SUBJECT: Defense Logistics Agency (DLA) Issuance Program

References: See Enclosure 1.

1. PURPOSE.

This Instruction:

a. Reissues DLAI 5301, “Management of Policy and Procedures” (Reference (a)) in accordance with the authority in DoDD 5105.22, “Defense Logistics Agency (Reference (b)).

b. Updates policy, responsibilities, and procedures that govern the following types of issuances:

   (1) DLA Directive-Type Memorandums (DTM – i.e., policy letters)
   (2) DLA Instructions (DLAI)
   (3) DLA Regulations (DLAR)
   (4) DLA Manuals (DLAM)
   (5) Joint Service DLAIs and DLAMs

c. Provides procedures for processing Department of Defense (DoD) issuances through Stage 1: Development of the DoD Issuance process.

d. Exempts the Defense Logistics Acquisition Directive (DLAD) 4105.1 from complying with DLAI 5025.01.

e. Provides procedures for processing Defense Logistics Manuals (DLM).

f. Establishes the DLA Issuance Website on the unclassified DLA Intranet (.mil domain) and the Internet (public domain). The DLA Intranet website is the official DLA authoritative source for DLA issuances and is accessible only to DLA employees via a valid Common Access Card.
(CAC). The DLA Issuance Internet website will display DLA issuances that must be available to
the public as indicated in the applicability section and according to their releasability status.

2. APPLICABILITY.

This Instruction applies to all of DLA.

3. DEFINITIONS.

See Glossary, Part II.

4. POLICY.

It is DLA policy that:

   a. The Directorate, Strategic Plans, and Policy maintain the DLA Issuance Program for the
development, coordination, approval, publication, and periodic review of DLA issuances in
accordance with this Instruction.

   b. DLA issuances shall consist of DLAIs, DLARs, DLAMs and DTM. Use DLAIs, DTM, and
DLARs\(^1\) to establish DLA policy. Use DLAMs to implement DLA policy. Use DLAIs and
DTM to implement DoD policy instructions.

   c. Existing DLA legacy policy publications are converted into DLAIs or DLARs and
existing DLA legacy procedural publications are converted into DLAMs on their next review
cycle date. If the legacy publication is no longer required, cancel it in accordance with this
Instruction. The Director / Commander may retain the original format of the legacy publication,
if justified.

   d. Action Officers write DLA issuances in plain English. The Plain Language Act of 2010
(References (c)) and DoDI 5025.MM, DoD Plain Language Program (Reference (d)), mandates
that US Federal Government employees write in plain English when communicating with the
intended audience. See the DoD Plain Language website for details.

   e. Action officers may update published DLA issuances at any time. However, they shall be
reviewed prior to the 5\(^{th}\) year anniversary of its publication date to ensure they are necessary,
current, and consistent with DLA policy, DoD policy, existing law, and statutory authority. As a
result, the issuance shall be reissued with a new publication date, “certified as current” while
retaining its original publication date, or cancelled. All issuances “certified as current” receive a
two-year extension. Prior to the 7\(^{th}\) year of its original publication date, issuances “certified as

\(^{1}\) Use a DLAR to establish DLA policy when the issuance contains one or more legal mandates. See Glossary for
definition.
current” shall be revised and reissued with a new publication date or cancelled. After the next publication date, issuances that are not granted an extension, or reissued with a new publication date, or cancelled, will expire at the 10th anniversary of its current publication date.

f. Issue DTMs ONLY when time constraints prevent publishing a new issuance or a change to an existing DLA issuance. Given the time-sensitive nature of DTMs, with the exception of the mandatory coordinators and the legal sufficiency review of DLA General Counsel (DG), all other coordinators shall be collateral as described in paragraph 7.a. of Enclosure 3. As such, the processing and approval of DTMs shall not be delayed due to missing or late collateral coordination. DTMs shall not be used to permanently change or supplement existing issuances. They shall be effective for no more than 18 months from the date signed, unless an extension is approved by the Director, Strategic Plans and Policy during which time they shall be incorporated into an existing DLA issuance, converted to a new DLA issuance, or cancelled. “Time sensitive” actions are those that are:

(1) Directed by Executive order.
(2) Directed by the Secretary or Deputy Secretary of Defense.
(3) A matter of urgent national security as determined by the Secretary of Defense (SecDef) or the Deputy Secretary of Defense (DepSecDef).
(4) Directed by the Director, DLA.
(5) Required by recent (less than 90 days) change in law, statute, or Government-wide regulation.
(6) Necessary to prevent loss of life or limb.

g. Classified publications will remain under the domain of DLA Intelligence.

h. DLA complies with the guidance in References (e) through (g) of this Instruction when prescribing a DLA forms or any other type of information requirement within a DLA issuance.

i. DLA follows the guidance in Reference (h) when preparing and submitting issuances for publication into the Federal Register (FR).

j. The Defense Logistics Acquisition Directive topics shall be developed, revised, and/or canceled in accordance with Reference (i).

5. RESPONSIBILITIES.

See Enclosure 2.
6. PROCEDURES.

a. DLA Issuances to include Joint Service. Enclosure 3 provides overarching procedures and requirements for the development, review, revision, coordination, approval, and publication of DLA issuances to include Joint Service type DLA issuances.

b. DoD Issuances. For developing DoD Issuances, follow the procedures in Reference (g) and the DoD Issuance Pipeline process document, which is located on the DLA Issuance Website/Process/Supporting Documentation.


d. Defense Logistics Manuals. Follow the procedures listed below when coordinating a DLM:

   (1) The DLA Logistics Management Standards Office will follow the procedures in DoDI 4140.01, “DoD Supply Chain Materiel Management Policy,” (Reference (k)) when developing, revising, or cancelling DLMs.

   (2) The DLA Logistics Management Standards Office will follow the procedures listed below to coordinate the final version of the DLM through DLA HQ.

      (a) The DLA Logistics Management Standards Office submits the final draft DLM to DLAHQ General Counsel (DG) for a legal sufficiency review.

      (b) DLAHQ DG performs a legal sufficiency review and provides the DLA Logistics Management Standards Office with comments, if any, using the comments matrix.

      (c) The DLA Logistics Management Standards Office updates the draft DLM accordingly.

      (d) The DLA Logistics Management Standards Office submits the final version of the DLM to J52 for J5 coordination.

      (e) J52 will prepare the DLM coordination package for J5 coordination.

      (f) J5 coordinates on the DLM.

      (g) J52 notifies the DLA Logistics Management Standards Office that the DLM package is ready for the Deputy Assistant Secretary of Defense (DASD) for Supply Chain Integration (SCI) for approval and signature.
(h) The Director, DLA Logistics Management Standards Office approves and signs the DLM on behalf of the DASD/SCI.

(i) The DLA Logistics Management Standards Office posts the final approved DLM to the DLA Logistics Management Standards website and provides J52 with the link.

(j) J52 will update the DLA Issuance website by creating a link to the new DLM.

7. INFORMATION REQUIREMENTS.

a. Listed below are the information requirements for coordinating the final version of the DLA issuance package during Stage 5: Signature & Posting of the DLA Issuance Pipeline Process.

   (1) Final, Approved Microsoft Word and Adobe Acrobat PDF version of the issuance

   (2) Completed [Type of Action] Action Memorandum

   (3) Complete set of Task Management Tool (TMT) stakeholder coordination from Stage 3: Formal Coordination, Stage 4: Presignature, and Stage 5: Signature & Posting.

   (4) Complete set of signed DLA Form 96s, *Issuance Program Coordination Record* from Stage 3: Formal Coordination, Stage 4: Presignature, and Stage 5: Signature and Posting

   (5) Consolidated, adjudicated Comments Matrix for DLA Issuance

b. The Official DLA Issuance Intranet Website. This website will be used to:

   (1) Display the final, approved digitally signed Adobe Acrobat PDF version of all DLA unclassified and FOUO issuances.

   (2) Store the final, approved Microsoft Word version of all DLA unclassified and FOUO issuances. These files are located on the DLA Issuance Team collaboration site and are available to the Action Officer and Policy Representative (Policy Rep) for future modification.

c. Listed below are the information requirements for coordinating your draft DoD issuance through Stage 1: Development of the DoD Issuance Process. See Reference (j) for additional information requirements to coordinate your draft DoD issuance through the remaining four stages of the DoD Issuance process.

   (1) Draft DoD issuance

   (2) Completed but not signed SD 106, “DoD Issuance Program Coordination Record”

   (3) Complete set of internal TMT stakeholder coordination.
8. INTERNAL CONTROLS.

a. All DLA coordinating officials will digitally sign the DLA Form 96, *DLA Issuance Coordination Record*, indicating concurrence or non-concurrence on the proposal to publish a new DLA issuance, modify an existing DLA issuance, or cancel an existing DLA Issuance.

b. The Director, Strategic Plans and Policy will digitally sign the final version of all DLAIs and DLARs prior to publication.

c. The originating DLAHQ or PLFA Director/Command will digitally sign the final version of all DTMs and DLAMs prior to publication.

9. RELEASEABILITY.

RESTRICTED. This Instruction is approved for restricted release. It is available to DLA employees with Common Access Card authorization from the Official DLA Issuances Website.

10. EFFECTIVE DATE.

a. This Instruction is effective January 4, 2013.

b. Must be reissued, cancelled, or certified current within five years of its publication in accordance with this Instruction. If not, it will expire effective January 3, 2023 and be removed from the DLA Issuances Website.

Enclosure(s)
Enclosure 1 – References
Enclosure 2 – Responsibilities
Enclosure 3 – DLA Issuance Procedures
Glossary
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ENCLOSURE 1: REFERENCES

(a) DLAI 5301, “Management Policy and Procedures,” July 28, 2008 (hereby cancelled)
(c) Plain Language Act of 2010, October 13, 2010
(d) DoDI 5025.MM, DoD Plain Language Program
(e) DLAI 5304, “Records Management,” September 15, 2008
(f) DLAI 5303, “Information Collection and Surveys,” December 15, 2009
(g) DLAI 5302, “Forms Management,” September 2, 2009
(j) DoDI 5025.01, “DoD Directives Program,” July 1, 2010
(m) DoDM 5200.01 Vol. 1 - 4 DOD Information Security Program, February 24, 2012
(o) DLAI 6303, “For Official Use Only (FOUO),” October 30, 2008
(s) DLAI 6305, “Operations Security (OPSEC),” May 27, 2011
ENCLOSURE 2: RESPONSIBILITIES

1. DIRECTOR, DLA.

The DLA Director shall institutionalize a DLA Issuance Program in accordance with (IAW) Reference (b) and this Instruction.

2. DIRECTOR, DLA STRATEGIC PLANS, AND POLICY (J5).

The J5 shall:

a. Establish, manage, and administer the DLA Issuances Program.

b. Approve and authenticate all DLAI, DLARs and J5 DLAMs prior to publication.

c. Approve and promulgate J5 DTMs. Ensure DTMs are converted into a new DLAI, incorporated into an existing DLAI, extended or cancelled IAW this Instruction.

d. Establish and maintain standard formats and procedures for processing DLA issuances and publishing them on the DLA Issuances Intranet Website.

e. Mediate coordination impasses between DLAHQ and PLFA Directors/Commanders.

f. Advise and assist DLAHQ and PLFA Directors/Commanders in determining whether an issuance should be published as a DLAI, DLAR, DLAM, or a DTM.

g. Respond to queries regarding the management and administration of issuances and otherwise assist the DLAHQ and PLFA Directors/Commanders to fulfill their responsibilities to the DLA Issuances Program.

h. Establish and maintain oversight activities and management controls for all issuances being processed through the DLA Issuance Pipeline process.

i. Oversee the maintenance of the DLA Issuances Website and the electronic publication of issuances according to their releasability.

j. Serve as the official record keeper for DLA issuances, performing the responsibilities in Reference (e). Oversee the maintenance and preservation of supporting historical documents that constitute the official records of the development and publication of DLA issuances, except for the original coordination documents, which the originating DLAHQ or PLFA activity will maintain and preserve by in accordance with Reference (e).

k. Provide DLA Issuance Program training, when necessary.
3. **DIRECTOR, DLA HUMAN RESOURCES (J1).**

The J1 shall:

- a. Provide a presignature labor relations review of all proposed DLA issuances.

- b. Identify labor organizations for employees affected by proposed policy in accordance with the procedures specified in the collective bargaining agreements if labor obligations are identified.

- c. Advise Action Officers of labor relations policy, processes, procedures, and responsibilities when DLA employees are required to perform certain actions.

4. **DLA GENERAL COUNSEL (DG).**

The DG shall:

- a. Provide a presignature legal sufficiency review (LSR) for all proposed DLA issuances.

- b. As requested, advise DLA Directors/Commanders when drafting proposed issuances, including revisions, and during the adjudication of formal coordination comments.

5. **DIRECTOR, DLA INTELLIGENCE (DI).**

The DI shall:

- a. Provide a presignature OPSEC/INFOSEC clearance review for all DLA unclassified issuances that:

  1. Are proposed for public release or release to the DoD community.

  2. Are marked For Official Use Only (FOUO)

  3. Address security, Continuity of Operations Plan (COOP), anti-terrorism, DCIP (DLA Critical Information Program), Military Construction (MILCON) processes, and web administration topics.

- b. Collaborate with external organizations to acquire appropriate OPSEC training for DLA employees.

6. **DIRECTOR, DLA STRATEGIC COMMUNICATIONS (DP).**

The DP shall provide a presignature clearance review for all DLA unclassified issuances proposed for public release.
7. DLAHQ AND PLFA DIRECTORS / COMMANDERS.

a. When developing DLA issuances, the DLAHQ and PLFA Directors and Commanders shall:

(1) Follow the DLA Issuances Program as set forth in this Instruction when coordinating on DLA issuances. For developing, and coordinating on DoD issuances, follow the guidelines in Reference (j) and the DoD Issuance Pipeline Process – Development Only document (see DLAI 5025.01 supporting documentation).

(2) Approve and promulgate DTMs. Ensure DTMs are converted or incorporated into a DLAI/DLAM or cancelled IAW this Instruction. Extended the date of effectiveness of the original DTM if more time is required to convert or incorporate the DTM into a DLA issuance. The Director / Commander may delegate this authority to his/her principle deputy.

(3) Approve, authenticate, and implement DLAMs when the chartering DLAI lacks the necessary procedural guidance to implement the DLAI. The Director / Commander may delegate this authority to his/her principle deputy.

(4) Coordinate on the various types of issuances. The Director / Commander may delegate this authority to his/her principles deputies or Policy Rep. Do not delegate this authority further.

(5) Supplement DLAMs with Standard Operating Procedures (SOP) when detailed procedures are required.


(7) Assign an Action Officer, who is the subject matter expert, for each issuance within the organization.

b. When participating in the coordination of another DLA organizations issuance, the Director/Commander shall:

(1) Review and coordinate on proposed DLA issuances in accordance with the timeframes and procedures established in Enclosure 3 of this Instruction. In the case of DG, provide an adjudication review, when requested and a presignature LSR, in accordance with the timeframes and procedures established in Enclosure 3 of this Instruction.

(2) Ensure that the official records of all coordination on DLA issuances, to include the original signed coordination, are preserved and maintained in accordance with Reference (e).

8. DLA POLICY REPRESENTATIVES. Policy Reps shall:
The Policy Rep shall have direct access to the Director / Commander and be authorized, as appropriate, to act on behalf of the Director / Commander to resolve coordination impasses, coordinate on other DLA activity issuances during Stage 3: Formal Coordination, coordinate on DLA issuances during Stage 4: Presignature when other DLA activity issuances have either no changes or have administrative changes.

a. Inform J52 when there is a change to the Director / Commander, Action Officer, and Policy Rep assignment. The authority to coordinate shall be in accordance with subparagraph 7.b.(2) of Enclosure 3.

b. Act as liaison between the Action Officers within their organization and J52.

c. Attend the quarterly, DLA Issuance Community of Practice (CoP) meeting.

d. Complete the DLA Issuance Program training course.

e. Complete the required OPSEC training IAW DLAI 6305 prior to posting information to the DLA Issuance Intranet website.

f. Direct, manage, and implement the development, review, and/or cancellation of DLA issuances within their functional areas IAW their mission and functions. Conduct oversight activities and management controls for all issuances in process. Coordinate requests regarding DLA issuances originating from another DLA organization. Use the DLA Issuance Pipeline Tracking feature on the DLA Issuance website to register and track each issuance as it moves through the DLA Issuance Pipeline process.

g. Perform a Stage 2: Pre-coordination Review to ensure the draft issuance was developed IAW this Instruction.

h. Aggressively follow-up on issuances in accordance with Appendix 3 of Enclosure 3, Timelines for Coordination and Completion of DLA Issuances.

i. Resolve coordination impasses.

j. Ensure DLA issuances are well organized, clear, and concise. Use hypertext links within DLA issuances with caution. Ensure all links are current and active. Issuances must be free of English grammar, spelling, and format mistakes prior to Stage 4: Presignature.

k. Coordinate on the final version of newly developed or revised DLAI s and DLARs².

l. Provide J52 with the final, approved Microsoft Word and Adobe Acrobat PDF versions of the DLAI coordination package for J5 authentication and publication to the DLA Issuance Website.

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² See Policy section 4.b. for criteria regarding when to use a DLAR.
m. Post the final, approved digitally signed PDF version of the DTM and DLAM to the Official DLA Issuance Intranet Website. Post the final, approved Microsoft Word version of the DTM and DLAM to the DLA Issuance Team Collaboration site/Shared Documents located on the Official DLA Issuance Intranet Website for future access and disposition.
ENCLOSURE 3: DLA ISSUANCE PROCEDURES

1. GENERAL PROVISIONS

a. This Enclosure provides the tasking Action Officer with basic procedures to develop or revise, coordinate, approve, and publish DLA issuances. (See Appendix 1 of this Enclosure for a matrix of DLA issuances. See Glossary for full definitions.)

b. Supporting Documentation. This Instruction also includes supporting documents the Action Officer will need to develop, coordinate, and publish DLA issuances. These documents will be published, separately and maintained on the DLA Issuances Intranet Website. The supporting documents address the following subjects. (See Appendix 2 of this Enclosure for a complete list of the DLA issuance supporting documents.)

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

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

   (3) An explanation of the issuance numbering system.

   (4) Templates, forms, checklists, common reference citations, and examples.

   (5) DLA Issuance Pipeline process

   (6) DoD Issuance Pipeline process – Stage 1: Development only

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

a. Issuances that Contain Information Requirements and/or Prescribe Forms. DLA Action Officers shall comply with DLAI 5304, DLAI 5303, DLAI 5302, and AI 102 (References (e) through (g)) when establishing a form or any other type of information requirement within an issuance for obtaining information from DLA, the DoD Components, non-DoD Federal agencies, and the public.

b. Issuances that Require Publication in the FR. Any DLA regulation that levies legal mandates 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. DLA Action Officers shall comply with Reference (l) when preparing and submitting issuances to be published in the FR.
3. NEW DEVELOPMENT STANDARDS.

   a. Notification to write a DTM. The Action Officer composes and promulgates a DTM when time-sensitive actions need to be implemented quickly. (See the Glossary for a complete definition and usage of the DTM.) The Action Officer will follow the DLA Issuance Pipeline Process to coordinate, approve, and publish DTMs.

   b. Notification to Develop a new DLAI or DLAM. Typically, the requirement to develop a new DLAI originates from several sources: 1) a DLA DTM, 2) a DoDI, or 3) an approved DLA General Order. The requirement to develop a DLAM may originate from the chartering DLAI or from the need to provide specific procedures and processes to satisfy the policy and general procedures of the chartering DLAI. In either case, the Action Officer tasked to develop the DLAI or DLAM will follow the procedures in this Instruction to develop, coordinate, and publish the new issuance.

4. REVIEW, REVISION, AND CHANGE STANDARDS.

   a. Notification. On the first workday of each month, J52 will provide DLA Policy Reps with a list of the issuances, under their purview, that require review, revision, or cancellation within the upcoming year.

   b. Currency and Review of DLAI's, DLAR's, and DLAM's.

      (1) Currency. An issuance is current when the stated policies, responsibilities, authorities, references, organizational entities, and information contained therein are accurate and in effect as certified by the IA within 5 years of its publication date. Convert all DLA publications into either a DLAI, or DLAR, or a DLAM upon the publication’s next revision. (See Glossary for definition of DLA publications.)

      (2) Five (5) Year Review. The DLAHQ and PLFA Directors/Commanders shall ensure the actions, in subparagraphs 4.b.(2)(a) through 4.b.(2)(e), of this Enclosure are taken for each DLAI, DLAR, and DLAM that has reached the 4-year anniversary of its publication date.

         (a) Determine if each issuance meets its criteria as defined in the Glossary to this Instruction.

         (b) Verify that the purpose, applicability, policy, responsibilities, procedures, information requirements, and releasability statements are consistent with the policies of the chartering DoDI or with the references listed in Enclosure 1 of this Instruction.

         (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 an Issuance as Current.

(a) DLAIs, DLARs, and DLAMs may be “Certified Current” if there are no changes to the issuance or if there are administrative changes only upon completion of the 5-year review.

(b) The IA shall certify by action memorandum and by a TMT tasker that the review actions in subparagraph 4.b.(2) of this Enclosure were taken and their respective results were validated. If there is no change to an existing DLAI, DLAR or a DLAM upon completion of the 5-year review, the Action Officer shall submit a certification memorandum and the TMT tasker to J52 for all DLAIs/DLARs. For all DLAMs, the Action Officer shall submit the certification memorandum to the Policy Rep. The memorandum may 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, J52 (for DLAIs) or the Policy Rep (for DLAMs) shall verify that the administrative changes were incorporated within the issuance. Afterward, the issuance is marked “certified current.” The “certified current” marking and date of the certification memorandum shall be placed underneath the issuance’s original publication date. The issuance shall retain its original publication date and original signature, and the issuance shall be considered current for an additional two (2) years past the “certified current” date.

c. Currency and Review of DTMs. The IA shall incorporate all DTMs into existing DLA issuances or convert them to new DLA issuances, or reissue the DTMs, or cancel the DTMs, prior to its expiration, which is 18 months from the date of publication. For DTMs issued prior to the date of this Instruction, the originating IA shall take appropriate action within 18 months from the date of this change. DTMs not incorporated, converted, reissued, or cancelled by the originating IA within 18 months from the date of this change will be processed for cancellation by J52 in accordance with the procedures in this Instruction unless an extension to the DTM is granted by the J5 at the request of the originating DLA organization.

d. Changes to DLA Issuances. A change shall amend an existing DLA issuance and shall have the full authority of the issuance. A changed issuance with administrative changes shall retain its original publication date and original signature. An issuance with conforming or substantive changes shall be revised and reissued with a new publication date and signature.

(1) To maintain the currency of DLA issuances, changes are permitted and encouraged at any time during its respective five (5) year life cycle unless an extension has been granted by the Director, Strategic Plans and Policy. However, if more than 25 percent of an issuance requires change, the entire issuance shall be revised and reissued with a new publication date and signature. The 25 percent determination is purely subjective. If it appears that 25 percent of the issuance is changed, then publish it with a new publication date and signature.

(2) The three types of changes to DLA issuances are:
(a) **Administrative.** An administrative change alters non substantive portions of an issuance such as titles/dates of references, organizational names/symbols, format, and grammar. This type of change justifies the issuance as “certified current.”

(b) **Conforming.** A conforming change complies with recent (within 90 days) specific Executive, Legislative, and Secretary of Defense, Deputy Secretary of Defense, Director, DLA, or DLA IA direction. This type of change justifies a new publication date of the issuance.

(c) **Substantive.** A substantive change amends an essential section of an issuance such as purpose, applicability, policy, responsibilities, procedures, information requirements, internal controls, and releasability. This type of change justifies a new publication date of the issuance.

(3) If there are conforming and/or substantive changes, the Action Officer shall follow the DLA Issuance Pipeline process to review, update, coordinate, and authenticate the revised issuance.

(4) **Posting the Incorporating Change (Number and Date).**

   For DLAIs, DLARs, and DLAMs. Upon receipt of the appropriate IA’s coordination of an administrative change, J52 shall verify the changes and mark the issuance “Incorporating Change (number and date)” beneath the original date. Post the changed issuance to the DLA Issuance Intranet Website.

(5) **Posting a New Publication Date.**

   (a) For DLAIs and DLARs. Upon receipt of the final, revised DLAI or DLAR, J52 shall verify the changes, mark the issuance with a new publication date, assign an issuance number, if needed, and submit the final issuance to J5 for approval and authentication. Afterwards, post the final, approved reissued issuance to the DLA Issuance Intranet Website. J52 notifies the organizational Policy Rep that the issuance is posted, and the Policy Rep notifies the Action Officer, who in turn, notifies the stakeholders.

   (b) For DLAMs. Upon receipt of the final, revised DLAM, the Policy Rep shall verify the changes and mark the issuance with a new publication date and submit the final issuance to his/her Director or Commander for approval and authentication. Afterwards, post the final, approved issuance to the DLA Issuance Intranet Website. If the DLAM requires a new issuances number, sent it to J52 for a number assignment and posting to the DLA Issuance website. The Policy Rep notifies the Action Officer, who in turn, notifies the stakeholders.

5. **CANCELLATION STANDARDS.**

An issuance shall be cancelled when the IA 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. The Action Officer shall follow the DLA Issuance Pipeline process to
coordinate the cancellation of a DLA issuance. Upon receipt of the IA’s approval of a cancellation, the Policy Rep shall submit the DLAM cancellation package to his/her Director or Commander for authentication and update the DLA Issuances Intranet Website, accordingly. Upon receipt of the IA’s approval of a cancellation, the Policy Rep shall submit the DLAI or DLAR cancellation package to J52 for J5 authentication and update the DLA Issuances Intranet Website, accordingly.

6. COORDINATION AND COMPLETION STANDARDS.

a. Timelines for Developing or Revising DLA Issuances

(1) Appendix 3 of this Enclosure provides the timelines for coordination and completion of DLA issuances, from the precoordination stage, formal coordination, and presignature actions, to signature and posting. It includes timelines for completing changes that require coordination (conforming and substantive changes). (See subparagraph 4.d.(2) of this Enclosure for an explanation of the types of changes.)

(a) Precoordination. Stage 2: Precoordination period starts when the Action Officer notifies the organizational Policy Rep that the draft issuance completed Stage 1: Development. Ten working days are allocated to this stage. The Policy Rep reviews the draft to ensure it was developed IAW with this Instruction and performs a precoordination edit. Action Officer adjudicates comments, if any, and updates the draft issuance. The Policy Rep completes Precoordination by updating the DLA Issuance Pipeline Status website. (Note: If the issuance is a DTM, bypass Stage 3: Formal Coordination and proceed to Stage 4: Precoordination. DTMs are expedited through the DLA Issuance Pipeline process.)

(b) Formal Coordination. Stage 3: Formal Coordination period starts when Stage 2: Precoordination is completed. A maximum of 55 working days is allocated to this stage. Perform Formal coordination among all stakeholders, concurrently.

1. The Action Officer prepares the formal coordination package.

2. The Policy Rep submits formal coordination package to the stakeholders via email for review and comment.

3. The stakeholders have 20/30/44 working days to review and comment on the draft issuance depending upon the issuance page length. Twenty working days are allocated for an issuance with a page length of less than 25 pages. Thirty working days are allocated for an issuance with a page length between 25 and 49 pages. Forty-four working days are allocated for an issuance with a page length of 50 pages or more. Stakeholders document comments using the Comments Matrix for DLA Issuances.

4. The Action Officer adjudicates stakeholder comments, if any and updates the draft issuance. The Action officer may need to submit the draft issuance to the stakeholders two or more iterations before it becomes a final draft.
5. The originating Policy Rep submits the final formal coordination package, through the TMT, to the stakeholders for coordination.

6. The stakeholder Policy Reps completes the TMT tasker by coordinating on the final, formal coordination package and signing the DLA Form 96. (See subparagraph 7.c. of this Enclosure for the types of coordination that must be indicated on the TMT tasker.)

7. The originating Policy Rep completes Formal Coordination by updating the DLA Issuance Pipeline Status website.

(c) Presignature Coordination. Stage 4: Presignature Coordination period starts when Stage 3: Formal Coordination is completed. (NOTE: DTM bypass Stage 3: Formal Coordination and proceed directly to Stage 4 after completing Stage 2: Precoordination.) A maximum of 45 working days is allocated to this stage. Perform Presignature coordination serially.

1. The Action Officer prepares the presignature coordination package.

2. The Policy Rep submits the presignature coordination package through TMT to DLA J1, DG, and DI/DI in this order. Note: DI and DP are presignature coordinators ONLY IF the DLA issuance meets the criteria of Enclosure 2.5 and Enclosure 2.6, respectively.

3. The presignature coordinators have 10 working days each to review and comment. Coordinators documented comments using the Comments Matrix for DLA Issuances.

4. The Action Officer adjudicates comments, if any and updates the final draft issuance.

5. The coordinating official digitally completes the TMT tasker by indicating his/her concurrence with the final version of the issuance and digitally signing the DLA Form 96.

6. The Policy Rep completes Presignature Coordination by updating the DLA Issuance Pipeline Status website.

(d) Signature and Posting. Stage 5: Signature and Posting period starts when Stage 4: Presignature Coordination is completed. Ten working days are allocated to this stage.

1. The Policy Rep submits DTM and DLAM coordination package to his/her IA for approval.

2. The IA or his/her designated representative digitally signs the TMT tasker indicating that the final version of the issuance is approved, digitally signs the DLA Form 96 and digitally signs the DTM and/or DLAM.

3. If the DLAM requires a DLA issuance number, the Policy Rep submits final package to J52 for final processing and posting. If the issuance is a DLAI or DLAR, the Policy Rep submits the coordination package to J52 for approval, signature, assignment of an issuance number, and posting.

4. The Policy Rep posts the PDF version of the DTM or DLAM to the official DLA Issuance Website.
5. The Policy Rep posts the Microsoft Word version of the issuance in the DLA Issuance Team collaboration site for future access and modification.

(2) A proposed DTM that requires a longer coordination and completion period than that shown in Table 1 shall be converted into a new DLA issuance or incorporated into an existing DLA issuance according to the timelines for the type of issuance.

b. **Administrative Changes to DLA issuances.** As administrative changes to issuance do not require coordination, the completion period for these changes begins when the IA identifies the need for the change. The completion period ends when the approved change is provided to the J52 policy analyst for publication to the DLA Issuances website.

c. **Cancellations of DLA Issuances.** The coordination period for all cancellations of DLA issuances when the issuance is not incorporated into a new, revised, or existing issuance shall be the same as that for DTMs. With the exception of the mandatory coordinators, all coordinating officials shall be collateral as described in paragraph 7.a.(3) of this Enclosure in order to expedite processing.

d. **Coordination Lifetime.** Coordination for DLAIss, DLARs, and DLAMs are valid for up to six (6) months from the date of the coordination suspense. Coordination for DTMs is valid for up to three (3) months from the date of the coordination suspense.

7. **COORDINATION REQUIREMENTS.**

The Policy Rep must send his/her draft issuance to all DLAHQ and PLFA Policy Reps for review and comment. This action will preclude missing any key stakeholders. However, the originating Action Officer must determine, to the best of his/her ability, which DLA activities have a stake in this issuance. In the TMT tasker, identify these stakeholders as one of the following three types of coordinators.

a. **Types of Coordinators.** The three types of coordinators for DLA issuances are mandatory, primary, and collateral. The type of coordination requested of each DLA coordinator shall be clearly marked on the TMT tasker based on the descriptions listed below. Also, identify each coordinator by name, organization, office, and phone number on the tasker.

   (1) **Mandatory.** The TMT tasker will state all mandatory coordinators. NOTE: DI and DP are mandatory coordinators if the DLA issuance meets the criteria of Enclosure 2.5 and Enclosure 2.6, respectively.

      (a) For DLAIss and DLARs, the J1, DG, the originating DLAHQ Director, and the J5 are mandatory coordinators.

      (b) For DLAMs, the J1, DG, and the originating DLAHQ or PLFA Director/Commander are mandatory coordinators. J52 is a collateral coordinator.

      (c) For DLMs, the DG, J5, and the Director, DLA Logistics Management Standards Office are mandatory coordinators.
(d) For Joint Service DLAIs and DLAMs, where DLA is the executive agent or a participant, the mandatory coordinators are J1, DG, the originating DLAHQ or PLFA Director, J5, and the Director, DLA.

(e) For DoDIs and DoDMs, where DLA is the executive agent or a participant, the mandatory coordinators are J1, DG, the originating HQDLA Director, J5, and the SecDef/DepSecDef.

(2) Primary. The TMT tasker will state all primary coordinators (DLA stakeholders) who have a stake in the issuance. If coordination is not provided in a timely manner, the originating activity Action Officer will continue with the approval process. Issuances should not wait for coordination or comments. (See subparagraph 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) The TMT tasker will state any collateral coordinators, who have no apparent stake 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) DG is a collateral coordinator during Stage 3: Formal Coordination unless DG agrees to provide formal coordination. In this case, DG would be a primary coordinator.

b. Coordination Level

(1) General. The officials listed below coordinate on the various types of issuances. The officials in these positions may delegate this authority to their principles deputies or to their Policy Rep. Do not delegate this authority further.

(2) Coordination Authorities

(a) DLAIs. The following officials shall coordinate on policy DLAIs.

1. DLAHQ Directorates (J Codes). The Director or designative representative.

2. DLAHQ Director’s Staff (D Codes). The Director or designative representative.

(b) DLAMs. In addition to the officials listed above in subparagraphs 7.b.(2)(a)1. and 2. of this Enclosure.

1. DLA PLFAs. The Director/Commander or designative representative.

2. The DLA IG or designative representative.

(c) DTM. DTM shall be coordinated with the mandatory coordinators, at a minimum, and shall receive a DG presignature LSR. Due to the time-sensitive nature of DTM, coordinating officials other than mandatory coordinators shall be collateral.
(d) Changes to DLA Issuances

1. Administrative Changes. Administrative changes do not require a Stage 3: Formal Coordination or Stage 4: Presignature Coordination. The originating Policy Rep may digitally sign the

2. Conforming Changes. All conforming changes to DLA issuances shall be coordinated with the mandatory coordinators, at a minimum, and shall receive a Stage 4: Presignature coordination and Stage 5: Signature and Posting. When the issuance is coordinated with other DLA coordination authorities, it shall be coordinated at the appropriate level for the type of issuance being changed. (See subparagraphs 7.b.(2)(a) and 7.b.(2)(b) of this Enclosure.)

3. Substantive Changes. All substantive changes to DLA issuances shall be coordinated at the appropriate level for the type of issuance being changed (see subparagraphs 7.b.(2)(a) and 7.b.(2)(b) of this Enclosure), and processed through the DLA Issuance Pipeline process for publication.

(e) Cancellations of DLA Issuances. All cancellations of DLA issuances when the issuance is not incorporated into a new, or existing issuance shall be coordinated at the appropriate level for the type of issuance being cancelled (see subparagraphs 7.b.(2)(a) and 7.b.(2)(b) of this Enclosure), and shall receive J1 labor relation obligations review, DG LSRs, and J5 authentication. Coordinating officials other than the mandatory coordinators shall be collateral.

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

(1) Concur.

(2) Concur Without Comment. Critical comments must not be included in a “Concur with Comment” response, because critical comments, as defined in the Glossary, indicate that the coordinator does not concur.

(3) Nonconcur With Comment. Comments may be a combination of substantive and critical. Coordinators must specify which comments (other than critical) are grounds for the nonconcurrency.

(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 a stake 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.) The Action Officer shall make a good faith effort to obtain a response. If the primary coordinator is unresponsive, ask your organizational Policy Rep for assistance. The number of contacts will depend upon the urgency of the issuance action. If the primary coordinator is still unresponsive following the assistance of your Policy Rep, the Action Officer shall:

(a) Enter “No Response” next to that primary coordinator on the list of coordinating officials accompanying the action memo.
(b) Explain in the action memo the attempts to secure coordination and why it is appropriate for the signature authority to sign the issuance without a primary coordinator’s response.

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, DoDIs, DLARs, or DLAI.

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

(b) When a coordinator has one or more critical comments, that coordinator’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 coordinator disagrees with the proposed responsibilities, requirements, and/or procedures. A substantive comment is usually not sufficient justification for a coordinator to nonconcur on an issuance. Several substantive comments, when taken together, may be grounds for a nonconcurrence.

(3) Administrative. Administrative comments concern no substantive aspects of an issuance. Administrative comments address correcting dates of references, organizational symbols, format, grammar, and spelling mistakes.

e. Resolving Nonconcurrences

(1) Critical comments and substantive comments that result in a nonconcurrence ought to be resolved between the concerned parties before an issuance is approved and published. The resolution process is the responsibility of the IA or designated representative, 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 IA’s Policy Rep and Action Officer, and/or other IA senior leadership; and may request J5 to mediate the impasse between the DLA Directors/Commanders in accordance with paragraph 2.e. of Enclosure 2. Whatever the resolution process, it should reflect the IA’s best practices in reconciling differences and achieving accord.

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

(3) Submit the resolution of the nonconcurrence to the other coordinators who originally concurred on the issuance to ascertain if they concur with the resolution. Confirmation may be
completed by email. If they do not concur, continue this resolution of nonconcurrence process until all coordinators concur.

(4) If the IA is unable to resolve a nonconcurrence 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 IA.

f. Documenting Comments and Comment Disposition. All coordinators shall use the Comments Matrix for DLA Issuances, available on the DLA Issuances Website to provide and record administrative, 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 DLA IAs shall handle classified and FOUO issuances and classified and FOUO information that is part of the issuance process, according to References (m), (n), and (o).

h. Coordination with Unions Granted National Consultation Rights. DLA 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 J1 for review and the appropriate unions for comment and assistance in meeting this requirement. The timeframes for completion of issuances may be extended if necessary to comply with this requirement.

8. DISTRIBUTION

a. Releasability

(1) The originating DLA activity Action Officer shall:

(a) Determine the appropriate release and distribution option for each DLA issuance according to the review and clearance requirements in References (m), (n), (o), (p), (r), and (s).

(b) Indicate the releasability of a DLA issuance 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 (m), (n), and (o) are satisfied.

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

(a) Unlimited. An unclassified issuance that is cleared for public release by DLAHQ DI in accordance with References (m), (n), (o), (p), (r), and (s) and cleared by DLAHQ DP in accordance with Reference (t) and (u).

(b) Restricted. An unclassified issuance that is approved for release through the unclassified controlled DLA-only public key infrastructure (PKI) Official DLA Issuances Intranet Website. This includes issuances marked as FOUO.
(c) **Not Releasable.** An Issuance that is not automatically releasable through the Official DLA Issuance Intranet Website. The originating DLA activity Action Officer or Policy Rep is the authority who approves and releases the requested issuance or parts of the issuance.

b. **Unclassified Official DLA Issuances Internet Website.** DLA issuances that are assigned a releasability status of unlimited, must be made available to the public, and is cleared by DLAHQ DI, shall be published to the unclassified DLA Issuances Internet website. DLAHQ J52 shall post all final, approved DLA issuances to this website.

c. **Unclassified Official DLA Issuances Intranet Website.** DLA issuances that are assigned a releasability status of restricted (DLA ONLY and/or FOUO), which are controlled by DoD-only PKI access, shall be published on the unclassified Official DLA Issuances Intranet website as determined by the originating DLA activity. The DLA Issuances Intranet Website is the sole source for electronic distribution of DLA issuances. The DLA activities shall link to this website; they shall not download issuances and place them on their own websites.

(1) **Distribution by DLAHQ J52.** J52 shall post final, approved DLAIs and DLARs to the DLA Issuances Website.

(2) **Distribution by DLA Organizational Policy Representatives.** Policy Rep shall post final, approved DTMs and DLAMs to the DLA Issuances Website.

d. **Distribution by the Originating DLA Activity.** The originating Action Officer and/or Policy Rep shall control and release final approved DLA issuances that are NOT RELEASABLE through the unclassified DLA Issuances Intranet Website. The Requester must possess the requisite security clearance have a valid “Need to Know,” in order for the originating Action Officer and/or Policy Rep to release the DLA issuance.

e. **Classified Website.** At this time, DLA does not have a classified DLA Issuances Website.
APPENDIX 1: MATRIX OF DLA ISSUANCES

The matrix of DLA issuances is a quick reference list that describes the DLA issuance type, purpose and content, length, approval level, and longevity. Action officers should consult this table to determine which DLA issuance is the appropriate issuance to write and publish.

<table>
<thead>
<tr>
<th>Issuance Type</th>
<th>Purpose and Content</th>
<th>Length</th>
<th>Approval Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLAI</td>
<td>ESTABLISHES POLICY and assigns responsibilities within a functional area assigned in DLA’s chartering DoDD. May provide general procedures for implementing policy. -OR- IMPLEMENTS POLICY established in a policy DoDI by providing general procedures for carrying out that policy.</td>
<td>No more than 50 pages including Enclosures.</td>
<td>Director, Strategic Plans and Policy or designative representative</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If more than 50 pages, use a DLAM to document procedures</td>
<td>Director, Strategic Plans and Policy or designative representative</td>
</tr>
<tr>
<td>DLAM</td>
<td>IMPLEMENTS POLICY established in a policy DLAI by providing procedures for carrying out that policy. Includes the type of information formerly issued as DLA Publications.</td>
<td>If more than 100 pages are required, separate the DLAM into volumes.</td>
<td>DLAHQ and PLFA Directors/Commanders or designative representative</td>
</tr>
<tr>
<td>DLAR</td>
<td>ESTABLISHES POLICY WITH LEGAL MANDATES, assigns responsibilities within a functional area, and provides general procedures for carrying out that policy.</td>
<td>No more than 50 pages including Enclosures.</td>
<td>Director, Strategic Plans and Policy or designative representative</td>
</tr>
<tr>
<td>DTM</td>
<td>Serves the same purpose as a DLAI, or DLAM but is issued ONLY for time-sensitive actions that affect current issuances or that will become DLA issuances.</td>
<td>No limitation</td>
<td>DLAHQ and PLFA Directors/Commanders or designative representative</td>
</tr>
<tr>
<td>Longevity of DLA Issuances</td>
<td>DLAIs, DLARs, and DLAMs—Mandatory 5-year review or cancellation, when necessary. DTM — Mandatory incorporation into an existing DLA issuance, conversion to a new issuance, reissuance, or cancellation within 18 months of the date signed.</td>
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</tbody>
</table>

Table 1: Matrix of DLA Issuances
Supporting Documentation. The Action Officer will use a number of the supporting
documentation listed in the table below to develop a proposed new issuance, revise an existing
issuance, and/or cancel an existing issuance. These documents are separately published and
maintained on the DLA Issuance Intranet Website.

<table>
<thead>
<tr>
<th>Document</th>
<th>Stage 1: Development</th>
<th>Stage 2: Precoordination</th>
<th>Stage 3: Formal Coordination</th>
<th>Stage 4: Presignature Coordination</th>
<th>Stage 5: Signature &amp; Posting</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLA Writing Style Guide and Preferred Usage</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Standards</td>
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<tr>
<td>- DLA Instruction</td>
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<td>- DLA Regulation</td>
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<td>- DLA Manual</td>
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<td>- Directive Type Memorandums</td>
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<tr>
<td>Templates</td>
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<td>- DLA Instruction</td>
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<td>- DLA Instruction (Joint Service)</td>
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<td>- DLA Regulation</td>
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<td>- DLA Manual</td>
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<td>- DLA Issuance Preparation Checklist</td>
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<td>- Special Considerations</td>
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<td>- Checklist for Federal Register, Records Management</td>
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<td>- Privacy Act, Information Collection, and Forms Management</td>
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<tr>
<td>DLA Issuance Pipeline Process</td>
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<td>DoD Issuance Pipeline Process</td>
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<td>Timelines for Coordination and Completion of DLA Issuances</td>
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<td>TMT Tasker Report</td>
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<td>- Page Length Waiver</td>
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<td>- Approval to Cancel</td>
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<td>- Certified Current</td>
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<td>- Proposed DLAI</td>
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<td>- Proposed DLAM</td>
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<td>- Legacy DLA Pub to a DLAI</td>
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<td>- Proposed DTM</td>
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<td>- DTM Extension Request</td>
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<td>DLA Issuance Numbering System</td>
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</tbody>
</table>

Table 2: DLA Issuances Supporting Documents
## APPENDIX 3: TIMELINES FOR COORDINATION AND COMPLETION OF DLA ISSUANCES

<table>
<thead>
<tr>
<th>STAGE IN THE ISSUANCE PROCESS</th>
<th>Number of Workdays by Issuance Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(You are to complete the steps in sequential order.)</td>
<td>DLAI, DLAR, DLAM</td>
<td>Conforming and Substantive Changes</td>
</tr>
<tr>
<td><strong>STAGE 2: PRECOORDINATION.</strong> Obtain precoordination review/edit, adjudicate comments, and update draft issuance.</td>
<td></td>
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<tr>
<td>From: Date Action Officer requests precoordination review.</td>
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<tr>
<td>To: Date Policy Rep. completes precoordination review/edit.</td>
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</tr>
<tr>
<td>Date Action Officer completes the update of draft based upon comments received.</td>
<td>5(^2)</td>
<td>5(^2)</td>
</tr>
<tr>
<td>Total Time for Precoordination</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td><strong>STAGE 3: FORMAL COORDINATION.</strong> Submit draft via email for review, adjudicate comments, update draft, and obtain TMT and DLA Form 96 coord.</td>
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</tr>
<tr>
<td>From: Date Policy Rep requests formal coordination.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: Date functional stakeholders complete formal coordination.(^3)</td>
<td>20/30/44(^4)</td>
<td>15</td>
</tr>
<tr>
<td>Date Action Officer updates the draft; Date Policy Rep updates the Issuance Pipeline Status.</td>
<td>11</td>
<td>5</td>
</tr>
<tr>
<td>Total Time for Formal Coordination</td>
<td>Max 55</td>
<td>20</td>
</tr>
<tr>
<td><strong>STAGE 4: PRESIGNATURE COORDINATION.</strong> Obtain presignature coordination via TMT and the DLA Form 96, adjudicate comments, and update draft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: Date Policy Rep requests presignature review.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: Date J1 completes review</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Date DG completes LSR</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Date DI completes OPSEC/INFOSEC clearance review, if required(^4)</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Date Action Officer completes the update of the draft issuance, if necessary.</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Date Director/Commander completes coordination on DLAI or DLAR</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Total Time for Presignature Coordination</td>
<td>Max 45</td>
<td>Max 45</td>
</tr>
<tr>
<td><strong>STAGE 5: SIGNATURE AND POSTING.</strong> Obtain IA signature via TMT, DLA Form 96 and post the digitally signed issuance to DLA Issuances website.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: Date Policy Rep requests IA authentication and approve.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To: Date the IA authenticates and approves the issuance, if a DTM or DLAM.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Date Policy Rep assigns DTM #, posts DTM to the Official DLA Issuance website, and notifies all stakeholders</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Date the J5 IA authenticates and approves the DLAI or DLAR.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Date J52 to post DLAIs/DLARs/DLAMs to the DLA website and notifies the Policy Rep.</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Total Time for Signature and Posting</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>Total Workdays from Precoordination to Posting</td>
<td>Max 120</td>
<td>Max 82</td>
</tr>
</tbody>
</table>

1. Workdays shown are the maximum. They may be shortened depending upon the urgency of the DTM.
2. For issuances over 25 pages long, add 2 working days for each additional 25 pages.
3. Coordination of DLAI, DLARs, and DLAMs are based on issuance length. < 24 pages will have 20 working day suspense; 25-50 pages, 30 working days; 51+ pages, 45 working days.
4. See Enclosure 2.5 for DI mandatory review criteria.

| Table 3: Timelines for the Coordination and Completion of DLA Issuances |

APPENDIX 3 OF ENCLOSURE 3
## GLOSSARY

## PART I. ABBREVIATIONS AND ACRONYMS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COOP</td>
<td>Continuity of Operations</td>
</tr>
<tr>
<td>DASD</td>
<td>Deputy Assistant Secretary of Defense</td>
</tr>
<tr>
<td>DCIP</td>
<td>DLA Critical Information Program</td>
</tr>
<tr>
<td>DG</td>
<td>DLA General Counsel</td>
</tr>
<tr>
<td>DI</td>
<td>DLA Intelligence</td>
</tr>
<tr>
<td>DLA</td>
<td>Defense Logistics Agency</td>
</tr>
<tr>
<td>DLAD</td>
<td>Defense Logistics Acquisition Directive</td>
</tr>
<tr>
<td>DLAI</td>
<td>DLA Instruction</td>
</tr>
<tr>
<td>DLAM</td>
<td>DLA Manual</td>
</tr>
<tr>
<td>DLAR</td>
<td>DLA Regulation</td>
</tr>
<tr>
<td>DLM</td>
<td>Defense Logistics Manual</td>
</tr>
<tr>
<td>DoD</td>
<td>Department of Defense</td>
</tr>
<tr>
<td>DoDD</td>
<td>DoD Directive</td>
</tr>
<tr>
<td>DoDI</td>
<td>DoD Instruction</td>
</tr>
<tr>
<td>DoDM</td>
<td>DoD Manual</td>
</tr>
<tr>
<td>DTM</td>
<td>Directive-Type Memorandum</td>
</tr>
<tr>
<td>FOUO</td>
<td>For Official Use Only</td>
</tr>
<tr>
<td>FR</td>
<td>Federal Register</td>
</tr>
<tr>
<td>HQ</td>
<td>Headquarters</td>
</tr>
<tr>
<td>IA</td>
<td>Issuing Authority</td>
</tr>
<tr>
<td>IAW</td>
<td>in accordance with</td>
</tr>
<tr>
<td>IG</td>
<td>DLA Office of the Inspector General</td>
</tr>
<tr>
<td>INFOSEC</td>
<td>Information Security</td>
</tr>
<tr>
<td>J1</td>
<td>DLAHQ Human Resources</td>
</tr>
<tr>
<td>J5</td>
<td>DLAHQ Strategic Plans and Policy</td>
</tr>
<tr>
<td>J52</td>
<td>DLAHQ Policy Management Division</td>
</tr>
<tr>
<td>LSR</td>
<td>Legal Sufficiency Review</td>
</tr>
<tr>
<td>MILCON</td>
<td>Military Construction</td>
</tr>
<tr>
<td>OPI</td>
<td>Office of Primary Interest</td>
</tr>
<tr>
<td>OPSEC</td>
<td>Operations Security</td>
</tr>
<tr>
<td>OSD</td>
<td>Office of the Secretary of Defense</td>
</tr>
<tr>
<td>OSR</td>
<td>HQ DLA Operational Security Review</td>
</tr>
<tr>
<td>PDF</td>
<td>Adobe Acrobat Portable Document Format</td>
</tr>
<tr>
<td>PLFA</td>
<td>Primary Level Field Activities</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact</td>
</tr>
<tr>
<td>SCI</td>
<td>Supply Change Integration</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Standard</td>
</tr>
<tr>
<td>TMT</td>
<td>Tracking Management Tool</td>
</tr>
</tbody>
</table>
PART II. DEFINITIONS

**Authentication.** The testimony by the DLA Issuing Authority that a DLA issuance is genuine and it was properly coordinated in accordance with this Instruction.

**Change, Administrative.** A change that alters only non-substantive portions of an issuance such as titles dates of references, organizational names, office symbols, format, and grammar.

**Change, Conforming.** A change that complies with recent (within 90 days) and specific Executive, Legislative, Secretary of Defense, Deputy Secretary of Defense, Director, DLA or DLA IA direction. This type of change justifies a revision to the issuance.

**Change, Substantive.** A change that amends an essential section of an issuance such as purpose, applicability, policy, responsibilities, procedures, information requirements, internal controls, and releasability. This type of change justifies a revision to the issuance.

**DLA Instruction.** An issuance that ESTABLISHES POLICY impacts DLA employees (civilian, military, and contractors), assigns responsibilities, and implements overarching procedures within a functional area IAW assigned mission and functions.

**DLA issuance.** A document used by DLA to formally establish policy, assign responsibilities, and implement procedures. The set of documents that qualifies as a DLA issuance are DLAI, DLARs, DTM, and DLAM.

**DLA Manual.** A DLA issuance that provides general procedures for implementing policy established in DLAI. DLAMs shall include the specific, procedural information formerly published in various DLA publications.

**DLA publication.** A DLA publication is defined as One Book Chapters, legacy system publications, catalogs, compendiums, Directories, handbooks, indexes, inventories, lists, modules, pamphlets, plans, series, standards, supplements, and regulations, etc.

**DLA Regulation.** An issuance that ESTABLISHES POLICY and contains one or more LEGAL MANDATES on members of the public, assigns responsibilities, and implements procedures within a functional area IAW assigned mission and functions.

**Directive-Type Memorandum.** A memorandum that is issued ONLY for time-sensitive actions that affect one or more existing DLA issuances or that will become a new DLA issuance and ONLY when time constraints prevent publishing a new issuance or a change to an existing issuance.

**Federal Register (FR).** Any DLA regulation that levies legal mandates 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.
Issuing Authority. The DLAHQ or PLFA Director/Commander responsible for approving and authenticating DLA issuances IAW their mission and functions. The Issuing Authority for DLAIAs and DLARs is the Director, Strategic Plans and Policy. The Issuing Authority for DTMs and DLAMs is the DLAHQ or PLFA Director / Commander.

Legal Mandate. When a DLA issuance could adversely affect members of the public, DLA must notify members of the public, through the Federal Register, and give them an opportunity to review comment on the proposed issuance. This issuance is codified as a regulation, regulating a public right.

Policy. The set of basic principles or rules and associated guidelines, formulated and enforced by the DLAHQ or PLFA Director / Commander, to direct and limit its actions in pursuit of long-term DLA activity goals.

Action officer. A DLA employee responsible for developing, revising, or canceling, and coordinating DLA issuances for approval and publication.

Policy Representative. The DLA employee responsible for providing oversight activities and management controls over the all the DLA issuances IAW his/her organizational mission and functions.

Procedures. Standard, detailed steps that prescribe how to perform specific tasks in support of one or more policy statements that are written in an approved DLAI, DLAR, or DTM.

Standard Operating Procedure. A document used by DLA to capture standard, detailed steps that prescribe how to perform specific tasks within an office, section, or division within DLA.

Stakeholder. A person or organization that can affect or be affected by the actions of DLA as a whole.