and Management. Primary coordinators are Components who have equity or interest in the issuance. Response is required; however, if no response is received by the suspense date, the issuance approval process will continue. Collateral coordinators are Components who are provided the issuance for informational purposes only. No response is required, but comments received will be included. The action officer is responsible for getting coordination from agencies not on the Directives Portal System (e.g., the Department of Homeland Security). Do NOT include GC DoD as they review the issuance AFTER formal coordination is complete. Do not select your own component; internal coordination must be completed during issuance development. DTMs must be coordinated with the mandatory coordinators, at a minimum.

ITEM 17. COORDINATING OFFICIAL. Print or type the official's name in block 17b. Enter the official's position title in block 17c and the signature date in block 17d. See the List of Signature Authorities on the DoD Issuances Website at http://www.dtic.mil/whs/directives/corres/writing/Sig_Authorities.pdf for guidance on what positions are authorized to coordinate on issuances. Authority may be delegated to a position at the level of a general or flag officer, Senior Executive Service member, or senior level employee. Any delegation of coordination authority must be provided to the Director of Administration and Management in writing.

SD FORM 106 (BACK), JUN 2014

APPENDIX H
WITHDRAWAL OF INSPECTOR GENERAL
NONCONCUR RESPONSE TO COORDINATION MEMORANDUM



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
4800 MARK CENTER DRIVE
ALEXANDRIA, VIRGINIA 22350-1500

(Date stamp)

MEMORANDUM FOR DEPARTMENT OF DEFENSE, DIRECTOR FOR
ADMINISTRATION AND MANAGEMENT

SUBJECT: Withdrawal of the Nonconcur Response for the Coordination of DoD Directive 5105.ab, *Director of Cost Assessment and Program Evaluation (DCAPE)*

On (Month, DD, YYYY, the Department of Defense Office of Inspector General (DoD OIG) submitted a nonconcur with comment response concerning the subject draft directive-type memorandum (DTM) provided by your staff for coordination. Based on proposed modifications received from your action officer, the DoD OIG withdraws its nonconcurrence. Should you have any questions, please contact me or (Mr./Ms. Name) of my staff at (phone number and e-mail).

(Name)
Deputy Inspector General
Policy and Oversight

**APPENDIX I
ACTION MEMORANDUM – COORDINATION OF
DEPARTMENT OF DEFENSE ISSUANCE**



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
4800 MARK CENTER DRIVE
ALEXANDRIA, VIRGINIA 22350-1500

ACTION MEMO

(date stamp)

FOR: DEPUTY INSPECTOR GENERAL FOR POLICY AND OVERSIGHT

FROM: (Name), (Title), Office of the Deputy Inspector General for Policy and Oversight

SUBJECT: Coordination of DoD (Issuance Type) (Issuance Number), (“Issuance Title”)

- (Mr. or Ms.) (DIG P&O Name), please sign Block 14 (Originating Authorizing Official) of SD 106 at TAB A.
- (Insert purpose of the draft issuance)
- The draft (issuance type) was coordinated internally by (OIG Component) on (date); recently re-coordinated with WHS DD for a pre-coordination edits, and with the DoD Office of General Counsel (OGC) for a Legally Objectionable Review in accordance with DoD Instruction 5025.01.
- For your convenience, the obsolete (issuance type, if any) is provided at TAB B. (Indicate summary of substantive changes to the issuance at TAB C.)

RECOMMENDATION: The DIG for P&O approve the (issuance type) and the SD 106 and sign in Block 14 of the SD 106 at TAB A.

COORDINATION: Coordination with all appropriate OIG Components, WSH DD, and DoD OGC is completed (TAB D). In accordance with DoD Instruction 5025.01, the next step is to submit the draft issuance for external coordination.

Attachments:
As stated

Prepared by: (Name), P&O, (phone number)

**APPENDIX J
DEPARTMENT OF DEFENSE FORM 1910, CLEARANCE REQUEST FOR
PUBLIC RELEASE OF DEPARTMENT OF DEFENSE INFORMATION**

For the most current DD Form 1910, see
<http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms1500-1999.htm>

CLEARANCE REQUEST FOR PUBLIC RELEASE OF DEPARTMENT OF DEFENSE INFORMATION		
<i>(See Instructions on back.)</i>		
<i>(This form is to be used in requesting review and clearance of DoD information proposed for public release in accordance with DoDD 5230.09.)</i>		
TO: (See Note) Chief, Office of Security Review, 1155 Defense Pentagon, Washington, DC 20301-1155 Note: Regular mail address shown above. For drop-off/next day delivery, use: Room 12047, 1777 North Kent Street, Rosslyn, VA 22209-2133		
1. DOCUMENT DESCRIPTION		
a. TYPE	b. TITLE	
c. PAGE COUNT	d. SUBJECT AREA	
2. AUTHOR/SPEAKER		
a. NAME <i>(Last, First, Middle Initial)</i>	b. RANK	c. TITLE
d. OFFICE		e. AGENCY
3. PRESENTATION/PUBLICATION DATA <i>(Date, Place, Event)</i>		
4. POINT OF CONTACT		
a. NAME <i>(Last, First, Middle Initial)</i>		b. TELEPHONE NO. <i>(Include Area Code)</i>
5. PRIOR COORDINATION		
a. NAME <i>(Last, First, Middle Initial)</i>	b. OFFICE/AGENCY	c. TELEPHONE NO. <i>(Include Area Code)</i>
6. REMARKS		
7. RECOMMENDATION OF SUBMITTING OFFICE/AGENCY		
a. THE ATTACHED MATERIAL HAS DEPARTMENT/OFFICE/AGENCY APPROVAL FOR PUBLIC RELEASE <i>(qualifications, if any, are indicated in Remarks section)</i> AND CLEARANCE FOR OPEN PUBLICATION IS RECOMMENDED UNDER PROVISIONS OF DODD 5230.09. I AM AUTHORIZED TO MAKE THIS RECOMMENDATION FOR RELEASE ON BEHALF OF:		

b. CLEARANCE IS REQUESTED BY _____ <i>(YYYYMMDD)</i> .		
c. NAME <i>(Last, First, Middle Initial)</i>	d. TITLE	
e. OFFICE	f. AGENCY	
g. SIGNATURE		h. DATE SIGNED <i>(YYYYMMDD)</i>

APPENDIX J (continued)

INSTRUCTIONS

GENERAL NOTE FOR PERSONNEL PROCESSING THIS REPORT: Items marked with an asterisk (*) have been registered in the DoD Data Element Program.

1. DOCUMENT DESCRIPTION.

- a. Type - Record nature of material submitted; e.g., speech, article, manuscript, study/thesis, brochure, news release, advertisement, radio/television script, etc.
- b. Title - Record the exact caption, headline, name or label of the material.
- c. Page Count - Enter the number of pages of the document submitted.
- d. Subject Area - Record major topic or theme, whenever possible.
Examples: "Go-Between Circuits III - Total Force in Action," and "Communications."

2. AUTHOR/SPEAKER.

- *a. Name - Self explanatory.
- *b. Rank - Self explanatory.
- c. Title - Self explanatory.
- d. Office - Self explanatory.
- e. Agency - Self explanatory.

3. PRESENTATION/PUBLICATION DATA. Record the forum of open presentation or publication.

4. POINT OF CONTACT

- *a. Name - Self explanatory.
- b. Telephone Number - Enter the office phone number of the point of contact.

5. PRIOR COORDINATION. Self explanatory.

6. REMARKS. Enter any additional pertinent information.

7. RECOMMENDATION OF SUBMITTING OFFICE/AGENCY. It is of paramount importance to components, as large and complex as those which comprise the Department of Defense, that coordinated and consistent security and policy determinations are made; therefore, Item 7 must be completed by an individual who possesses the authority to communicate a particular component's policies and recommendation.

- a. Enter title of Component/Agency Head or title of other individual ultimately responsible for the substantive issues addressed.

Examples: Secretary of the Army; Chairman of the Joint Chiefs of Staff; President, National Defense University; etc.

- *b. Clearance is requested by - Self explanatory.

- *c. Name - Entry must be typed or printed and coincide with signatory official.

- d. Title - Self explanatory.

- e. Office - Self explanatory.

- f. Agency - Self explanatory.

- g. Signature - Mandatory.

- *h. Date - Self explanatory.

APPENDIX K
DEPARTMENT OF DEFENSE ISSUANCES THAT THE OFFICE OF
INSPECTOR GENERAL IS THE OFFICE OF PRIMARY RESPONSIBILITY

Issuance Number	Issuance Title	OIG Component
DoD Directives		
DoDD 1401.03	DoD Nonappropriated Fund Instrumentality (NAFI) Employee Whistleblower Protection	AI/OCCL
DoDD 5505.06	Investigations of Allegations Against Senior DoD Officials	AI
DoDD 7050.4	Awards for Cost Savings Resulting from the Disclosure of Fraud, Waste, or Mismanagement	OCCL
DoDD 7050.06	Military Whistleblower Program	AI/OCCL
DoDD 7650.3	Follow-up on General Accounting Office (GAO) Department of Defense (DoD IG), and Internal Audit Reports	AUD
DoD Instructions		
DoDI 5100.86	DoD Forensic Science Committee	P&O/IPO
DoDI 5106.05	Combatant Command Inspectors General – Implementing Procedures	P&O/APO
DoDI 5505.02	Criminal Investigation of Fraud Offenses	P&O/IPO
DoDI 5505.03	Initiation of Investigations by Defense Criminal Investigative Organizations	P&O/IPO
DoDI 5505.07	Titling and Indexing Subjects of Criminal Investigations in DoD	P&O/IPO
DoDI 5505.08	Military Criminal Investigative Organizations (MCIO) and Other DoD Law Enforcement Organizations Investigations of Adult, Private, Consensual Sexual Misconduct	P&O/IPO
DoDI 5505.09	Interception of Wire, Electronic, and Oral Communications for Law Enforcement	P&O/IPO
DoDI 5505.10	Criminal Investigations of Noncombat Deaths	P&O/IPO
DoDI 5505.11	Fingerprint Card and Final Disposition Report Submission Requirements	P&O/IPO
DoDI 5505.14	Deoxyribonucleic Acid (DNA) Collection Requirements for Criminal Investigations	P&O/IPO
DoDI 5505.15	DoD Contractor Disclosure Program	P&O/IPO
DoDI 5505.16	Criminal Investigations by Personnel Who Are Not Assigned to a Defense Criminal Investigative Organization	P&O/IPO
DoDI 5505.17	Collection, Maintenance, Use, and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities	P&O/IPO
DoDI 5505.18	Investigation of Adult Sexual Assault in the Department of Defense	P&O/IPO
DoDI 5525.12	Implementation of the Amended Law Enforcement Officers Safety Act of 2004 (LEOSA)	P&O/IPO
DoDI 7050.01	Defense Hotline Program	AI/Hotline
DoDI 7050.03	Office of the Inspector General of the Department of Defense Access to Records and Information	P&O/IPO
DoDI 7050.05	Coordination of Remedies for Fraud and Corruption Related to Procurement Activities	P&O/IPO
DoDI 7600.02	Audit Policies	P&O/APO
DoDI 7600.06	Audit of Nonappropriated Fund Instrumentalities (NAFI) and Related Activities	P&O/APO
DoDI 7600.10	Audits of States, Local Governments, and Non-Profit Organizations	P&O/APO
DoDI 7640.02	Policy for Follow-up on Contract Audit Reports	P&O/APO
DoDI 7650.02	Government Accountability Office (GAO) Reviews and Reports	OCCL
DoDI 7750.6	Information Requirements for Semiannual Report to the Congress	OCCL
DoD Manuals		
DoD 7600.07-M	DoD Audit Manual	P&O/APO