

**Posting Your Issuance Package to the Directives Division Portal**  
*A Checklist for OSD Component Action Officers and Focal Points*

<b>DoD Issuance Stage</b>	<b>What You'll Send</b>	<b>What Your Documents Need to Have</b>	<b>Mark <input checked="" type="checkbox"/></b>
<b>Precoordination Review</b>	<b>DD 106</b>	Internally coordinated	<input type="checkbox"/>
		Unsigned but all blocks completed	<input type="checkbox"/>
		Correct coordinators and levels marked	<input type="checkbox"/>
	<b>DoD Issuance</b>	Correct (current) template	<input type="checkbox"/>
		Updated Table of Contents	<input type="checkbox"/>
		Purpose statement identifies the Component charter and any authorizing references	<input type="checkbox"/>
		Contains clear and concise Policy statements	<input type="checkbox"/>
		List the Responsibilities in the correct format and order, in accordance with the DoD Issuances Standards	<input type="checkbox"/>
		All References are used in the issuance and listed alphabetically in the Reference list	<input type="checkbox"/>
		All acronyms are established (at least 3 times) and listed in the Glossary	<input type="checkbox"/>
Checked the <i>Special Considerations Checklist</i> and taken appropriate action		<input type="checkbox"/>	
<b>LOR/Formal Coordination</b>	<b>DD 106</b>	Correct coordinators and levels marked	<input type="checkbox"/>
		Correct version supplied (post precoordination review)	<input type="checkbox"/>
		(Formal coord only) Signed by approved authority	<input type="checkbox"/>
	<b>DoD Issuance</b>	Correct version supplied (post precoordination review)	<input type="checkbox"/>
		Updated Table of Contents	<input type="checkbox"/>
		References checked for correctness/currency	<input type="checkbox"/>
	<b>DD 818 (Blank)</b>	Correct issuance type/title in subject line, table header	<input type="checkbox"/>
<b>Presignature Review</b>	<b>Exec Summary (Directives)</b>	Correct and current template	<input type="checkbox"/>
		Changes clearly and briefly described	<input type="checkbox"/>
	<b>Action Memo</b>	Correct and current template	<input type="checkbox"/>
		Address timeliness and reasons for nonconcur	<input type="checkbox"/>
	<b>List of Coordinating Officials</b>	All primary coordinators coordinated	<input type="checkbox"/>
		All coordinators are authorized	<input type="checkbox"/>
	<b>DD 818-1</b>	All comments from coordinators included in matrix	<input type="checkbox"/>
		List comments in the order they appear in the issuance (not by coordinator)	<input type="checkbox"/>
		Provide justifications for rejected or partially accepted comments	<input type="checkbox"/>
<b>DoD</b>	Issuance matches the adjudications in the DD 818-1	<input type="checkbox"/>	

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	<b>Issuance</b>	Updated Table of Contents	<input type="checkbox"/>
		All references used in the issuance and listed alphabetically in the Reference list	<input type="checkbox"/>
		All acronyms are established (at least 3 times) and listed in the Glossary	<input type="checkbox"/>
		All headers/footers, page numbers, and paragraph identifiers are correct	<input type="checkbox"/>
		Formatted for publication	<input type="checkbox"/>
<b>Legal Sufficiency Review</b>	<b>Exec Summary (Directives)</b>	Correct version supplied (post presignature review)	<input type="checkbox"/>
	<b>Action Memo</b>		
	<b>List of Coordinating Officials</b>		
	<b>DD 818-1</b>		
	<b>DoD Issuance</b>		
<b>Publication*</b>	<b>DOPSR Clearance</b>	Defense Office of Prepublication and Security Review cleared unclassified issuance	<input type="checkbox"/>
		Copy of clearance sent to Directives Division	<input type="checkbox"/>
	<b>Action Memo</b>	Any unresolved coordination issues addressed	<input type="checkbox"/>
		Primary signature authority initialed publication approval	<input type="checkbox"/>
	<b>List of Coordinating Officials</b>	Correct version supplied	<input type="checkbox"/>
	<b>DD 818-1</b>	Correct version supplied	<input type="checkbox"/>
	<b>DoD Issuance</b>	Any mandatory OGC changes made	<input type="checkbox"/>
		Table of Contents updated	<input type="checkbox"/>
		References current/correct	<input type="checkbox"/>
	<p><i>*If the issuance is approved by your Component head, send the complete hard copy package to Directives, but we only need the electrons for the issuance.</i></p> <p><i>If the issuance is going to be approved by the Deputy Secretary or Secretary of Defense, we need all the current electrons as well as the hard copy.</i></p>		