

Departmental Directives - Streamlined Formal Clearance Process

Per DR 0100-001 (01/04/18) and DM 0100-001 (01/04/18)

	New DR, DM, DN, or SM	Existing DR or DM Revision Major Changes	Existing DR or DM Amendment Minor Changes	New DG	Existing DG Revision Any Changes
OPI Internal Clearance	OPI Applicable Internal Management Review	OPI Applicable Internal Management Review	OPI Applicable Internal Management Review	OPI Applicable Internal Management Review	OPI Applicable Internal Management Review
Approval for Submission into Formal Clearance	OPI Agency Head	OPI Agency Head	OPI Agency Head	OPI Agency Head	OPI Agency Head
Mandatory Clearance Office - Sequential Review	DDM Initial Review 3 Days	DDM Initial Review 3 Days	DDM Initial Review 3 Days	DDM Initial Review 3 Days	DDM Initial Review 3 Days
	OPI Comment Adjudication 5 Days ^{1,2,3}	OPI Comment Adjudication 5 Days ^{1,2,3}	OPI Comment Adjudication 5 Days ^{1,2,3}	OPI Comment Adjudication 5 Days ^{1,2,3}	OPI Comment Adjudication 5 Days ^{1,2,3}
Optional Clearance Office(s) - Simultaneous Review	Optional Clearance(s) (Determined by OPI/DDM) 3 Days	Other Clearance(s) (Determined by DDM) 3 Days			
	OPI Comment Adjudication 5 Days ¹	OPI Comment Adjudication 5 Days ¹	OPI Comment Adjudication 5 Days ¹	OPI Comment Adjudication 5 Days ¹	OPI Comment Adjudication 5 Days ¹
Mandatory Clearance Office - Sequential Review	OBPA Review 3 Days				
	OPI Comment Adjudication 5 Days ^{1,2,3}				
Mandatory Clearance Office - Sequential Review	OGC Review 10 Days	OGC Review 5 Days			
	OPI Comment Adjudication 5 Days ^{1,2,3}	OPI Comment Adjudication 5 Days ^{1,2,3}			
Mandatory Clearance Office - Sequential Review	ASA Review 10 Days				
	OPI Comment Adjudication 5 Days ^{1,2,3}				
Mandatory Clearance Office - Sequential Review	DDM Final Review 3 Days	DDM Final Review 3 Days	DDM Final Review 3 Days	DDM Final Review 3 Days	DDM Final Review 3 Days
	OPI Comment Adjudication 5 Days ^{1,2,3}	OPI Comment Adjudication 5 Days ^{1,2,3}	OPI Comment Adjudication 5 Days ^{1,2,3}	OPI Comment Adjudication 5 Days ^{1,2,3}	OPI Comment Adjudication 5 Days ^{1,2,3}
	OES Review (If to be signed by the Secretary) 3 Days				
	OPI Comment Adjudication 5 Days ^{1,2,3}				
Mandatory Clearance Office - Sequential Review	Signature Authority ⁴ 10 Days	Signature Authority ⁴ 10 Days	Signature Authority ⁴ 10 Days	Signature Authority ⁴ 10 Days	Signature Authority ⁴ 10 Days
Mandatory Clearance Office - Sequential Review	DDM Publish 5 Days	DDM Publish 5 Days	DDM Publish 5 Days	DDM Publish 5 Days	DDM Publish 5 Days

Note 1: OPI comment adjudication and directive revision within 5 business days for standard resolution of comments.

Note 2: OPI comment adjudication and directive revision within 20 business days for Mandatory Clearance Office nonconcur requiring remedy.

Note 3: OPI comment adjudication and directive revision within 4 calendar months for Mandatory Clearance Office nonconcur requiring a rewrite.

Note 4: Directive submissions will be automatically withdrawn from formal clearance if approval for publication is not secured within 1 calendar year.