



Department of Defense DIRECTIVE

NUMBER 5025.1

July 14, 2004

DA&M

SUBJECT: DoD Directives System

References: (a) DoD Directive 5025.1, subject as above, July 27, 2000 (hereby canceled)

(b) [DoD 5025.1-M](#), "DoD Directives System Procedures," current edition

(c) Sections 113, 125, and 191 of title 10 of United States Code

1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues reference (a) to update policy and responsibilities governing DoD Directives, DoD Instructions, and DoD Publications (hereafter referred to collectively as "DoD issuances").

1.2. Continues to authorize the publication of reference (b).

2. APPLICABILITY

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

3. DEFINITIONS

3.1. Defense Agencies and DoD Field Activities. Organizations specifically designated by the Secretary of Defense as Defense Agencies or DoD Field Activities under Section 191 of title 10 U.S.C. (reference (c)).

3.2. Directive-Type Memorandum. A memorandum issued by the Secretary or Deputy Secretary of Defense or Principal Staff Assistants (PSAs) that, because of time constraints, may not be published in the DoD Directives System at the time of signature. The memorandum shall remain in effect until the information is incorporated into a permanent DoD issuance, which shall be issued as soon as practical.

3.3. DoD Issuance. DoD Directive, DoD Instruction, DoD Publication, and their changes.

3.4. Other Organizational Entities within the Department of Defense. Organizations established pursuant to the Secretary's authority under Sections 113 or 125 of title 10 U.S.C. (reference (c)), but excluding those designated under Section 191 of reference (c). These organizations include, but are not limited to the Uniformed Services University of the Health Sciences and the National Reconnaissance Office.

3.5. Organizational Charter. A DoD Directive that establishes the responsibilities, functions, relationships, and delegated authorities, as applicable, of a PSA, a Defense Agency, a DoD Field Activity, or other organizational entity in the Department of Defense.

4. POLICY

It is DoD policy that:

4.1. A single, streamlined, uniform system governing the preparation, coordination, approval, publication, dissemination, implementation, and internal review of DoD issuances shall be maintained within the Department of Defense, in accordance with reference (b). The DoD Directives System includes the following:

4.1.1. DoD Directives that provide policy required or authorized by statute, the President, or the Secretary of Defense to initiate, govern, or regulate actions or conduct by the DoD Components. Specifically, DoD Directives establish or describe policy, programs and major activities, and organizations; define missions; delegate authority; and assign responsibilities. A DoD Directive shall be approved and signed by only the Secretary or Deputy Secretary of Defense.

4.1.2. DoD Instructions that implement policy, or prescribe a uniform method or delineate a specific plan of action for carrying out the policy, or provide directions or details for operating a program or activity; and assign responsibilities. A DoD Instruction implements a DoD Directive and shall be approved and signed by only a PSA and/or the Secretary or Deputy Secretary of Defense. A PSA may assign program responsibilities to another PSA or the Head of a DoD Component in a DoD Instruction when authorized by a DoD Directive.

4.1.3. DoD Publications (Regulations, Manuals, and all other DoD issuances that are not DoD Directives or DoD Instructions) that implement or supplement DoD Directives and DoD Instructions by providing uniform procedures for management or operational systems and disseminating administrative information. A DoD Publication must be authorized by a DoD Directive or DoD Instruction and its foreword approved and signed only by a PSA and/or the Secretary or Deputy Secretary of Defense.

4.2. DoD Directives shall adhere to the principle of centralized policy-making with decentralized execution by the DoD Components. As such, OSD shall focus primarily on providing policy guidance, assigning responsibility, and establishing appropriate mechanisms for feedback and oversight. The DoD Components shall be provided the latitude to determine how a given policy is to be implemented at the local level. DoD Directives shall be streamlined into eight pages or fewer, including enclosures, with no procedures.

4.3. DoD Directives shall adhere to the principle of centralized policy-making. DoD Directives shall be written to preclude requirements for the publication of implementing documents by the DoD Components.

4.4. Coordination. Proposed DoD issuances, including changes, reissuances, and cancellations of these documents, shall be formally coordinated to solicit the views of the Heads of the DoD Components.

4.4.1. Mandatory Coordination. All DoD issuances must be coordinated with the General Counsel, DoD, the Inspector General, DoD, and the Director of Administration and Management.

4.4.2. DoD Directive Coordination. Only the following officials are authorized to coordinate on DoD Directives:

4.4.2.1. In the OSD, only those Principal Staff Assistant officials and their Principal Deputies who report directly to the Secretary of Defense and the Deputy Secretary of Defense.

4.4.2.2. In the Office of the Chairman of the Joint Chiefs of Staff, and the Joint Staff:

4.4.2.2.1. The Chairman and the Vice Chairman.

4.4.2.2.2. The Director, Joint Staff.

4.4.2.2.3. The Vice Director, Joint Staff.

4.4.2.2.4. The Commanders of the Combatant Commands shall coordinate through the Chairman of the Joint Chiefs of Staff.

4.4.2.3. In the Military Departments:

4.4.2.3.1. The Secretaries of the Military Departments.

4.4.2.3.2. The Under Secretaries of the Military Departments.

4.4.2.3.3. The Assistant Secretaries of the Military Departments.

4.4.2.3.4. The Administrative Assistants of the Military Departments.

4.4.2.4. In the Office of the Inspector General, the Inspector General and the Principal Deputy Inspector General. If the position of Principal Deputy Inspector General does not exist, the first Assistant to the Inspector General.

4.4.3. DoD Instruction and DoD Publication Coordination. In addition to the officials listed in subparagraph 4.4.2., above, coordination may be obtained from the following:

4.4.3.1. The Assistant Secretaries of Defense not listed in subparagraph 4.4.2.

4.4.3.2. The Deputy Under Secretaries of Defense not listed in subparagraph 4.4.2.

4.4.3.3. The Deputy Assistant Secretaries of Defense and the Deputy General Counsels of the Department of Defense.

4.4.3.4. The Assistant to the Secretaries of Defense.

4.4.3.5. The Directors of the Defense Agencies and the DoD Field Activities.

4.4.4. Prior to coordinating on a DoD issuance, a senior official other than those identified in subparagraphs 4.4.2. and 4.4.3., must be designated in writing by his or her Principal in a memorandum addressed to and on file with the Director, Washington Headquarters Services. Unless otherwise prohibited by law or policy, this memorandum must delegate the authority for that senior official to speak for the principal and may or may not place restrictions or stipulations on the delegation.

4.4.5. Nonconcurrences or unresolved issues requiring resolution shall be resolved by the Secretary or Deputy Secretary of Defense for DoD Directives and to the attention of the cognizant PSA for DoD Instructions and DoD Publications.

5. RESPONSIBILITIES

5.1. The Director of Administration and Management (DA&M), Office of the Secretary of Defense, shall:

5.1.1. Serve as the DoD Regulatory Policy Officer.

5.1.2. Review, coordinate, and approve DoD issuances as rules for publishing in the Federal Register.

5.1.3. Review and coordinate on all DoD issuances.

5.1.4. Prepare organizational charters for all PSAs, the Defense Agencies, and the DoD Field Activities, and other organizational entities within the Department of Defense.

5.1.5. Maintain a list of officials authorized to coordinate on DoD issuances in accordance with section 4., above.

5.1.6. Monitor compliance with section 4., above.

5.2. The Director, Washington Headquarters Services, under the DA&M shall:

5.2.1. Administer and operate the DoD Directives System.

5.2.2. Administer periodic mandatory reviews of DoD issuances as follows:

5.2.2.1. Every 2 years, provide the PSAs with lists of DoD Directives under their cognizance for their review.

5.2.2.2. Every 5 years, provide the PSAs with lists of DoD Instructions and Publications under their cognizance for their review.

5.2.3. Place approved unclassified DoD issuances on the Internet.

5.2.4. Approve Administrative Instructions.

5.3. The positions identified in subparagraphs 4.4.2. through 4.4.3., above, shall:

5.3.1. Prepare DoD issuances that are relevant and necessary to accomplish their assigned responsibilities, in accordance with reference (b).

5.3.2. Prepare, coordinate, and approve DoD Instructions within their areas of responsibility and, if authorized by their organizational charters, sign the Instructions.

5.3.3. Prepare, coordinate, and approve DoD Publications and sign the foreword.

5.3.4. Coordinate proposed DoD issuances with the DoD Components, as prescribed in paragraph 4.4., above, and coordinate on proposed DoD issuances originated by PSAs.

5.3.5. Conduct periodic reviews for currency of all DoD issuances under their cognizance according to the following schedule:

5.3.5.1. Beginning in January 2006 and every 2 years thereafter, review all DoD Directives under their cognizance.

5.3.5.2. Beginning in January 2008 and every 5 years thereafter, review all DoD Instructions and Publications under their cognizance.


5.3.6. Provide written certification to the DA&M whether each issuance reviewed according to subparagraph 5.3.5., above, is current or shall be revised or canceled.

5.3.7. Issue directive-type memoranda and forward a signed copy of each to the Director, Executive Services and Communications, Washington Headquarters Services. Cancel or convert such memoranda into DoD issuance as appropriate.

5.4. The Heads of the DoD Components shall review and coordinate on proposed DoD issuances relevant to their missions.

6. EFFECTIVE DATE

This Directive is effective immediately.


Paul Wolfowitz
Deputy Secretary of Defense