

# Departmental Directives - Streamlined Formal Clearance Process

Effective December 2019

Based on DR 0100-001 (01/04/18) and DM 0100-001 (01/04/18) - with Modifications for the DDRWG

	<b>New DR, DM, DN, or SM</b>	<b>Existing DR or DM Revision</b> Major Changes	<b>Existing DR or DM Amendment</b> Minor Changes	<b>New DG</b>	<b>Existing DG Revision</b> 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	<b>DDM Initial Review</b> 10 Days	<b>DDM Initial Review</b> 10 Days	<b>DDM Initial Review</b> 10 Days	<b>DDM Initial Review</b> 10 Days	<b>DDM Initial Review</b> 10 Days
	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>
Optional Clearance Office(s) - Simultaneous Review	<b>Optional Clearance(s) (Determined by OPI/DDM)</b> 3 Days	<b>Other Clearance(s) (Determined by DDM)</b> 3 Days			
	OPI Comment Adjudication 5 Days <sup>1</sup>	OPI Comment Adjudication 5 Days <sup>1</sup>	OPI Comment Adjudication 5 Days <sup>1</sup>	OPI Comment Adjudication 5 Days <sup>1</sup>	OPI Comment Adjudication 5 Days <sup>1</sup>
Mandatory Clearance Office(s) - Simultaneous Review	<b>OBPA, OGC, and ASA Review</b> 10 Days	<b>OGC Review</b> 5 Days	<b>OGC Review</b> 5 Days	<b>OGC Review</b> 5 Days	<b>OGC Review</b> 5 Days
	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>
Mandatory Clearance Office - Sequential Review	<b>DDM Final Review</b> 3 Days	<b>DDM Final Review</b> 3 Days	<b>DDM Final Review</b> 3 Days	<b>DDM Final Review</b> 3 Days	<b>DDM Final Review</b> 3 Days
	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>
	<b>OES Review (If to be signed by the Secretary)</b> 3 Days				
	OPI Comment Adjudication 5 Days <sup>1,2,3</sup>				
Mandatory Clearance Office - Sequential Review	<b>Signature Authority</b> <sup>4</sup> 5 Days	<b>Signature Authority</b> <sup>4</sup> 5 Days	<b>Signature Authority</b> <sup>4</sup> 5 Days	<b>Signature Authority</b> <sup>4</sup> 5 Days	<b>Signature Authority</b> <sup>4</sup> 5 Days
Mandatory Clearance Office - Sequential Review	<b>DDM Publish</b> 5 Days	<b>DDM Publish</b> 5 Days	<b>DDM Publish</b> 5 Days	<b>DDM Publish</b> 5 Days	<b>DDM Publish</b> 5 Days

## Notes

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.

## Acronyms

DDM - Departmental Directives Manager (within OBPA/LRAS/DPO)

DDRWG - Departmental Directives Reform Working Group

DG - Departmental Guidebook (detailed process/procedure)

DM - Departmental Manual (high-level process/procedure)

DR - Departmental Regulation (policy)

OPI - Office of Primary Interest - the directive owner/sponsor