



## DEFENSE INFORMATION SYSTEMS AGENCY

P. O. BOX 549  
FORT MEADE, MARYLAND 20755-0549

DISA NOTICE 210-20-2-01\*

JAN 30 2014

### ISSUANCES

#### DISA Issuances

1. **Purpose.** This Notice updates policy in DISA Instruction 210-20-2, DISA Issuances, dated 13 August 2013.
2. **Applicability.** This Notice applies to the Defense Information Systems Agency (DISA), the military departments (MILDEPs), and other Department of Defense (DoD) components and Government agencies including contractors.
3. **Policy.**
  - 3.1 A DISA issuance may be labeled as a legacy issuance when (1) the system or function described within the circular remains within the operational inventory of one or more DISA mission partners but is not currently being utilized by DISA or is not a current system of record within DISA and (2) the information in the circular remains valid and continues to be utilized by mission partners.
  - 3.2 Legacy issuances are for reference only until they are canceled. As such, legacy issuances will not be updated by the Agency.
  - 3.3 Legacy issuances are categorized as current in the DISA issuance postings and, accordingly, are exempt from a 5-year periodical review of content. The issuance will be reviewed every 5 years for continuation of a legacy annotation or issuance cancellation.

A handwritten signature in black ink, appearing to read "Fred Henry", is positioned above the typed name.

FREDERICK A. HENRY  
Brigadier General, USA  
Chief of Staff

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\*This Notice will be canceled upon cancellation or revision of DISAI 210-20-2 or be reissued within 5 years of its publication.

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P. O. BOX 549  
FORT MEADE, MARYLAND 20755-0549

AUG 13 2013

### DISA INSTRUCTION 210-20-2\*

#### ISSUANCES

##### DISA Issuances

1. **Purpose.** This Instruction prescribes policy, delineates approving officials, and assigns responsibility for Defense Information Systems Agency (DISA) issuances. It provides the Web site location for templates, format and style standards, and procedures for issuances.

2. **Applicability.** This Instruction applies to DISA and government and commercial activities that author or assist with preparing DISA issuances.

3. **Authority.** This Instruction is published in accordance with the authority contained in DoD Instruction 5025.01, DoD Directives Program, 26 September 2012, and DoD Directive 5105.19, Defense Information Systems Agency (DISA), 25 July 2006.

#### 4. Definitions.

4.1 **Issuance.** A DISA Circular (DISAC), DISA Notice (DISAN), or DISA Instruction (DISAI) (formerly known as a DISA numbered publication) .

4.1.1 **DISA Circular (DISAC).** DISA Circulars are either directive or informative and are applicable to DISA and other governmental organizations that operate and maintain the DoD Information Network (DoDIN). Circulars contain detailed instructions regarding practices and procedures that continue to evolve over time.

4.1.2 **DISA Notice (DISAN).** DISA Notices provide immediate procedural changes to an existing circular or instruction. Notices may also be general in nature to reflect updated DoD guidance. A DISA Notice supplements an existing DISA Circular or Instruction and remains with that issuance until is it reissued.

4.1.3 **DISA Instruction (DISAI).** DISA Instructions are directive in nature, apply only to DISA, and prescribe DISA policies and procedures.

4.2 **Office of Primary Responsibility (OPR).** The organizational element with the primary responsibility for the preparation and maintenance of a DISA issuance.

4.3 **Action Officer (AO).** A government civilian employee or military service member assigned to DISA who is the responsible individual within the OPR for the development and content management of an issuance.

## 5. Policy.

5.1 DISA issuances will set forth policies and procedures required to accomplish the mission, functions, governance, and operation of DISA.

5.2 All issuances will be assigned to an Office of Primary Responsibility (OPR). The OPR will ensure the issuance is prepared according to the prescribed format and style standards and processed according to published procedures.

5.3 All issuances will be reviewed for currency and validity by the 5th anniversary of the date of the issuance.

5.4 All issuance will expire 10 years from the publication date unless an extension is approved by the Chief of Staff.

## 6. Approving Officials.

6.1 **Chief of Staff (CoS).** The Chief of Staff is the approving authority for DISA issuances.

6.2 **Principal Directors, Directors, Commanders, and Chiefs of Major Organizational Elements.** These individuals are authorized to issue internal policies and procedures that affect only their organizational unit--not policies and procedures that affect the overall Agency mission, functions, governance and operations.

## 7. Responsibilities.

7.1 **Principal Directors, Directors, Commanders, and Chiefs of Major Organizational Elements.** These individuals will:

7.1.1 Ensure issuances are necessary for the efficient administration and operations of DISA and that they are current, accurate, and consistent with existing laws and DoD and DISA policy.

7.1.2 Appoint an Action Officer for an issuance for which their activity is the OPR. (A memorandum appointing the Action Officer will be provided to the Office of the Chief of Staff and the DISA Issuances Management Office. Appointment duration lasts until the issuance is published.)

7.1.3 Ensure the issuance is prepared according to the prescribed format and style standards and processed according to published procedures.

7.2 **Chief of Staff (COS).** The COS will:

7.2.1 Direct development of a new issuance or a review, revalidation, update, or cancellation of an existing issuance.

7.2.2 Conduct a final editorial review of a fully coordinated new or revised issuance to ensure compliance with this Instruction and with prescribed Agency formats and style standards. (The editorial review is conducted after DISA Issuances Management Office (DIMO) review and recommendation.)

7.2.3 Conduct a review of a proposed new or updated issuance that cites a form or contains an example of a form. (The forms review is conducted in accordance with the standards outlined in DISAI 630-15-1, Forms Management.)

7.2.4 Initiate coordination and track issuances externally, with support from the OPR, for a new or updated Circular which affects mission partners.

**7.3 Director for Strategic Planning and Information (SPI).** The Director, SPI, will:

7.3.1 Administer DISA issuances through the DISA Issuances Management Office (DIMO).

7.3.2 Ensure issuances are reviewed for reissue, recertification, or cancellation at the 5-year anniversary of the publication date.

7.3.3 Ensure new or revised issuance content and structure complies with authoritative directives and policies and with prescribed issuance procedures.

7.3.4 Recommend and forward issuances to the Office of the Chief of Staff that are ready for final editorial review, processing, and signature.

7.3.5 Conduct a review of a proposed new or updated issuance intended for public release for public affairs concerns.

7.3.6 Publish issuances approved and signed by the Chief of Staff on the DISA Issuances Web site.

7.3.7 Maintain an archive copy of all signed issuances.

7.3.8 Develop and provide issuance training for Action Officers.

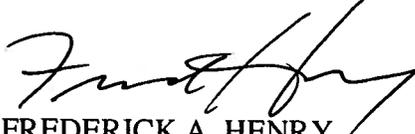
**7.4 General Counsel (GC).** The GC will conduct a review of a proposed new or updated issuance for legal concerns.

**7.5 Director for Manpower, Personnel, and Security (MPS).** The Director, MPS, will conduct a review of a proposed new or updated issuance intended for public release for operations security concerns.

**7.6 Inspector General (IG).** The IG will conduct a review of applicable issuances for possible advisory or compliance issues.

**8. Action Officer Duties and Training.** An individual appointed as an Action Officer for an issuance will develop, manage the content of, and coordinate the issuance. An individual appointed as an Action Officer for an issuance will accomplish issuance training within 30 days of appointment. (Training is considered current if accomplished within 3 years of appointment.)

**9. Templates, Format and Style Standards, and Procedures.** Templates, format and style standards, and procedures are provided on the DISA Issuances Web site located on the DoD Enterprise Portal Service (DEPS) at <https://east.esps.disa.mil/disa/applications/ESPortal/default.aspx>.



FREDERICK A. HENRY  
Brigadier General, USA  
Chief of Staff

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\*This Instruction cancels DISA Instruction 210-20-2, 26 January 2007. This Instruction must be certified current, reissued, or canceled within 5 years of its publication; if not, it will expire 10 years from its publication and be removed from the DISA Issuances Web site.

OPR: SPI

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